

Chisholm School District School Board Meeting Agenda

Monday, June 8, 2020 at 5:00 PM
Regular Meeting
Teleconference

I. Determination of Quorum and Call to Order

II. Public Comment:

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. Approve Minutes

- A. Approve the May 26, 2020, Regular Meeting Minutes
- B. Approve the June 1, 2020, Working Session minutes

VI. Reports

VII. Correspondence

- A. Letter from the Family of Darcy Lucas
- B. Card from the Family of Darcy Lucas

VIII. Consent Agenda

- A. Accept \$2,000 Donation from Iron Range Carpet & Upholstery Cleaning for the New Score Board

IX. Action Agenda

- A. Approve Nicholas Milani Continuing Education for a Master's Degree
Mr. Milani will be attending Aurora University for a Master's Degree in Mathematics.
- B. Approve INAC Contract Renewal
- C. Approve the Hire of Meagan Scipioni as a Special Education teacher
Hire her at BA+15, Step 4, \$50,491 per year
- D. Approve the Hire of Debbie Jackson as a Special Education teacher
Hire her at MA Step 3, \$53,651 per year

- E. Approve the Renewal for ARCC Membership
- F. Approve the #SocialSchool4EDU Annual Payment
- G. Approve FY 21 hourly rate increase for Para educator substitutes on Teachers on Call from \$10 per hour to \$14 per hour
- H. Approve FY 21 daily rate increase for teachers from \$95.00 a day to \$100.00 a day
This would be also approximately a \$5,000 year increase to our budget.
- I. Approve the FY 21 Vaaler Insurance Proposal
I spoke with Bruce Vaaler today and we both recommend to the Board that we use the Merkel quote for SFM (our Workmans comp carrier) and use Liberty Mutual for our other liability insurance. Our property liability would be increased and we can maintain SFM as our carrier. The savings to the district is excellent.
Our Fy 21 cost will be $\$156,705.36 + 11,395 (\$62,231 - \$50,836) = \$168,100.36$. Our Fy 20 premium was \$183,409.17. This is savings to us over Fy 20 is \$15,308.81
- J. Approve Range Mental Health Contract for ADAPT Services
- K. Terminate Alicia Witte's Para Educator Position
- L. Accept Megan Zubich's Resignation
- M. Accept Heather Tomczak's Resignation
- N. Approve Posting for a High School English Teacher for 2020-2021 School Year
- O. Approve Posting for a High School Art Teacher for 2020-2021 School Year
- X. Discussion**
- XI. Information**
 - A. Monthly Teachers on Call Report
 - B. Facility Cleaning & Disinfecting
- XII. Adjourn**

Chisholm School District School Board Meeting Agenda

Tuesday, May 26, 2020 at 5:00 PM
Regular Meeting
Teleconference

I. Determination of Quorum and Call to Order

Attendance Taken at 5:00 PM. Corradi Simon: Absent, Lappi: Present, Lucas: Absent, Rahja: Present, Rice: Present, Sever: Present.

II. Public Comment:

III. Recognition of Guests and Visitors

There were no guests or visitors.

IV. Approve Agenda

It was moved by Shelly Lappi and seconded by Cindy Rice to approve the agenda with additions. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

V. Approve Minutes

A. Approve the May 11, 2020, Regular Meeting Minutes

It was moved by Clarice Sever and seconded by Shelly Lappi to approve the May 11, 2020, regular meeting minutes. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

VI. Reports

Principal Morrison gave an update on graduation and summer school. Mr. Morrison thanked the teachers, paras, students, parents, and Mary Jo, the high school secretary.

Superintendent Blanchard gave an update on summer school guidelines from the state. Dr. Blanchard gave an update on the fellowship with LeadMN, there will be an interview for the position. She gave an update on the information gathered from the community survey. The school will be seeking a grant from IRRRB for collaboration. Dr. Blanchard gave an update on the school's response if someone in the District has been exposed to COVID 19. She spoke about funding for purchases during the COVID 19 pandemic and possible reimbursement. Dr. Blanchard addressed a letter she received from the Minnesota State Department of Health regarding a complaint from a community member that the District may be out of compliance with social distancing guidelines for the planned graduation.

VII. Correspondence

There was no correspondence.

