

# Chisholm School District School Board Meeting Agenda

Monday, April 14, 2025 at 5:00 PM  
Regular Meeting  
Chisholm School Board Room

## I. Determination of Quorum and Call to Order

### II. Public Comment:

**Description:** Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.

## III. Recognition of Guests and Visitors

## IV. Approve Agenda

## V. Reports

## VI. Consent Agenda

A. Minutes of the March 24, 2025 Regular Meeting	4
Payrolls for the month of March 2025 in the amount of \$749,769.26	
Accounts Payable for the month of March 2025 in the amount of \$1,458,743.31	

### **Attachments:**

Minutes of the March 24, 2025 Regular Meeting	4
March 2025 Payroll	7
March 2025 Accounts payable	8

## VII. Action Agenda

A. Motion to approve the hiring of Violet Briski to Job #288 Paraprofessional, Vaughan Steffenrud, effective March 24, 2025.	20
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### **Attachments:**

Recommend to hire V. Briski	20
B. Motion to approve the hiring of Benjamin Becker to Job #287 Custodian/Bus Driver, High School, afternoon shift, effective April 14, 2025.	21
<b>Attachments:</b>	
Recommend to hire B. Becker	21
C. Motion to approve the hiring of Gregory Sjogren to Job #175 Part-time Bus Driver, effective April 15, 2025.	
D. Motion to approve the hiring of the following volunteer coaches for the following 2025 spring sports:	22
Track: Mike Lastovich, Anne Marie Wopata, Jon Wagner, Jason Hirdler	
Baseball: Eric Helmer	
Softball: Jennie Varda	
<b>Attachments:</b>	
2025 Spring Sports Volunteer Coaches	22
E. Motion to approve Peighton Worlie's request to enroll in the K-12 Reading Teacher Program through St. Scholastica.	23
<b>Attachments:</b>	
P. Worlie's K-12 Reading certification request	23
F. Motion to approve the posting of the following positions: 1.0 FTE High School Principal 1.0 FTE Dean of Students.	
G. Motion to approve the 2025-2026 School Calendar.	24
<b>Attachments:</b>	
2025-2026 School Calendar	24
H. Approve Policy 512 School-Sponsored Student Publications and Activities	25
<b>Attachments:</b>	
512 School Sponsored Publications and Activities	25
I. Approve Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	29
<b>Attachments:</b>	
704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	29
J. Approve Policy 801 Equal Access to School Facilities	30
<b>Attachments:</b>	

801 Equal Access to School Facilities	30
K. Approve Policy 805 Waste Reduction and Recycling	33
<b>Attachments:</b>	
805 Waste Reduction and Recycling	33
L. Approve Policy 807 Health and Safety Policy	40
<b>Attachments:</b>	
807 Health and Safety Policy	40
M. Approve Policy 901 Community Education	43
<b>Attachments:</b>	
901 Community Education	43
N. Approve Policy 902 Use of School District Facilities and Equipment	44
<b>Attachments:</b>	
902 Use of School District Facilities and Equipment	44
O. Approve Policy 904 Distribution of Materials on School District Property by Nonschool Persons	46
<b>Attachments:</b>	
904 Distribution of Materials on School District Property by Nonschool Persons	46
P. Approve Policy 905 Advertising	50
<b>Attachments:</b>	
905 Advertising	50
Q. Approve Policy 906 Community Notification of Predatory Offenders	52
<b>Attachments:</b>	
906 Community Notification of Predatory Offenders	52
R. Approve Policy 907 Rewards	56
<b>Attachments:</b>	
907 Rewards	56
VIII. Discussion	
IX. Information	
A. April 2025 student enrollment	
X. Adjourn	

March 24, 2025

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:05 PM on March 24, 2025, in the Elementary Board Room. Members present: Directors Randa Sauter, Rice, Corradi Simon, Lappi, Rahja, and Casey

### APPROVE AGENDA

Moved by Director Lappi, supported by Director Rice to approve the agenda with the following additions: Personnel, Item A and Administrative Business, Items N and O. Motion carried unanimously.

### REPORTS

Principal Winter addressed the board regarding the following: PTSA will help fund the PBIS celebration, Fastbridge Assessments are up, Starbase was a hit with the 5<sup>th</sup> graders, Kindergarten registration is at 21 now, May 14<sup>th</sup> is Sneak Peak for KG, Ryan Bennett is having an attendance challenge with the 4-6 grades and closing open enrollment.

Principal Hake addressed the board regarding the following: Closing open enrollment may be the second semester, the Schedule is done for next year, the thi<sup>rd</sup> quarter ends Friday, Summer school and Targeted services are staffed, end-of-year events will be posted soon, a Kickball tournament tentatively scheduled for the last Wednesday in May, Caps and gowns are in.

### APPROVE THE CONSENT AGENDA

Moved by Director Corradi Simon, supported by Director Rahja, to approve the consent agenda, which consists of the Minutes of the March 10, 2025, Regular meeting. Motion carried unanimously.

### **Personnel**

#### ACCEPT THE RESIGNATION OF NICHOLAS MILANI

Moved by Director Lappi, supported by Director Corradi Simon, to accept the resignation of Nicholas Milani, Level I Boys' Basketball Coach, effective March 20, 2025. Motion carried with a 5/1 vote. Chair Casey against.

### **Administrative Business**

#### APPROVE THE BLUESTREAK BUS CONNECTION PILOT PROGRAM

Moved by Director Rahja, supported by Director Lappi, to approve the Bluestreak Bus Connection Pilot Program. Motion carried unanimously.

