

Chisholm School District School Board Meeting Agenda

Monday, May 12, 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

A. Principal Hake and Winter

VI. Consent Agenda

A. Minutes of the April 28, 2025 Regular Meeting

Payrolls for the month of April 2025 in the amount of \$739,049.29.

Accounts Payable for the month of April 2025 in the amount of \$\$1,671,999.77.

Attachments:

Minutes of the April 28, 2025 Regular Meeting	4
April 2025 Payrolls	6
April 2025 Accounts Payable	7

VII. Action Agenda

A. Motion to accept the resignation for the purpose of retirement request from Donald Quirk, effective May 30, 2025.	14
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Attachments:	
D. Quirk Resignation	14
B. Motion to accept the resignation for the purpose of retirement from Stephanie Jensen, effective June 27, 2025.	15
Attachments:	
S. Jensen resignation	15
C. Motion to approve the hire of Tyler Voight to Job #207, Level I Boys' Basketball Coach for the 2025-2026 school year.	18
Attachments:	
Recommend to hire T. Voight	18
D. Motion to approve the hiring of Roger Holman II to Job #240, Transportation Foreman.	19
Attachments:	
Recommend to Hire R. Holman	19
E. Motion to approve the hiring of Nicholas Milani to Job #292, Dean of Students, effective August 26, 2025.	20
Attachments:	
Recommend to hire Nicholas Milani	20
F. Motion to approve Mark Morrison to act as the Identified Official with Authority (IOwA) for 0695-01 to authorize, review, and rectify users for the Education Identity Access Management (EDIAM) system.	21
Attachments:	
M. Morrison IOwA 25-26	21
G. Motion to authorize the Superintendent to initiate actions considering the sale of the Vaughan Stefenrud School.	
H. Motion to approve payment in the amount of \$6,699.14 to Frontline Education for Applicant Tracking with Proactive recruiting subscription from 7/1/2025-6/30/2026.	22
Attachments:	
25-26 Frontline Subscription	22
I. Motion to approve the Professional Service Agreement between North Homes, Inc. and Independent School District 695 for the 2025-2026 school year.	23
Attachments:	
2025-2026 North Homes Agreement	23

J. First Reading of Policy 533 Wellness	34
Attachments:	
Policy 533 Wellness Redline	34
VIII. Discussion	
IX. Information	
A. May 2025 Enrollment	41
Attachments:	
May 2025 Enrollment	41
X. Adjourn	

April 28, 2025

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:03 PM on April 28, 2025, in the Elementary Board Room. Members present: Directors Randa Sauter, Rice, Corradi Simon, Lappi, Rahja, and Casey

APPROVE AGENDA

Moved by Director Rahja, supported by Director Randa Sauter to approve the agenda. Motion carried unanimously.

REPORTS

AD Vake addressed the board regarding the following: Met with vendors for weight room equipment. Video board anchor sponsors are all sold. The 30 West agreement needs to be discussed before continuing.

APPROVE THE CONSENT AGENDA

Moved by Director Corradi Simon, supported by Director Lappi, to approve the consent agenda, which consists of the Minutes of the April 14, 2025, Regular Meeting. Motion carried unanimously.

Personnel - none

Administrative Business

ACCEPT THE BID PROPOSAL FROM SHELTERTECH CORP

Moved by Director Corradi Simon, supported by Director Rahja, to accept the bid proposal from Sheltertech Corp. for the removal of Asbestos at the High School in the amount of \$89,980.00. Motion carried unanimously.

APPROVE THE RESOLUTION TO ACCEPT DONATIONS

Moved by Director Corradi Simon, supported by Director Randa Sauter to approve the resolution to accept donations. Being a resolution, a roll call was taken and carried as follows:

For: Directors Randa Sauter, Rice, Corradi Simon, Lappi, Rahja, and Chair Casey

Against: None

Discussion: Superintendent Morrison asked the board to allow him to look at the Vaughan Steffensrud School building options.

Information:

-Keith T. and Carl S. presented to the 6th graders on tolerance and acceptance.