VIII. Consent Agenda

It was moved by Clarice Sever and seconded by Shelly Lappi to approve the consent agenda. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

- A. Approve Facility Use Request for VS Classrooms
- B. Approve Payroll
- C. Approve Accounts Payable for a total of \$244,123.26

IX. Action Agenda

- A. Approve Environmental, Health, and Safety Management Services Contract through IEA

It was moved by Clarice Sever and seconded by Bob Rahja to approve Environmental, Health, and Safety Management services contract renewal (July 1, 2020 through June 30, 2023) with IEA (Institute for Environmental Assessment, Inc.). Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

- B. Approve 2020-2021 Blue Cross Blue Shield Health Insurance Renewal

It was moved by Clarice Sever and seconded by Cindy Rice to approve the 2020-2021 NESC School Pool Blue Cross Blue Shield health insurance renewal. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

- C. Approve Pep Club Advisor Posting

It was moved by Shelly Lappi and seconded by Clarice Sever to approve posting for a pep club advisor for the 2020-2021 school year. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

- D. Approve Robbi Albert Continuing Education for a Master's Degree

It was moved by Clarice Sever and seconded by Shelly Lappi to approve Robbi Albert continuing education for a Master's degree. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

- E. Approve the hire of Ciri Falcone as an elementary teacher at the VS at a BA Step 1, \$43,330/year

It was moved by Shelly Lappi and seconded by Clarice Sever to approve the hire of Ciri Falcone as an elementary teacher at the VS at a BA Step 1, \$43,330/year. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

X. Discussion

- A. Face to Face Board Meetings

The board discussed if they are able to meet in person or continue meeting via telepresence.

- B. Joint School Board/City Council Meeting Dates

The board discussed a date to hold a joint meeting with the city council. The board felt that the end of June would be when would work best. The board will request June 29th 5p to be when they meet as a joint city council/school board.

- C. School Board Candidates

There have been two applicants for the open school board. They discussed where to hold interviews. The high school media center is the location that has been requested. There will be a working session on Monday, June 1, 2020, at 5p in the media center in the high school as well as a Google Meet set up for those that would prefer not to meet in person. There will be a special meeting on June 8, 2020, at 4:30p to decide on a board member and vote to appoint them prior to the June 8, 2020, regular meeting.

The board members are to email their interview questions to the Confidential Administrative Assistant on Friday, May 29, 2020.

D. Graduation

The board discussed the planned graduation ceremony and adhering to social distancing guidelines.

XI. Information

There was no information.

XII. Adjourn

It was moved by Bob Rahja and seconded by Clarice Sever to adjourn the meeting at 6:03 p.m. Motion Passed.

Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

Chisholm School District School Board Meeting Agenda

Monday, June 1, 2020 at 4:30 PM
Working Session
Teleconference

I. Determination of Quorum and Call to Order

Attendance Taken at 4:36 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Rice: Present, Sever: Present. Superintendent Blanchard was in attendance.

II. Public Comment:

III. Recognition of Guests and Visitors

IV. Approve Agenda

It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve the minutes. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

V. Discussion

The school board interviewed Mark Casey and Danielle Sauter for the open school board position.

A. Mark Casey School Board Interview

B. Danielle Sauter Interview

VI. Information

There was no information.

VII. Adjourn

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to adjourn the meeting. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Rice: **Yea**, Sever: **Yea**

Dear Chisholm School board Members,

I am Darcy's sister Debra. I haven't read the whole article about her time on the school board yet, but what I know so far, it is a special article. I love that you gave her special recognition with your moment of silence. It honored her so much and my family is grateful for your salute to her work with your school system.

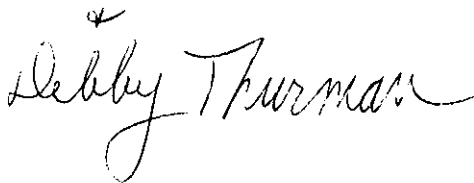
The tree, which will grow at Neely's home, is a perfect gift to her memory. She loved flowers and animals so this tree will make beautiful flowers and then the deer will get a snack or two from the apples. Trees are our lifeline so it's a perfect way for her family to remember her through your gift to them.

Being a C-I Ranger first, she did pretty well fitting into the Chisholm school system. I made it to two graduations.

Thank you for being her friends. Hopefully you got to sample some of her baking!

Sincerely,

Darcy's family

A handwritten signature in cursive script that reads "Debra Thurman". There is a small mark above the letter 'e' in "Debra".