#### APPROVE THE TECHCHECK E-RATE PROPOSAL FOR THE PURCHASE OF ETHERNET SWITCHES

Moved by Director Rice, supported by Director Corradi Simon, to approve the TechCheck E-Rate proposal for the purchase of Ethernet Switches in the amount of \$43,383.60 for the High School and new Elementary School. Motion carried unanimously.

SECOND READING OF POLICY 512 SCHOOL-SPONSORED STUDENT PUBLICATION AND ACTIVITIES

Chair Casey presented the Second Reading of Policy 512 School-Sponsored Student Publication and Activities

SECOND READING OF POLICY 704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

Chair Casey presented the Second Reading of Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

SECOND READING OF POLICY 801 EQUAL ACCESS TO SCHOOL FACILITIES

Chair Casey presented the Second Reading of Policy 801 Equal Access to School Facilities

SECOND READING OF POLICY 805 WASTE REDUCTION AND RECYCLING

Chair Casey presented the Second Reading of Policy 805 Waste Reduction and Recycling

SECOND READING OF POLICY 807 HEALTH AND SAFETY POLICY

Chair Casey presented the Second Reading of Policy 807 Health and Safety Policy

SECOND READING OF POLICY 901 COMMUNITY EDUCATION

Chair Casey presented the Second Reading of Policy 901 Community Education

SECOND READING OF POLICY 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

Chair Casey presented the Second Reading of Policy 902 Use of School District Facilities and Equipment

SECOND READING OF POLICY 904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NON-SCHOOL PERSONS

Chair Casey presented the Second Reading of Policy 904 Distribution of Materials on School District Property by Non-School Persons

SECOND READING OF POLICY 905 ADVERTISING

Chair Casey presented the Second Reading of Policy 905 Advertising

SECOND READING OF POLICY 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

Chair Casey presented the Second Reading of Policy 906 Community Notification of Predatory Offenders

SECOND READING OF POLICY 907 REWARDS

Chair Casey presented the Second Reading of Policy 907 Rewards

APPROVE THE ONE-YEAR LEASE EXTENSION OF THE SANTANDER LEASE AGREEMENT FOR TWO SCHOOL BUSES AS PRESENTED

Moved by Director Rahja, supported by Director Rice to approve the one-year lease extension of the Santander lease agreement for two school buses as presented. Motion carried unanimously.

APPROVE THE BAND ROOM IMPROVEMENTS FOR THE ESTIMATED AMOUNT OF \$218,000

Moved by Director Corradi Simon, supported by Director Rahja to approve the band room improvements for the estimated amount of \$218,000. Motion carried unanimously.

APPROVE THE ADDITIONAL BANDROOM IMPROVEMENTS FOR THE ESTIMATED AMOUNT OF \$118,00

Moved by Director Rice, supported by Director Lappi to approve the additional band room improvements for the estimated amount of \$118,000. Motion carried with a 5/1 vote. Director Corradi Simon against.

**Discussion:** Chair Casey instructed Principals Winter and Hake to discuss with Superintendent Morrison the best option to close open enrollment for the remainder of the current school year.

**Information:**

-March 2025 enrollment numbers

ADJOURN

Moved by Director Rahja supported by Director Corradi Simon, to adjourn the meeting at 5:43 PM. Motion carried unanimously.

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Danielle Randa Sauter, clerk

DRS/lea



**CHISHOLM**  
I.S.D. 695

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Chisholm, MN 55719  
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Fax: (218) 254-3741  
Web: chisholm.k12.mn.us

**Mark C. Morrison**  
Superintendent

**Brian Hake**  
7-12 Principal

**Karla Winter**  
Pre K-6 Principal

**Jennifer Crotteau**  
Counselor

**Travis Vake**  
Activities Director

**Noah Kaczor**  
Business Manager

April 14, 2025

To: Mark Morrison  
Superintendent

The following is a summary of payrolls for the month of March 2025.

March Payrolls

March	14	payroll	\$	365,300.88
March	31	payroll	\$	384,468.38
Total Payrolls			\$	749,769.26

Noah Kaczor  
Business Manager

NK:ma



Summary of Payments Issued:

March Accounts Payable Checks	\$1,390,587.06
March Accounts Payable Wires	<u>\$68,156.25</u>
Total Accounts Payable	\$1,458,743.31



Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 03/01/25-03/31/25 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void	Date	Amount
10		40060	82313	Check	1	00010		A-1 REFRIGERATION SERVICE	Yes	No	No	03/04/2025	1,698.00	
		40108	82360	Check	1	00010		A-1 REFRIGERATION SERVICE	Yes	No	No	03/13/2025	2,018.50	
		40170	82408	Check	1	2522		AIM ELECTRONICS INC	Yes	No	No	03/18/2025	64,445.40	
		40081	82314	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	03/04/2025	1,688.63	
		40130	82361	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	03/13/2025	1,339.62	
		40169	82409	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	03/18/2025	1,177.08	
		40194	82436	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	03/25/2025	144.75	
		40197	82437	Check	1	2724		ANDERSON PIANO SERVICE	Yes	No	No	03/25/2025	594.00	
		40106	82315	Check	1	4190		ANDERSON RANDY	Yes	No	No	03/04/2025	127.00	
		40138	82362	Check	1	3220		APG MEDIA OF MN	Yes	No	No	03/13/2025	115.00	
		40104	82317	Check	1	4072	RM1	ARROWHEAD ROBOTICS COALITION	Yes	No	No	03/04/2025	250.00	
		40129	82363	Check	1	2354		ATT MOBILITY	Yes	No	No	03/13/2025	670.72	
		40075	82318	Check	1	1944		AVIBEN	Yes	No	No	03/04/2025	141.72	
		40185	82438	Check	1	00610		BARK DESIGN INC	Yes	No	No	03/25/2025	250.50	
		40184	82431	Check	1	4201		BAYERL BARRY	Yes	No	No	03/20/2025	220.00	
		40083	82319	Check	1	2653		BUICKART MATERIALS	Yes	No	No	03/04/2025	349.58	
		40091	82320	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BL	Yes	No	No	03/04/2025	401.50	
		40092	82321	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BL	Yes	No	No	03/04/2025	3,289.60	
		40174	82410	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BL	Yes	No	No	03/18/2025	11,920.00	
		40079	82322	Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	03/04/2025	77,141.95	
		40098	82323	Check	1	3831	R1	BLUUM OF MINNESOTA LLC	Yes	No	No	03/04/2025	7,563.64	
		40094	82324	Check	1	3542	R1	BRAUN INTERTEC CORPORATION	Yes	No	No	03/04/2025	1,462.50	
		40172	82411	Check	1	3060	R1	BSN SPORTS	Yes	No	No	03/18/2025	3,686.56	
		40200	82439	Check	1	3060	REMIT	BSN SPORTS	Yes	No	No	03/25/2025	2,437.50	
		40084	82325	Check	1	2774		BUHL WATER CO INC	Yes	No	No	03/04/2025	82.50	
		40131	82364	Check	1	2774		BUHL WATER CO INC	Yes	No	No	03/13/2025	82.50	
		40198	82440	Check	1	2774		BUHL WATER CO INC	Yes	No	No	03/25/2025	82.50	
		40205	82441	Check	1	4111		BUILT-RITE BR INC.	Yes	No	No	03/25/2025	2,207.00	
		40201	82442	Check	1	3772	R1	CAROLINA BIOLOGICAL SUPPLY CO	Yes	No	No	03/25/2025	167.22	
		40183	82432	Check	1	4200		CHEELEY PETE	Yes	No	No	03/20/2025	220.00	
		40109	82365	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	03/13/2025	6,798.62	
		40186	82443	Check	1	01525		CHISHOLM TIRE SHOP	Yes	No	No	03/25/2025	1,060.00	
		40100	82326	Check	1	3933		CTC	Yes	No	No	03/04/2025	2,572.50	
		40176	82412	Check	1	3933		CTC	Yes	No	No	03/18/2025	2,572.50	
		40196	82444	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	03/25/2025	186.18	
		40182	82433	Check	1	3104		DAVID ARTHUR SIMONS	Yes	No	No	03/20/2025	220.00	
		40140	82366	Check	1	3420		DYNAMIC GARAGE DOOR, LLC	Yes	No	No	03/13/2025	112.50	
		40187	82445	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	03/25/2025	752.02	
		40143	82367	Check	1	3797		ELSMORE SWIM SHOP	Yes	No	No	03/13/2025	292.00	

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void	Date	Amount
10		40110	82368	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	03/13/2025	4,582.99	
		40127	82369	Check	1	2302	R1	FASTENAL	Yes	No	No	03/13/2025	51.42	
		40180	82434	Check	1	03479		GIANT'S RIDGE	Yes	No	No	03/20/2025	190.00	
		40181	82435	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	03/20/2025	220.00	
		40099	82327	Check	1	3872	R1	GREAT MINDS PBC	Yes	No	No	03/04/2025	840.00	
		40193	82446	Check	1	2341	REMIT	GREGORY SKALKO	Yes	No	No	03/25/2025	100.00	
		40082	82328	Check	1	2464		HIBBING BOYS HOOP CLUB	Yes	No	No	03/04/2025	200.00	
		40142	82370	Check	1	3624		HIBBING HEATING & AIR CONDITIONING	Yes	No	No	03/13/2025	227.50	
		40120	82371	Check	1	1375		HOGLUND BUS CO INC	Yes	No	No	03/13/2025	69.88	
		40171	82413	Check	1	2705		HORIZON COMMERCIAL POOL SUPPLY	Yes	No	No	03/18/2025	1,490.88	
		40062	82329	Check	1	04212		INAC, INC	Yes	No	No	03/04/2025	5,830.00	
		40112	82372	Check	1	04212		INAC, INC	Yes	No	No	03/13/2025	40,434.74	
		40105	82316	Check	1	4186		INBYLLT LLC	Yes	No	No	03/04/2025	45,706.40	
		40153	82373	Check	1	4186		INBYLLT LLC	Yes	No	No	03/13/2025	116,938.00	
		40093	82330	Check	1	3457		INGENSA INC.	Yes	No	No	03/04/2025	80,452.35	
		40175	82414	Check	1	3457		INGENSA INC.	Yes	No	No	03/18/2025	82,743.57	
		40133	82374	Check	1	2925		INTERMEDIATE DISTRICT 287	Yes	No	No	03/13/2025	1,507.88	
		40113	82375	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	03/13/2025	5,713.52	
		40074	82331	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	03/04/2025	27,483.26	
		40096	82332	Check	1	3721		ISD# 2909 ROCK RIDGE PUBLIC SCHOO	Yes	No	No	03/04/2025	300.00	
		40097	82333	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	03/04/2025	1,750.00	
		40101	82334	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	03/04/2025	65.29	
		40144	82376	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	03/13/2025	113.70	
		40177	82415	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	03/18/2025	162.68	
		40137	82377	Check	1	3099		JK MECHANICAL CONTRACTORS INC	Yes	No	No	03/13/2025	60,192.00	
		40072	82335	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	03/04/2025	1,967.50	
		40119	82378	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	03/13/2025	1,800.00	
		40061	82336	Check	1	03553		JUBILEE FOODS	Yes	No	No	03/04/2025	616.94	
		40111	82379	Check	1	03553		JUBILEE FOODS	Yes	No	No	03/13/2025	503.64	
		40157	82416	Check	1	03553		JUBILEE FOODS	Yes	No	No	03/18/2025	41.29	
		40089	82337	Check	1	3175	1099	JULIE SCHELDE	Yes	No	No	03/04/2025	1,325.00	
		40141	82380	Check	1	3618		KAJEET, INC.	Yes	No	No	03/13/2025	3,844.45	
		40203	82447	Check	1	3859		KOSKI, DAWN	Yes	No	No	03/25/2025	225.10	
		40063	82338	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	03/04/2025	34.99	
		40148	82381	Check	1	4132		LANDWEHR CONSTRUCTION	Yes	No	No	03/13/2025	49,259.40	
		40121	82382	Check	1	1416		LIFE SECURITY AND CONTROL	Yes	No	No	03/13/2025	192.00	
		40126	82383	Check	1	2232		LOWES	Yes	No	No	03/13/2025	73.25	
		40087	82339	Check	1	2970		LYNETTE PURDY	Yes	No	No	03/04/2025	21.96	
		40064	82340	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	03/04/2025	2,575.48	