-March 2025 enrollment numbers

ADJOURN

Moved by Director Rahja, supported by Director Lappi, to adjourn the meeting at 5:33 PM.
Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea



CHISHOLM
I.S.D. 695

300 3rd Ave. SW
Chisholm, MN 55719
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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

May 12, 2025

To: Mark Morrison
Superintendent

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

April Payrolls

April	15	payroll	\$	347,357.75
April	30	payroll	\$	391,691.54
Total Payrolls				\$ 739,049.29

Noah Kaczor
Business Manager

NK:ma

Summary of Payments Issued:

April Accounts Payable Checks	\$1,671,718.52
April Accounts Payable Wires	<u>\$281.25</u>
Total Accounts Payable	\$1,671,999.77

ISD 695-Chisholm

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 04/01/2025-04/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		40240	82491	82491	Check	1	3169		4N6 FANATICS.COM LLC	Yes	No	No	04/04/2025	250.00
		40241	82492	82492	Check	1	00010		A-1 REFRIGERATION SERVICE	Yes	No	No	04/10/2025	310.00
		40282	82493	82493	Check	1	4203		AKA CUSTOM LIDS	Yes	No	No	04/10/2025	515.00
		40226	82462	82462	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	04/02/2025	647.82
		40257	82494	82494	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	04/10/2025	1,405.83
		40294	82536	82536	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	04/15/2025	243.32
		40318	82557	82557	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	04/25/2025	2,714.71
		40262	82495	82495	Check	1	3322		AMY SZUMAL	Yes	No	No	04/10/2025	150.00
		40341	82558	82558	Check	1	4209		ANDERSON MORGAN	Yes	No	No	04/25/2025	375.00
		40298	82537	82537	Check	1	2919		ARROWHEAD DRIVERS TRAINING LTD	Yes	No	No	04/15/2025	1,122.00
		40256	82496	82496	Check	1	2354		ATT MOBILITY	Yes	No	No	04/10/2025	94.36
		40293	82538	82538	Check	1	2354		ATT MOBILITY	Yes	No	No	04/15/2025	541.63
		40218	82463	82463	Check	1	1944		AVIBEN	Yes	No	No	04/02/2025	282.20
		40286	82539	82539	Check	1	00610		BARK DESIGN INC	Yes	No	No	04/15/2025	86.15
		40263	82497	82497	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	04/10/2025	11,920.00
		40264	82498	82498	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	04/10/2025	317.20
		40265	82499	82499	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	04/10/2025	3,289.60
		40255	82500	82500	Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	04/10/2025	71,503.19
		40232	82464	82464	Check	1	3542	R1	BRAUN INTERTEC CORPORATION	Yes	No	No	04/02/2025	815.00
		40325	82559	82559	Check	1	3542	R1	BRAUN INTERTEC CORPORATION	Yes	No	No	04/25/2025	642.50
		40259	82501	82501	Check	1	3060	R1	BSN SPORTS	Yes	No	No	04/10/2025	6,391.86
		40322	82560	82560	Check	1	3060	R1	BSN SPORTS	Yes	No	No	04/25/2025	2,150.55
		40297	82540	82540	Check	1	2774		BUHL WATER CO INC	Yes	No	No	04/15/2025	67.50
		40302	82541	82541	Check	1	4206		CAREERSAFE, LLC	Yes	No	No	04/15/2025	1,600.00
		40271	82502	82502	Check	1	3989		CASEY DRUG	Yes	No	No	04/10/2025	5.18
		40238	82465	82465	Check	1	4073		CHERRY SCHOOL	Yes	No	No	04/02/2025	60.00
		40242	82503	82503	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	04/10/2025	7,116.55
		40234	82466	82466	Check	1	3763		CLIA LABORATORY PROGRAM	Yes	No	No	04/02/2025	248.00
		40332	82561	82561	Check	1	3933		CTC	Yes	No	No	04/25/2025	2,562.66
		40227	82467	82467	Check	1	2599		DALCO ENTERPRISE	Yes	No	No	04/02/2025	343.26
		40291	82542	82542	Check	1	1737		DSC COMMUNICATIONS	Yes	No	No	04/15/2025	1,156.50
		40266	82504	82504	Check	1	3420		DYNAMIC GARAGE DOOR, LLC	Yes	No	No	04/10/2025	157.50
		40307	82562	82562	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	04/25/2025	179.20
		40270	82505	82505	Check	1	3950		EMILY LAW	Yes	No	No	04/10/2025	2,572.82
		40319	82563	82563	Check	1	2469		ERZAR, JAMES	Yes	No	No	04/25/2025	190.00
		40287	82543	82543	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	04/15/2025	4,751.95
		40313	82564	82564	Check	1	1496	remit	FLINN SCIENTIFIC INC	Yes	No	No	04/25/2025	718.76
		40281	82506	82506	Check	1	4202		GEORGE RAJKOVICH	Yes	No	No	04/10/2025	2,400.00
		40339	82565	82565	Check	1	4202		GEORGE RAJKOVICH	Yes	No	No	04/25/2025	2,400.00