Thank you for the card and gift of money. We really appreciate all of your thoughts and prayers during this Difficult time. You all meant so much to our Mom.

Ken, Neely, and Ryan

IRON RANGE CARPET & UPHOLSTERY CLEANING
BENJAMIN MASUCCI
100 E. IRON DRIVE
CHISHOLM, MN 55719
218-254-3837

11224

75-7403/2912

DATE 6-1-20

CHECK ARMOR
FRAUD PROTECTION

PAY
TO THE
ORDER OF

FSD 695 Activities Dept

\$ 2,000 ^{00/100}

two thousand and 00/100

DOLLARS

Photo
Safe
Deposit
Double on back

HIBBING COOPERATIVE CREDIT UNION

HIBBING, MN 55746
PH: (218) 263-8815

FOR Sign

B. M.

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INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

REQUEST FOR APPROVAL OF
COLLEGE COURSES FOR TEACHERS

Name Nicholas Milani Date 5-27-22

Title and course number Mathematics Education (MA)

Graduate level Undergraduate Other

Name of college offering the course Aurora University

Off-campus Online On-campus _____

If off-campus, name of city where course is offered Aurora, Illinois

Number of quarter credits _____

Quarter taken: Fall _____ Winter _____ Spring X Summer X

Have you previously had college credit for a similar course? Yes _____ No _____

If your answer is yes: Give year taken _____
Name of school _____

Has this course been approved by your college registrar for credit toward your next step of training? Yes _____ No _____

If your answer is no, please explain: _____

Name of college with which you are affiliated for your additional training: _____

Signature of Teacher Nicholas Milani

Principal's Signature [Signature]

APPROVED X NOT APPROVED _____

Reason _____

Grade Received _____ Date Recorded _____

SIGNATURE OF SUPERINTENDENT _____



(/)

AU Online (<https://online.aurora.edu>) > Online Degrees
(<https://online.aurora.edu/online-degrees/>) > Mathematics
Education (MA)

Mathematics Education (MA)



Program Overview

Become a leader for mathematics education in your school and district with the online Master of Arts in Mathematics Education from Aurora University. Deepen your understanding of mathematical concepts and their usage throughout the K-12 spectrum and develop the mathematics content and pedagogy needed to excite and instill a passion for math in the next generation of learners.

Instructors in this program use [open education resources \(OER\)](#) (</admissions/oe/>) in place of traditional textbooks for some courses. This means digital, openly licensed content is available free of charge to students.

Begin your journey today with AU Online.

Curriculum Overview

Aurora University's online master's in mathematics education provides you with a broad academic background and field experience in the subject. Secondary teachers enrolled in this program will increase their knowledge of STEM (science, technology, engineering, and mathematics) content and learn to present mathematics as a modeling and problem-solving technique in a STEM context.

Each class is taught by faculty members who have real-world experience.

Course Offerings

Admission Requirements

Transfer Credit

Get Started (/request- info)

Core Courses

MTH5010 Numbers and Mathematical Thinking - 3 hours

MTH5020 Statistics and Probability - 3 hours

MTH5030 Understanding and Teaching Algebra - 3 hours

MTH5040 Understanding and Teaching Geometry - 3 hours

MTH6010 Calculus Concepts and Applications I - 3 hours

MTH6060 Calculus Concepts and Applications II - 3 hours

MTH6030 Applications in STEM - 3 hours

NSM5400 Curriculum Development and Assessment in Mathematics and Science - 3 hours

NSM5900 Field Experience in STEM - 1 hour

NSM6100 Educational Research in Mathematics and Science I - 3 hours

NSM6200 Educational Research in Mathematics and Science II - 3 hours

Electives (courses listed below) - 6 hours

Elective Courses

MTH6020 Mathematical Connections - 3 hours

MTH6040 Technology in Mathematics Classrooms - 3 hours

PROGRAM DETAILS

Next Start Date:

**Est. June 29,
2020**

Program Length:

Credit Hours: 1 Year
(FT)

Course Length: 37

Cost Per 8 Weeks

Credit: \$565

MTH6080 Selected Topics in Mathematics - 3 hours

MTH6090 Selected Topics in Mathematics Education
- 3 hours

Course details are based on information available at the time of publication. Specific program requirements are subject to change.