ISD 695-Chisholm  
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 03/01/25-03/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void	Date	Amount
10		40188	82448	Check	1	06731		MADISON NATIONAL LIFE INS CO	Yes	No	No	03/25/2025	2,482.98	
		40114	82384	Check	1	06298	R2	MAASA	Yes	No	No	03/13/2025	407.00	
		40095	82341	Check	1	3710		MASSP	Yes	No	No	03/04/2025	405.00	
		40080	82342	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	03/04/2025	17,677.70	
		40168	82417	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	03/18/2025	17,677.70	
		40195	82449	Check	1	2558		MESABI GLASS WINDOW DOORS INC	Yes	No	No	03/25/2025	285.00	
		40158	82418	Check	1	1584		MID-AMERICAN RESEARCH CHEMICAL	Yes	No	No	03/18/2025	223.00	
		40136	82385	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	03/13/2025	1,577.00	
		40210	82459	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	03/26/2025	2,281.74	
		40077	82343	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/04/2025	15.00	
		40125	82386	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/13/2025	15.00	
		40159	82419	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40160	82420	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40161	82421	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40162	82422	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40163	82423	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40164	82424	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40165	82425	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40166	82426	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/18/2025	15.00	
		40208	82460	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/26/2025	15.00	
		40209	82461	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	03/26/2025	15.00	
		40073	82344	Check	1	1807	REMIT	MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	03/04/2025	100.00	
		40076	82345	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	03/04/2025	19.33	
		40122	82387	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	03/13/2025	2,339.16	
		40065	82346	Check	1	06375		MN POWER	Yes	No	No	03/04/2025	17,166.10	
		40078	82347	Check	1	2278		MN TELECOMMUNICATIONS	Yes	No	No	03/04/2025	751.00	
		40115	82388	Check	1	06401	R1	MSBA	Yes	No	No	03/13/2025	210.00	
		40155	82389	Check	1	4196		MULCAHY NICKOLAUS LLC	Yes	No	No	03/13/2025	34,610.97	
		40128	82390	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	03/13/2025	93.27	
		40167	82427	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	03/18/2025	135.23	
		40192	82450	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	03/25/2025	123.30	
		40150	82391	Check	1	4174		NETTE'S DINER & CATERING INC	Yes	No	No	03/13/2025	2,250.00	
		40066	82348	Check	1	06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	03/04/2025	5,195.00	
		40189	82451	Check	1	06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	03/25/2025	2,661.50	
		40067	82349	Check	1	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	03/04/2025	7,771.70	
		40085	82350	Check	1	2795		PARK STATE BANK	Yes	No	No	03/04/2025	1,325.66	
		40135	82392	Check	1	2980		PARSONS ELECTRIC LLC	Yes	No	No	03/13/2025	35,661.56	
		40103	82351	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	03/04/2025	313.72	
		40145	82393	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	03/13/2025	347.43	