ISD 695-Chisholm

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 04/01/2025-04/30/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		40295	82544	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	04/15/2025	130.00
		40306	82555	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	04/23/2025	195.00
		40219	82468	Check	1	1957		GOPHER	Yes	No	No	04/02/2025	600.00
		40308	82566	Check	1	03570		GRAINGER	Yes	No	No	04/25/2025	92.10
		40305	82556	Check	1	2434		GREGORY STAINIGER	Yes	No	No	04/23/2025	185.00
		40330	82567	Check	1	3862		HHS CC BOOSTER CLUB	Yes	No	No	04/25/2025	250.00
		40326	82568	Check	1	3624		HIBBING HEATING & AIR CONDITIONING	Yes	No	No	04/25/2025	300.00
		40212	82469	Check	1	04212		INAC, INC	Yes	No	No	04/02/2025	7,923.47
		40244	82507	Check	1	04212		INAC, INC	Yes	No	No	04/10/2025	35,825.81
		40309	82569	Check	1	04212		INAC, INC	Yes	No	No	04/25/2025	7,760.71
		40324	82570	Check	1	3457		INGENSA INC.	Yes	No	No	04/25/2025	84,069.74
		40235	82470	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	04/02/2025	34.92
		40260	82508	Check	1	3074		INTERQUEST DETECTION CANINES OF	Yes	No	No	04/10/2025	440.00
		40245	82509	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	04/10/2025	5,713.52
		40314	82571	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	04/25/2025	110,840.83
		40299	82545	Check	1	3721		ISD# 2909 ROCK RIDGE PUBLIC SCHO	Yes	No	No	04/15/2025	150.00
		40236	82471	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	04/02/2025	1,750.00
		40333	82572	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	04/25/2025	76.52
		40261	82510	Check	1	3099		JK MECHANICAL CONTRACTORS INC	Yes	No	No	04/10/2025	85,766.95
		40304	82553	Check	1	4113		JOE LESCARBEAU	Yes	No	No	04/22/2025	110.00
		40336	82573	Check	1	4113		JOE LESCARBEAU	Yes	No	No	04/25/2025	55.00
		40216	82472	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	04/02/2025	1,350.00
		40211	82473	Check	1	03553		JUBILEE FOODS	Yes	No	No	04/02/2025	63.83
		40243	82511	Check	1	03553		JUBILEE FOODS	Yes	No	No	04/10/2025	91.53
		40288	82546	Check	1	03553		JUBILEE FOODS	Yes	No	No	04/15/2025	61.56
		40320	82574	Check	1	2711		JW PEPPER	Yes	No	No	04/25/2025	33.40
		40340	82575	Check	1	4208		KEITH POLISTER	Yes	No	No	04/25/2025	236.86
		40269	82512	Check	1	3859		KOSKI, DAWN	Yes	No	No	04/10/2025	23.02
		40310	82576	Check	1	05178		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	04/25/2025	168.00
		40274	82513	Check	1	4132		LANDWEHR CONSTRUCTION	Yes	No	No	04/10/2025	4,412.75
		40267	82514	Check	1	3605		LVC COMPANIES	Yes	No	No	04/10/2025	2,269.00
		40237	82474	Check	1	3861		MASC	Yes	No	No	04/02/2025	1,180.00
		40284	82515	Check	1	4205		MCI INC	Yes	No	No	04/10/2025	88,660.26
		40217	82475	Check	1	1584		MID-AMERICAN RESEARCH CHEMICAL	Yes	No	No	04/02/2025	1,593.81
		40228	82476	Check	1	2721		MIDWEST SPECIAL INSTRUMENTS	Yes	No	No	04/02/2025	80.00
		40296	82547	Check	1	2693	FD	MINNEAPOLIS SCHOOL DISTRICT	Yes	No	No	04/15/2025	352.00
		40328	82577	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	04/25/2025	44,500.09
		40222	82477	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	04/02/2025	30.00
		40250	82516	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	04/10/2025	15.00