Online Master of Arts in Mathematics Education Career Outcomes

Students nationwide are in an educational deficit, ranking far behind most other developed countries in the fields of math (25) and science (17). School systems across the country are looking to bolster academic achievement levels by hiring qualified, master's-level educators that specialize in math and science. A Business-Higher Education Forum report suggests that the United States will need an estimated 280,000 math and science teachers by 2015 to become competitive in the global economy. While overall career growth for post-secondary teachers remains stagnant through the next decade, math and science teachers are seeing tremendous growth as school systems nationwide look to bolster their students' academic achievement level. Many local and state governments are looking to increase education spending and incentives in the near future for targeted hiring in the math and science areas.

Next Steps

Learn More

Discover the Aurora University Online program that will help you reach your goals.

[Request Info \(/request-info\)](#)

Apply Today

Fill out the free application to get started with your online master's in mathematics education degree program.

Apply Now

<http://www.aurora.edu/admission/apply/inc>

School Nutrition Programs Renewal of Food Service Management Contract School Year 2020-21

Food service management contracts that started in 2016-17 or later may be renewed for the 2020-21 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: _____

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: _____

“Company” is the company providing food service management to School.

Company: _____

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year _____.

2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the _____ year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: _____ End Date for Renewed Contract: _____

3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2020-21 prices or fees as shown below. The maximum amount that 2019-20 prices or fees may be increased is 2.8 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2019).

Check one:

Fixed Meal Price Contract – Prices are adjusted as shown below.

Cost-Reimbursable Contract – Fees are adjusted as shown below.

The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2019-20 Price or Fee	Percent Increase (maximum 2.8%)	2020-21 Price or Fee
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____

4. Meal Equivalency Factor

The meal equivalency factor for school year 2020-21, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$3.84.

5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2019-20 contract year.

6. Non-Financial Adjustments

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described below:

7. Revised Program Requirements

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

8. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

SIGNATURES

School Food Authority: _____

Address: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

School Food Authority Contact: _____

Title: _____

Phone: _____

Email: _____

Company: _____

Address: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Company Contact: _____

Title: _____

Phone: _____

Email: _____

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Name of FSMC

Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of FSMC's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

Signature of SFA
Authorized Representative

Title

Date

INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: _____

Project Name: National School Lunch Program

Name/Title of Authorized Representative: _____

Signature: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: _____

Project Name: National School Lunch Program

Name/Title of Authorized Representative: _____

Signature: _____

Date: _____

The hiring committee would like to recommend the following persons for the 2 special education positions:

Megan Scipioni: Elementary Building

Debbie Jackson: 7-12 Building

Dr. Janey Blanchard

Marissa Pessenda

The hiring committee would like to recommend the following persons for the 2 special education positions:

Megan Scipioni: Elementary Building

Debbie Jackson: 7-12 Building

Dr. Janey Blanchard

Marissa Pessenda



SPECIFIC SERVICES CONTRACT 2020-2021

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. **0695 CHISHOLM** (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its members and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take action necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER needs.
 - a. Employ staff necessary to provide training*, development, implementation, reporting and operational support of the services available, including:
 - Statewide Finance System (SMART Finance)
 - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
 - School finance procedures particular to the state of Minnesota
 - Statewide Personnel/Payroll System (SMART HR)
 - Training, editing, reporting and submission of STAR data to the Minnesota Department of Education
 - Assistance with the Affordable Care Act: tracking, compliance and reporting
 - Infinite Campus Student Information System
 - Training, editing, reporting and submission of MARSS data from Infinite Campus and other student information systems to the Minnesota Department of Education
 - Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus student information system to the Minnesota Department of Education

- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System
- Federal E-Rate support
- Minnesota Telecom Equity Aid support

*Training will include time appropriate meals and refreshments at no additional charge.

- b. Maintain appropriate records and procedures for backup of Member’s data that is housed on ARCC’s servers.
 - c. Provide consultation and advice to MEMBER for conversion and implementation of selected services.
 - d. Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
 - e. Maintain all systems and services.
 - f. Maintain confidentiality of MEMBER’s data.
 - g. Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
2. MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
 3. MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.

a. Selected services are:

X	Finance/Accounting - Support and Training
<hr/>	
X	Payroll/HR – Support and Training
<hr/>	
	Infinite Campus – Support, Training, MARSS & Student Data Reporting
<hr/>	
X	Other Student Systems – Support, Training, MARSS Reporting
<hr/>	

- b. Invoices for the above selected services will be due and payable on:
July 1, 2020 and January 1, 2021.
- c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.