ISD 695-Chisholm  
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 03/01/25-03/31/25 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Red	Vendor	Print	Recon	Void	Pmt/Void	Date	Amount
10		40204	82452	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	03/25/2025	183.86	
		40068	82352	Check	1	07675		PITNEY BOWES GLOBAL FINANCIAL S	Yes	No	No	03/04/2025	434.52	
		40069	82353	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	03/04/2025	71.97	
		40116	82394	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	03/13/2025	66.76	
		40090	82354	Check	1	3313		REGION 7A	Yes	No	No	03/04/2025	1,195.00	
		40173	82428	Check	1	3313		REGION 7A	Yes	No	No	03/18/2025	245.00	
		40102	82355	Check	1	4001		RUPP ANDERSON SQUIRES & WALDSF	Yes	No	No	03/04/2025	28.00	
		40088	82356	Check	1	2981	REMIT	SANTANDER LEASING LLC	Yes	No	No	03/04/2025	46,792.00	
		40123	82395	Check	1	2121	R1	SCHMITT MUSIC	Yes	No	No	03/13/2025	275.49	
		40207	82453	Check	1	4164		SOUTH DAKOTA SCHOOL OF MINES &	Yes	No	No	03/25/2025	2,450.00	
		40059	82312	Check	1	4198		STEPHEN MICHAEL FREDLUND	Yes	No	No	03/04/2025	800.00	
		40070	82357	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	03/04/2025	361.68	
		40117	82396	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	03/13/2025	337.68	
		40154	82397	Check	1	4187		SUNBELT RENTALS, INC.	Yes	No	No	03/13/2025	11,569.60	
		40086	82358	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	03/04/2025	4,138.19	
		40134	82398	Check	1	2963		TEACHERS ON CALL	Yes	No	No	03/13/2025	12,638.60	
		40199	82454	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	03/25/2025	6,996.96	
		40202	82455	Check	1	3840		TECH CHECK	Yes	No	No	03/25/2025	600.00	
		40132	82399	Check	1	2803		THELEN HEATING & ROOFING	Yes	No	No	03/13/2025	323,000.00	
		40118	82400	Check	1	10255		THRYV	Yes	No	No	03/13/2025	66.00	
		40190	82456	Check	1	10255		THRYV	Yes	No	No	03/25/2025	105.00	
		40149	82401	Check	1	4133		TNT CONSTRUCTION GROUP LLC	Yes	No	No	03/13/2025	73,668.94	
		40139	82402	Check	1	3416		TROPHIES PLUS, INC	Yes	No	No	03/13/2025	84.00	
		40071	82359	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	03/04/2025	345.00	
		40146	82403	Check	1	4112		VESTIS GROUP, INC.	Yes	No	No	03/13/2025	1,681.51	
		40178	82429	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	03/18/2025	32.63	
		40206	82457	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	03/25/2025	321.78	
		40124	82404	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	03/13/2025	67.00	
		40191	82458	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	03/25/2025	190.90	
		40151	82405	Check	1	4183		VISA	Yes	No	No	03/13/2025	295.22	
		40152	82406	Check	1	4183		VISA	Yes	No	No	03/13/2025	2,352.37	
		40179	82430	Check	1	4147		WTG TERRAZZO & TILE, INC.	Yes	No	No	03/18/2025	4,550.50	
Bank Total: 10													\$1,390,587.06	
Report Total:													\$1,390,587.06	

Check Number: 0-2147483647 Payment Date: 03/01/2025-03/31/2025 Period: 202501-202510 Void Status: N

Detail Payment Register By Check

Bank	Check No	Code	Red	Vendor	Pmt/Void Date	Pmt Type
10	3925	MSRS				Wire
	E 01	101	203	000 000 251	Emp Sponsor Hlth Reimb Arr	\$16,250.00
	E 01	105	203	000 000 251	Emp Sponsor Hlth Reimb Arr	\$20,625.00
	E 01	300	211	000 000 251	Emp Sponsor Hlth Reimb Arr	\$29,500.00
	E 01	005	108	000 000 251	Emp Sponsor Hlth Reimb Arr	\$1,500.00
PO#:	Voucher #:	67280	Invoice	Invoice No: 03.03.25	3/4/2025	Paid Amt: \$67,875.00
						Check Amount: \$67,875.00
10	3881	R1		WEX HEALTH INC		Wire
	E 01	005	930	000 000 251	Emp Sponsor Hlth Reimb Arr	\$281.25
PO#:	Voucher #:	67395	Invoice	Invoice No: 0002122894-JN	3/13/2025	Paid Amt: \$281.25
						Check Amount: \$281.25
						Report Total: \$68,156.25



**ISD 695-Chisholm**  
**Void Payment Listing with Detail**

Payment Number: 0-9999999    Payment Date: 01/01/2020-4/30/2025    Period: 202501-202510    Void Date: 03/01/2025-03/31/2025

Batch	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Print	Recon	Void	You No	Period	Void Dt	Amount
32902	10		64109	09/24/2020	Check	1	2502	BLACK BEAR BAKERY	Yes	No	Yes	55753	202509	03/27/2025	(27.80)
Payment Total:															
33101	10		64351	11/13/2020	Check	1	2402	ISD #0361 INTERNATIONAL	Yes	No	Yes	56176	202509	03/27/2025	(100.00)
Payment Total:															
33411	10		64663	01/28/2021	Check	1	3696	STEELE, KEELIA	Yes	No	Yes	56661	202509	03/27/2025	(100.00)
Payment Total:															
33545	10		64779	03/03/2021	Check	1	3708	MINDY HESS	Yes	No	Yes	56861	202509	03/27/2025	(23.00)
Payment Total:															
34074	10		65350	07/27/2021	Check	1	2303	NAPA AUTO PARTS	Yes	No	Yes	57849	202509	03/27/2025	(90.00)
Payment Total:															
34098	10		65352	07/27/2021	Check	1	3379	JOE PHILLIPS	Yes	No	Yes	57743	202509	03/27/2025	(164.30)
Payment Total:															
34443	10		65679	10/14/2021	Check	1	3761	KAIUA KIMBERLY GAMS	Yes	No	Yes	58408	202509	03/27/2025	(31.12)
Payment Total:															
34519	10		65723	10/27/2021	Check	1	3754	DONALD W LALONDE	Yes	No	Yes	58453	202509	03/27/2025	(40.00)
Payment Total:															
34636	10		65861	11/16/2021	Check	1	3781	BRANDON SVOBODA	Yes	No	Yes	58705	202509	03/27/2025	(45.00)
Payment Total:															
34777	10		65994	12/15/2021	Check	1	3754	DONALD W LALONDE	Yes	No	Yes	58882	202509	03/27/2025	(55.00)
Payment Total:															
34967	10		66185	01/26/2022	Check	1	3754	DONALD W LALONDE	Yes	No	Yes	59171	202509	03/27/2025	(100.00)
Payment Total:															
Payment Total:															
Payment Total:															
Payment Total:															
Payment Total:															
Payment Total:															