ISD 695-Chisholm Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 04/01/2025-04/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		40251	82517	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	04/10/2025	15.00
		40252	82518	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	04/10/2025	15.00
		40316	82578	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	04/25/2025	15.00
		40220	82478	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	04/02/2025	5,186.30
		40249	82519	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	04/10/2025	1,809.31
		40315	82579	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	04/25/2025	8,327.55
		40246	82520	Check	1	06334		MIN GRADUATE SERVICES LTD	Yes	No	No	04/10/2025	725.75
		40213	82479	Check	1	06375		MIN POWER	Yes	No	No	04/02/2025	15,638.19
		40224	82480	Check	1	2278		MIN TELECOMMUNICATIONS	Yes	No	No	04/02/2025	751.00
		40300	82548	Check	1	3945		MOOSE LAKE SCHOOL	Yes	No	No	04/15/2025	200.00
		40289	82549	Check	1	06401	R1	MSBA	Yes	No	No	04/15/2025	400.00
		40280	82521	Check	1	4196		MULCAHY NICKOLAUS LLC	Yes	No	No	04/10/2025	34,610.97
		40225	82481	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	04/02/2025	25.90
		40317	82580	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	04/25/2025	746.93
		40311	82581	Check	1	06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	04/25/2025	11,125.84
		40247	82522	Check	1	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	04/10/2025	8,114.50
		40338	82582	Check	1	4189		OFFICE OF MINT SERVICES	Yes	No	No	04/25/2025	13.50
		40323	82583	Check	1	3088		OTT, ROBERT	Yes	No	No	04/25/2025	110.00
		40334	82584	Check	1	4067		PENS.COM	Yes	No	No	04/25/2025	259.78
		40272	82523	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	04/10/2025	399.86
		40301	82550	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	04/15/2025	408.90
		40231	82482	Check	1	3167		PERRIN MOBILE MEDICAL	Yes	No	No	04/02/2025	225.00
		40223	82483	Check	1	2252	R1	POWERSCHOOL GROUP LLC	Yes	No	No	04/02/2025	190.00
		40253	82524	Check	1	2170		RADOTICH INC	Yes	No	No	04/10/2025	147,875.57
		40276	82525	Check	1	4169		RAINVILLE CARLSON INC	Yes	No	No	04/10/2025	446,234.00
		40254	82526	Check	1	2271		RANGE CORNICE AND HEATING	Yes	No	No	04/10/2025	117,009.74
		40230	82484	Check	1	2981	REMIT	SANTANDER LEASING LLC	Yes	No	No	04/02/2025	30,030.00
		40214	82485	Check	1	09350		SHUBAT TRANSPORTATION	Yes	No	No	04/02/2025	3,250.00
		40337	82585	Check	1	4134		SISU INVESTMENTS, LLC	Yes	No	No	04/25/2025	69.00
		40329	82586	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	04/25/2025	55.00
		40283	82527	Check	1	4204	SCST	ST CLOUD STATE UNIVERSITY - SPOR	Yes	No	No	04/10/2025	1,532.00
		40248	82528	Check	1	08833		ST LOUIS COUNTY AUDITOR	Yes	No	No	04/10/2025	2,842.11
		40331	82587	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	04/25/2025	1,423.87
		40215	82486	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	04/02/2025	174.54
		40279	82529	Check	1	4187		SUNBELT RENTALS, INC.	Yes	No	No	04/10/2025	11,468.60
		40229	82487	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	04/02/2025	8,340.65
		40321	82588	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	04/25/2025	24,072.64
		40268	82530	Check	1	3840		TECH CHECK	Yes	No	No	04/10/2025	600.00
		40327	82589	Check	1	3840		TECH CHECK	Yes	No	No	04/25/2025	1,200.00

ISD 695-Chisholm
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 04/01/2025-04/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		40258	82531	Check	1	2803		THELEN HEATING & ROOFING	Yes	No	No	04/10/2025	80,750.00
		40275	82532	Check	1	4133		TNT CONSTRUCTION GROUP LLC	Yes	No	No	04/10/2025	54,150.00
		40303	82554	Check	1	3509	1099	TYLER PLATT	Yes	No	No	04/22/2025	120.00
		40312	82590	Check	1	1340		ULINE	Yes	No	No	04/25/2025	112.65
		40290	82551	Check	1	10275		VAALER INSURANCE INC	Yes	No	No	04/15/2025	118.00
		40239	82488	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	04/02/2025	902.61
		40335	82591	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	04/25/2025	321.78
		40221	82489	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	04/02/2025	97.20
		40292	82552	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	04/15/2025	155.30
		40277	82533	Check	1	4183		VISA	Yes	No	No	04/10/2025	922.97
		40278	82534	Check	1	4183		VISA	Yes	No	No	04/10/2025	7,279.04
		40273	82535	Check	1	4131		WELLS CONCRETE PRODUCTS, CO.	Yes	No	No	04/10/2025	17,228.49
		40233	82490	Check	1	3614	R1	WORLD'S FINEST CHOCOLATE, INC.	Yes	No	No	04/02/2025	4,380.00
Bank Total: 10													\$1,671,718.52
Report Total:													\$1,671,718.52

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2025-04/30/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
10	3881	R1		WEX HEALTH INC		Wire	\$281.25	\$281.25
		E 01	005	930 000 000 251				
				Emp Sponsor Hlth Reimb Arr	4/10/2025			
PO#:	Voucher #:	67568	Invoice	Invoice No: 0002140123-IN				
							Check Amount:	\$281.25
							Report Total:	\$281.25

ISD 695-Chisholm

Void Payment Listing with Detail

Payment Number: 0-999999 Payment Date: 7/1/2020-5/31/2025 Period: 202510-202510 Void Date: 04/01/2025-04/30/2025

Batch	Pmt No	Bank Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Print Recon	Void You No	Period	Void Dt	Amount
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Date: May 1, 2025

Attn: Superintendent Morrison and Chisholm Board of Education

I am submitting my letter of resignation for the purpose of retirement effective May 30, 2025. As per the April 14, 2025, board-approved MOU, I am opting to take the one-time financial incentive to retire before July 1, 2025. I have met all the eligibility criteria. Thank you.

Donald L. Quirk

A handwritten signature in black ink that reads "Donald L. Quirk". The signature is written in a cursive style with a large, prominent 'D' and 'Q'.

May 6, 2025

Dear Mr. Morrison, Mrs. Winter and the Chisholm School Board,

This is one of the hardest choices to make because I LOVE the kids SO MUCH.

I will definitely miss the 20+ morning hugs I get/give to help students start their day. They are just as healing for me as it is for them. I don't ever want to be that teacher "that should have retired long ago."

I want to love on kids from K-12 if possible in some way!!

This letter is to serve as formal notification that I will be retiring from my position as 5th and 6th grade Science Teacher and SMART Lab Facilitator. I do qualify for the one-time retirement incentive that was approved through the Memorandum of Understanding ("MOU") entered into by and between Chisholm Independent School District #695 ("the District") and Education Minnesota Chisholm ("the Union") for the purpose of establishing a one-time retirement incentive for eligible teachers. I am an Eligible teacher who meets the MOU criteria and I understand that I shall receive a one-time payment of \$20,000 deposited into my Health Savings Account within 90 days of board action confirming retirement.

- Currently 5th & 6th grade Science Teacher and SMART LAB facilitator.
- Slightly over 55 years old.
- My very blessed almost 26 years:

I was first hired September 27, 1999. Darcy Lucas had mentioned there was a Title One position opening and suggested that I apply. My interview with Dr. Maki was interesting! I didn't even know what a Title One Teacher did and all my paperwork was filed an hour before the deadline. I did that job for 9 years and loved almost every minute of it!! I also subbed and taught Dimension Classes.