ISD 695-Chisholm  
Void Payment Listing with Detail

Payment Number: 0-999999 Payment Date: 01/01/2020-4/30/2025 Period: 202501-202510 Void Date: 03/01/2025-03/31/2025

Batch	Pmt No	Bank	Check No	Pmt Dt	Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	You No	Period	Void Dt	Amount
37400	10	68553	09/25/2023	Check	1	3759	JAMNICK, AARON	Yes	No	Yes	63016	202509	03/27/2025	(65.00)		
Payment Total:																
37535	10	68727	10/20/2023	Check	1	4020	SCALA, TODD A.	Yes	No	Yes	63309	202509	03/27/2025	(130.00)		
Payment Total:																
37716	10	80009	12/11/2023	Check	1	2471	GLUMACK, CHARLES	Yes	No	Yes	63633	202509	03/27/2025	(130.00)		
Payment Total:																
38173	10	80427	02/16/2024	Check	1	4053	JULY ABERNATHY	Yes	No	Yes	64309	202509	03/27/2025	(93.00)		
Payment Total:																
38339	10	80623	04/12/2024	Check	1	4089	FREDEEN KATHLEEN	Yes	No	Yes	64728	202509	03/27/2025	(325.00)		
Payment Total:																
38545	10	80837	05/16/2024	Check	1	2404	KASEY S KARASTI	Yes	No	Yes	65057	202509	03/27/2025	(40.00)		
Payment Total:																
38711	10	80973	06/10/2024	Check	1	3009	HIBBING TRACK BOOSTER	Yes	No	Yes	65338	202509	03/27/2025	(450.00)		
Payment Total:																
38797	10	81071	06/28/2024	Check	1	3463	1099 DAMON BENHAM	Yes	No	Yes	65480	202509	03/27/2025	(100.00)		
Payment Total:																
39004	10	81270	08/29/2024	Check	1	2358	HIBBING VOLLEYBALL CLL	Yes	No	Yes	65782	202509	03/27/2025	(75.00)		
Payment Total:																
39091	10	81358	09/16/2024	Check	1	3860	SPEIDEL, MONTE	Yes	No	Yes	65899	202509	03/27/2025	(50.00)		
Payment Total:																
39214	10	81473	09/26/2024	Check	1	3862	HHS CC BOOSTER CLUB	Yes	No	Yes	66049	202509	03/27/2025	(250.00)		
Payment Total:																

ISD 695-Chisholm

Void Payment Listing with Detail

Payment Number: 0-999999 Payment Date: 01/01/2020-4/30/2025 Period: 202501-202510 Void Date: 03/01/2025-03/31/2025

Batch	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Print Recon	Void	You No	Period	Void Dt	Amount
39379	10	81647	10/24/2024	Check 1	4112	VESTIS GROUP, INC.	Yes	No	Yes	66282	202509	03/06/2025	(31.76)	
Payment Total:														
66282 202509 03/06/2025 (31.76)														
39405	10	81673	10/30/2024	Check 1	4112	VESTIS GROUP, INC.	Yes	No	Yes	66307	202509	03/06/2025	(103.83)	
Payment Total:														
66307 202509 03/06/2025 (103.83)														
39664	10	81934	12/19/2024	Check 1	4112	VESTIS GROUP, INC.	Yes	Yes	Yes	66702	202509	03/06/2025	(31.76)	
Payment Total:														
66702 202509 03/06/2025 (31.76)														
66703 202509 03/06/2025 (277.57)														
66704 202509 03/06/2025 (302.22)														
Payment Total:														
(611.55)														
39863	10	82124	01/23/2025	Check 1	4112	VESTIS GROUP, INC.	Yes	No	Yes	66931	202509	03/06/2025	(31.76)	
Payment Total:														
66931 202509 03/06/2025 (31.76)														
40147	10	82407	03/13/2025	Check 1	4131	WELLS CONCRETE PRODU	Yes	No	Yes	67396	202509	03/17/2025	(4,550.50)	
Payment Total:														
67396 202509 03/17/2025 (4,550.50)														
67396 202509 03/13/2025 4,550.50														
Payment Total:														
0.00														

## Recommendation to Hire

**Position:** Job #288 Paraprofessional

**Posting duration:** 9/5/2024-present

**Advertising Location:** Frontline, MNJobs, social media

**Number of Qualified:  
Licensed Applications:** 1

**Number interviewed:** 1

**Interview Committee Names:**

Principal Winter, Robbi Albert

**Recommended for hire:** Violet Briski

**Start Date:** March 24, 2025

**Location:** Vaughan Steffensrud

**Supervisor:** Karla Winter

## Recommendation to Hire

**Position:** Job #287 Custodian/Bus Driver

**Posting duration:** 10/14/2024-present

**Advertising Location:** Frontline, MNJobs, social media

**Number of Qualified:  
Licensed Applications:** 0

**Number interviewed:** 4

**Interview Committee Names:**

Superintendent Morrison, Ron Plante

**Recommended for hire:** **Ben Becker**

**Start Date:** **April 14, 2025**

**Location:** Chisholm Elementary

**Supervisor:** Brian Hake

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## Volunteer Coaches

1 message

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**Travis Vake** <tvake@chisholm.k12.mn.us>  
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Wed, Mar 26, 2025 at 8:25 AM

Hey Lisa,

Here are the volunteer coaches for board approval:

Track - Mike Lastovich, AnnMarie Wopata, Jon Wagner, Jason Hirdler  
Baseball - Eric Helmer  
Softball - Jennie Varda

Thank you,

--

Travis Vake  
Activities Director  
Chisholm High School

To whom it may concern,

I am seeking approval for the K-12 Literacy License through the College of St. Scholastica as I believe it will greatly enhance my ability to support students as an interventionist. This certification will provide me with advanced knowledge in literacy development, allowing me to better assess and address the diverse reading and writing challenges students face across grade levels. It will also strengthen my ability to collaborate with colleagues and implement evidence-based strategies that can accelerate student progress.