I was rehired June 23, 2008 for the 3rd grade position. Mr. Aldrich had left his position to become Admin. I was interviewed for his position by Mr. Aldrich and Mr. Varicak. My last year in 3rd grade was 2018. There were cuts that year and it was hard to leave a level and team that I loved so much for the 5th grade position that my daughter had been cut from. I was also giving up my role as the Safety Patrol Advisor. Yes, it was me that ended the Twins game Trip! Mr. Varichak told me to do whatever I wanted and I let the student Patrols decide. It was all about the kids!

2018-2019 I started in 5th grade. The first year was fabulous. I had many of my third graders again and it made the transition easier. The next two years were COVID ridden and I learned more technology than I ever imagined I would need in my life!! I sat online interacting with my students from 7:30-4:30, 3 live shows a day and being company for the kids who needed company and help!

2022-2023 We were departmentalized and I was introduced to the SMART LAB and trained for a whole new way of teaching and learning. It was challenging but it was good. Learning is Different in there and we all had fun trying and learning new things. Change is good.

2023-2025 Running 100 students through my room a day, teaching 2 new Phenomenon Based Science curriculum and fitting in the SMART LAB has been an experience! I also renewed my teaching license for probably the last time.

- Probably the longest written notification of retirement with an effective date on or before June 30, 2025. Because this is the hardest thing I have had to do.
- Submit a letter of retirement to the Superintendent by May 6, 2025. Right down to the last minute!

I have had some questions regarding contract issues and after a discussion, negotiation or clarification of these I understand this MOU constitutes the entire agreement between the parties regarding the subject matter herein and shall not be modified except by written mutual agreement. This will be my written notification of retirement with an effective date on June 27, 2025 after my questions have been clarified. I need time to purge more...

My future retirement plans consist of continuing to sub for the district through TOC. If there is an opening for a floating SUB I would like to be considered. I am even considering a Para position or filling in for secretaries. I would enjoy helping in remediation efforts with students that need the help.

As a teacher, I realized that the Dimensions program probably has a hard time finding anyone to teach the classes. I would definitely consider teaching Great Books, a Book Club or any of the other classes that might be offered in the Gifted and Talented program K-6. I would love to see the SMART LAB utilized for a Dimensions program if you are not going to continue the contract with the company. I would need to know soon so I could download any Lesson materials that could be used without the licensing through the company.

This is one of the hardest choices to make because I LOVE the kids SO MUCH. I am at peace with this decision. I will definitely miss the 20+- morning hugs I get/give to help students start their day. They are just as healing for me as it is for them. I don't ever want to be that teacher "that should have retired long ago." I am incredibly grateful for the time in Chisholm. I have learned so much from so many teachers, administrators, paras and especially the children. I consider this job one of the greatest blessings I have had. I am humbled by the opportunities and experiences of life long learning here in Chisholm. I have had fantastic staff to work alongside of and, many who have gone home to be with Jesus too soon. Thank you for this opportunity to retire a bit earlier than I had planned. I am sure I will see you around! The kids are asking me some interesting questions and I have assured them that I will be around in some capacity, whatever opportunities you may have for me.

Sincerely,

Stephanie Jensen

A handwritten signature in black ink that reads "Stephanie Jensen". The signature is written in a cursive style with a large, looping 'S' at the beginning and a long, horizontal flourish at the end.

Recommendation to Hire

Position: Job #207 Level I Boys' Basketball Coach

Posting duration: 04/01/2025 -04/15/2025

Advertising Location: MN Jobs, Social Media, word of mouth

Number of Qualified: 4

Licensed Applications: 4

Number interviewed: 4

Interview Committee Names:

Travis Vake, Larry pervenanze, Jen Fleming and Keith Turner

Recommended for hire: Tyler Voight

Location: High School

Supervisor: Travis Vake, Athletic Director

Recommendation to Hire

Position: Job #258 Transportation Foreman

Posting duration:

Advertising Location: Social Media, Word of Mouth

Number of Qualified:

Licensed Applications: 0

Number interviewed: 1

Interview Committee Names:

Superintendent Morrison, Ron Plante, Business Manager Kaczor

Recommended for hire: **Roger Holman II**

Location: Bus Garage

Supervisor: Superintendent Morrison

Recommendation to Hire

Position: Job #292

Posting duration: 04/15/2025 -04/25/2025

Advertising Location: Internal posting- Email was sent to EdMN

Number of Qualified: 7

Licensed Applications: NA

Number interviewed: 7

Interview Committee Names:

Superintendent Morrison, Principal Winter, Cindy Rice, Jennifer Fleming, Tim Nelson, Mary Jo Pavlovich

Recommended for hire: Nick Milani

Location: High School

Supervisor: Superintendent Morrison

Instructions for Districts and Schools: Copy the form below onto your district or school letterhead, complete the information requested in the six spaces shown, then scan and email the completed form to: useraccess.mde@state.mn.us.

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Chisholm Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0695-01

Superintendent or Exec. Director Name: Mark Morrison

Will act as the IOWA? Yes No

If no, identify below the individual who will act as the IOWA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Mark Morrison

Title: Superintendent of Schools

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Chisholm Public School District
 300 3Rd Ave Sw
 Chisholm MN 55719

Start Date: 7/1/2025
Due Date: 7/31/2025

PAYMENT INFORMATION
Please send checks to:

 Frontline Technologies Group LLC
 PO Box 780577
 Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

 Bank Name: Wells Fargo, N.A.
 Account Name: Frontline Technologies Group LLC
 ABA/Routing #: 121000248
 Account #: 4121566533
 Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

 Please send remittance advice to Billing@FrontlineEd.com.

 You can find a copy of our W9 at <http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf>.

Qty	Description	Start	End	End User	Rate	Amount
1	Applicant Tracking with Proactive Recruiting, unlimited usage for internal employees	7/1/2025	6/30/2026	15092 Chisholm ISD 695	\$6,669.14	\$6,669.14

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to billing@frontlineed.com.

SUBTOTAL \$6,669.14

TOTAL DUE
by 7/31/2025 \$6,669.14

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
NORTH HOMES, INC. AND INDEPENDENT SCHOOL DISTRICT 695**

This Agreement is entered into by and between Independent School District #695, 300 SW 3rd Avenue, Chisholm, MN 55719 (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter “Contractor”).

RECITALS

The parties hereto recite and declare:

- A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children’s Therapeutic Support Service) certification.
- C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;
- D. **Contractor** is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:

1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2026. This Agreement shall be renewed automatically for succeeding terms of one (1) year each unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term.

All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP).

NHCFS will bill services provided to District students to appropriate 3rd party funding sources. No service will be billed to the District without their prior written approval. These could include but are not limited to:

Medical Assistance – Primary Funder CTSS
 School Linked Grant – Crisis, Ancillary and Uninsured
 3rd Party Plans – Mental Health Therapy
 Payment Waiver (Guardian Sliding Fee Scale)
 In-Kind - Necessary Unfunded Activity
 School District (with appropriate referral and prior approval)

2. CORE SERVICES OF THE AGREEMENT

CTSS – Standard

School-based CTSS services strengthen students and their families through prevention, intervention and skill building within the school setting. NHCFS professionals and/or practitioners work with the school professional, student and family to formulate goals and objectives identified by the team.

CTSS Services Include:

- Individual, family and group skills training to improve functioning at school, home and in the community.
- Psychotherapy directed towards changing or reducing symptoms of a mental health condition.
- Diagnostic assessments and treatment planning by a licensed Mental Health Professional.
- Student specific consultations with parents and school staff.

CTSS – Intensive

This level incorporates all of the elements in the Standard CTSS but increases the amount of service to the student. Typically, this service works in conjunction with the EBD rooms providing a seamless and intensive mental health component to student's experiencing significant emotional and behavioral challenges.

Crisis Intervention

NHCFS school-based practitioners and professionals remain at the ready to respond to any student experiencing a crisis. This would include early intervention and a course of action to ensure ongoing support.

Day Treatment

When Day Treatment Services are being provided for the District, those services will be addressed under a separate contract.

Diagnostic Assessments

As a Rule 29 provider NHCFS has numerous qualified Mental Health Professionals who will make it a priority to provide high quality and timely Diagnostic Assessments. Please note that NHCFS professionals take this very seriously and do not diagnose unless clearly indicated.

Therapy

NHCFS School Practitioners work under the direction of the Mental Health Professional. They are well-trained and supervised to conduct group, individual and/or family skills work. Mental Health Professionals are also available to do therapy at our clinic or in the school if requested.

Ancillary Services and Other Functions**(a) Parent and Child Study Sessions**

NHCFS feels it is very important to create a team with the school and family. Therefore, our Practitioners and Mental Health Professionals (when requested) will participate in the child and family study, IEP meetings, etc.

(b) Suicide Prevention and Intervention Services

NHCFS has therapists at our clinics with extensive training in suicide prevention and intervention. At the time this contract was written, NHCFS has over 20 therapists that have completed Trauma Based Cognitive Behavioral Treatment training, with some becoming nationally certified.

(c) On-going Behavioral Health Consultation

As stated above, when working in the schools we are one team. NHCFS work with very behaviorally challenging children throughout our continuum. Our effectiveness is dependent on our ability in this regard.

(d) Training (Behavioral Management, Mental Health)

NHCFS trains our staff in the behavioral management model Life Space Crisis Intervention (LSCI). Upon request of the District, NHCFS would offer cross training of these skills to the district staff. NHCFS staff working in the School District locations are not trained in CPI and are instructed not to do physical interventions or holds unless there is no other option for ensuring the immediate safety of the student. School staff are to take lead in any physical interventions or hold.

(e) Tragic Event Response Services

Whenever a tragedy occurs within a school (i.e. suicide, car accident, etc.) NHCFS commits to put our collective resources on-site to assist, counsel and support. NHCFS professionals are trained and skilled in Informed Trauma Therapy and we commit to assisting your staff and students in coping with tragic events.

(f) Wrap Around Services and Coordination with Community Resources

NHCFS has a comprehensive service continuum and strong connections with community resources, as such, we have at our disposal resources and consultants to address the often complex needs of students. Our multi-disciplinary team in our Rule 29 Clinic can staff difficult cases and come up with intervention strategies.

3. SERVICES TO BE PROVIDED

Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to DA (Diagnostic Assessment) specifications.
- c. Provide appropriate documentation required by the school.
- d. Bill all appropriate third-party payer sources.
- e. Participate in student's educational meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend a meeting by one of these means, a written update will be provided for the team's review.

4. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor by Third Party Payor source. It will be the Contractors responsibility to bill and collect for services provided.

The District will provide referral data to the Contractor and will aid in obtaining Consent Authorizations as deemed necessary and appropriate.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services.

5. INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

6. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately

perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. At the request of the District, the Contractor will furnish the District with an original Certificate of Insurance providing proof of the coverage areas.

7. DATA PRIVACY/DATA OWNERSHIP

- A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.

- B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160,162,164)
If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.
- C. Release.
No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.
- D. Ownership.
Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be owned by the Contractor. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

8. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

9. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

10. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor’s default is excused by the District, the District may, upon written notice to the Contractor’s representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Representatives for each of the parties to this Agreement are as listed below:

<u>District</u>	<u>Contractor</u>
Mark Morrison, Superintendent	James C. Christmas, President & CEO
ISD #695	North Homes, Inc.
300 SW 3 rd Avenue	303 SE First Street
Chisholm, MN 55719	Grand Rapids, MN 55744
218.254-5726	218.327.3000

- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

11. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

12. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

13. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor’s employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor’s employees or subcontractor’s employees who perform services pursuant to this Agreement.

14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

2025-2026 CONTRACT

NHI / ISD 695

Chisholm Public Schools Independent School District No. 695

Board Policy 533

Series: 500-Students

Subject: 533 Wellness

Adopted/Revised:

_____ *Orig. 2005*
Revised: _____ *Rev. 202216*

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
- 2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
- 3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

- 1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
- 2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 [Code of Federal Regulations section C.F.R. § 210.10](#) and the meal requirements for breakfasts set forth in [Code of Federal Regulations section 7 C.F.R. § 220.8](#).]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minnesota Statutes section ~~Stat. § 121A.215~~, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 [Code of Federal Regulations section C.F.R. § 210.30](#).]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; [Website](#))
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act ~~of 1966~~)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