With this certification, I will be able to offer more targeted interventions, helping students achieve their full potential and improve their literacy skills. I am confident this opportunity will directly benefit the students I serve and contribute to the overall success of our school's literacy initiatives.

Thank you for your consideration.

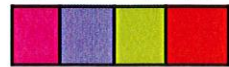
Sincerely,  
Peighton Worlie

# 2025/2026 Chisholm Public Schools Calendar

August 2025							September 2025							October 2025							November 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
3	4	5	6	7	8	9	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
10	11	12	13	14	15	16	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
17	18	19	20	21	22	23	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
24	25	26	27	28	29	30															30						
31																											

December 2025							January 2026							February 2026							March 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31																		29	30	31				

April 2026							May 2026							June 2026							July 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
26	27	28	29	30			31																				



Open House- Wed. August 27th 2:00-6:30 PM

First/Last Day for Students

Last Day of Quarter

School Closed/Holiday



Thursdays K-12 School IN Session 8:00 - 3:00 - Conferences 3:15 - 6:30

Fridays School NOT in Session - Conferences 8:00 - 3:00



No Students/Teacher Inservice - May 29th Graduation

# **512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

Chisholm Public Schools Independent School District No. 695

Board Policy 512

Series: 500-Students

Subject: 512 School-Sponsored Student Publications and Activities

Adopted/Revised: April 14, 2025

## **I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

## **II. GENERAL STATEMENT OF POLICY**

- A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.
  - 2. School-sponsored media may be distributed at reasonable times and locations.

## **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon

which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
  - 1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
  - 2. distributed or generally made available to students in the school; and
  - 3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### **IV. GUIDELINES**

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student

journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

- B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is defamatory;
  3. is profane, harassing, threatening, or intimidating;
  4. constitutes an unwarranted invasion of privacy;
  5. violates federal or state law;
  6. causes a material and substantial disruption of school activities;
  7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
  8. advertises or promotes any product or service not permitted for minors by law;
  9. advocates sexual, racial, or religious harassment or violence or prejudice; or
  10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;

6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

## V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**Legal References:** U. S. Const., amend. I  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

# **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

Chisholm Public Schools Independent School District No. 695

Board Policy 706

Series: 700 Non-Instructional Operations and Business Services

Subject: 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Adopted/Revised: April 14, 2025

## **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

## **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

## **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

## **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

### ***Legal References:***

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)  
GASB Implementation Guide 2021-1

### ***Cross References:***

MSBA/MASA Model Policy 702 (Accounting)

# **801 EQUAL ACCESS TO SCHOOL FACILITIES**

Chisholm Public Schools Independent School District No. 695

Board Policy 801

Series: 800 Buildings and Sites

Subject: 801 Equal Access to School Facilities

Adopted/Revised: April 14, 2025

## **I. PURPOSE**

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

## **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which non curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
  - 1. influence the form or content of any prayer or other religious activity;
  - 2. require any person to participate in prayer or other religious activity;
  - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - 5. sanction meetings that are otherwise unlawful;
  - 6. limit the rights of groups of students based on the size of the group;
  - 7. abridge the constitutional rights of any person.

## **III. DEFINITIONS**

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

**IV. FAIR OPPORTUNITY CRITERIA**

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

**V. PROCEDURES**

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
  - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
  - D. The building principal has responsibility to:
    1. Keep a log of application information.
    2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
    3. Note the condition of the facilities and equipment before and after use.
    4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
    5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
  - E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
  - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
  - G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
  - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

**Legal References:** 20 U.S.C. §§ 4071-74 (Equal Access Act)  
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)  
*Board of Educ. of Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)  
*Good News Club v. Milford Central School*, 533 U.S. 98 (2001)  
*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728*, 599 F.Supp. 2d 1136 (D. Minn. 2009)

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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*The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.*

## **805 WASTE REDUCTION AND RECYCLING**

Chisholm Public Schools Independent School District No 695

Board Policy 805

Series: 800-Buildings and Sites

Subject: 805 Waste Reduction and Recycling

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

### **III. DEFINITIONS**

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass,

plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
  - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
  - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
  - 1. reusing the product in its original form;
  - 2. increasing the life span of a product;
  - 3. reducing material or the toxicity of material used in production or packaging;  
or
  - 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

#### **IV. WASTE DISPOSAL**

- A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
  2. develop and implement a plan for managing the potential liability; and
  3. submit the information in (1) and (2) above to the PCA.
- If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. the land unless approved by the PCA; or
  3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
    - a. permitted to do so by the operator of the system and the PCA;
    - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and

- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
  
- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
  - 1. in solid waste; or
  - 2. in a wastewater disposal system.
  
- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
  - 1. in a solid waste processing facility; or
  - 2. in a solid waste disposal facility.
  
- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes section 216B.241, subdivision. 2.
  
- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
  
- J. The school district may not place yard waste:
  - 1. in mixed municipal solid waste;
  - 2. in a disposal facility;
  - 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
  - 4. in a plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).

- K. The school district may not place a telephone directory:
  - 1. in solid waste;
  - 2. in a disposal facility; or
  - 3. in a resource recovery facility, except a recycling facility.
- L. The school district may not:
  - 1. place major appliances in mixed municipal solid waste; or
  - 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

**V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS**

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the school district will:
  - 1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
  - 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
  - 3. purchase paper which has not been dyed with colors, excluding pastel colors;
  - 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  - 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
  - 6. use soy-based inks;

7. purchase printer or duplication cartridges that:
    - a. have 10 percent post-consumer material; or
    - b. are purchased as remanufactured; or
    - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;
  8. produce reports, publications, and periodicals that are readily recyclable;
  9. purchase paper which has been made on a paper machine located in Minnesota; and
  10. print documents on both sides of the paper where commonly accepted publishing practices allow.
- D. The school district may not use a specified product included on the prohibited products list published in the State Register.
  - E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
  - F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

## **VI. OTHER**

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

**Legal References:** Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)  
 Minn. Stat. § 115A.03 (Definitions)  
 Minn. Stat. § 115A.15 (State Government Resource Recovery)  
 Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities))  
 Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)  
 Minn. Stat. § 115A.471 (Public Entities; Managing Solid Waste)  
 Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)  
 Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)  
 Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)  
 Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)  
 Minn. Stat. § 115A.931 (Yard Waste; Prohibition)  
 Minn. Stat. § 115A.932 (Mercury Prohibition)  
 Minn. Stat. § 115A.951 (Telephone Directories)  
 Minn. Stat. § 115A.9561 (Major Appliances)  
 Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)  
 Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)

Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)  
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)  
Minn. Stat. § 216B.241, Subd. 2 (Public Utilities; Energy Conservation and Optimization)  
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)  
*National Solid Waste Management Ass'n v. Williams, et al.*, 966 F.Supp. 844 (D. Minn. 1997)

**Cross References:** None

## **807 HEALTH AND SAFETY POLICY**

Chisholm Public Schools Independent School District No. 695

Board Policy 807

Series: 800 Buildings and Sites

Subject: 807 Health and Safety Policy

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety

advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to

hazards and potential hazards may occur.

- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)  
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy ~~805~~ (Crisis Management Policy)

## **901 COMMUNITY EDUCATION**

Chisholm Public Schools Independent School District No. 695

Board Policy 901

Series: 900 Community Relations

Subject: 901 Community Education

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

### **II. GENERAL STATEMENT OF POLICY**

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

### **III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

**Cross References:** MSBA/MASA Model Policy ~~902~~ (Use of School District Facilities and Equipment)

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

Chisholm Public Schools Independent School District No 695

Board Policy 902

Series: 900 School District – Community Relations

Subject: 902 Use of School District Facilities and Equipment

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### **II. GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

**V. USE OF SCHOOL EQUIPMENT**

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

**VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

# **904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS**

Chisholm Public Schools Independent School District No. 695

Board Policy 904

Series: 900 Community Relations

Subject: 904 Distribution of Materials on School District Property by Nonschool Persons

Adopted/Revised: April 14, 2025

## **I. PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

## **II. GENERAL STATEMENT OF POLICY**

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

## **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- G. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- H. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

#### **IV. GUIDELINES**

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or

harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day of requested distribution.
3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
4. The proposed method of distribution.

B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the

request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

## **VII. VIOLATION OF POLICY**

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

## **VIII. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Doe v. South Iron R-1 School District*, 498 F.3d 878 (8<sup>th</sup> Cir. 2007)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Cornelius v. NAACP Legal Defense and Educational Fund, Inc.*, 473 U.S. 788 (1985)  
*Perry Education Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

## **905 ADVERTISING**

Chisholm Public Schools Independent School District No. 695

Board Policy 905

Series: 900 Community Relations

Subject: 905 Advertising

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

### **II. GENERAL STATEMENT OF POLICY**

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

### **III. ADVERTISING GUIDELINES**

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.

- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### **IV. ACCOUNTING**

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

**Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

**Cross References:** MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)

# **906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

Chisholm Public Schools Independent School District No. 695

Board Policy 906

Series: 900 Community Relations

Subject: 906 Community Notification of Predatory Offenders

Adopted/Revised: April 14, 2025

## **I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

## **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.
- D. Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

## **III. DEFINITIONS**

- A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).
- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
- C. "Notification or Disclosure by Law Enforcement Agency"
  - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.

2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
  3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.
- D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
  2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.
- F. “Risk Levels”
1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
  2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
  3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

#### **IV. PROCEDURES**

##### **A. Level II Notification**

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.

3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school

district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (Predatory Offenders; Notice)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 U.S.C. 20901 *et seq.* (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)  
Dept. of Admin. Advisory Op. No. 98-004

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

## **907 REWARDS**

Chisholm Public Schools Independent School District No. 695

Board Policy 907

Series: 900-Community Relations

Subject: 907 Rewards

Adopted/Revised: April 14, 2025

### **I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

### **II. GENERAL STATEMENT OF POLICY**

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

### **III. APPROVAL OF OFFERING OF REWARDS**

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

### **IV. ESTABLISHMENT OF PROCEDURES**

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

**Legal References:** Minn. Stat. § 123B.02, Subd. 22 (General Powers of Independent School Districts)

**Cross References:** None