4. The ARCC Governance board has set 2020-2021 service rates, as follows:

Membership Fee	\$3,250.00 plus \$4.25 per Adjusted Pupil Unit (APU), final prior year count
Finance/Accounting Personnel/Payroll	\$15.25 per APU, final prior year count Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$.35 per Check, ESS or Direct Deposit processed, plus \$11.25 per APU, final prior year count
Student Records	Campus: \$10.00 per APU, final prior year count, including \$5,550.00 minimum, plus \$.50 per APU Campus Learning (required) Other Systems: \$2,450.00 MARSS editing/reporting
Project Services	\$50.00 per hour, upon request from MEMBER (example: bank reconciliation, report writing, data conversion, etc.)

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.
6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2021-2022 discounts will be made in 2020-2021.
7. This contract shall be in effect on July 1, 2020, and shall remain in effect through June 30, 2021. This contract allows for processing and reporting of 2020-2021 activity, as well as processing and reporting of 2019-2020 activity during the contract period. If services are desired for less than the full fiscal year, the MEMBER should notify ARCC and request a copy of the part year service policy.
8. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
9. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending to be bound thereby:

ARCC:

Meeting Date Approved: May 21, 2020

By: Evelyn Rajala, Clerk/Treasurer of Board



MEMBER:

Meeting Date Approved: _____, 2020

By: _____ [Printed Name & Title of Signer]

_____ [Signature]



To: ARCC Member Superintendents
From: Cindy Lee Olson, Executive Director
Subject: 2019-2020 Membership Renewal
Date: May 22, 2020

The ARCC Governance Board recently approved our Fiscal Year (FY) 20-21 budget and fee structure. **We are pleased to announce that membership fees for next year will remain at the rates set in FY18-19.** As always, our goal in setting fee rates is to develop a structure that enables us to maintain the consistent reliable support that you expect from ARCC with minimal fee rate changes from year to year.

The following was accomplished with your membership in Fiscal Year 19-20:

- We invested an additional \$10,000 in cloud backup hardware and software off-site back-up data storage and email malware to enhance cyber safety and improve disaster recovery response.
- Up until the mid-March Covid-19 shut down, in-house training at our training center continued at the previous year's level, with an upsurge in the Payroll area.
- We continued to support Smart Finance and HR/Payroll software development and enhancements in a fiscally responsible manner. The regional programming team responded quickly to implement the new MN Wage Theft Law, changes in the Affordable Care Act reporting requirements and the new W-4 form process.
- We outsourced technology support through Proctor Schools.

The following were considerations in setting Fiscal Year 20-21 membership fees:

- ARCC dues are based on adjusted (weighted) pupil units (APU), and our membership experienced an overall decrease of 83.77 APU, which is -.24%. Thus, changes in dues stem solely from Payroll usages and Student APU changes.
- Determined to not raise rates during these unprecedented times, we set a deficit spending budget which includes planned minor use of our fund balance.
- Salaries and benefits are 65% of our budget. We continue to work hard to maintain quality staff and plan for the transition of experienced staff; to ensure there is as little impact as possible on the quality of service we provide. To that end, we are adding payroll support staff. This increase will allow us to provide more concentrated training for new district payroll staff. We will also be implementing SMART HR/Payroll modules that will help to increase the productivity and job satisfaction of district payroll staff.
- Facility costs are 10% of our budget. An integral facet of our Covid-19 response planning includes provisions to ensure our training center will be a safe environment in which to continue to provide members with on-site individual, small group and eventual large group training.
- Professional Services are 13% of our budget. This includes costs to maintain and improve SMART Finance and SMART HR/Payroll software functionality, licensing, updates, training and support on all modules; through a partnership with four other

regional management information centers. It also includes costs of contracted technology support from Proctor.

- A major portion of your ARCC bill may be recorded using Operating Capital funding.
- A minor portion of your ARCC bill is recoverable through State Telecom Equity Aid.

The membership renewal packet is being sent electronically by email this year. The packet includes the following documents to process:

Specific Services Contract – please have your board approve and the clerk sign. Please return a copy of the signed document by email to dbohrer@arcc.org.

Dues Invoice – please process payment of the enclosed Invoice. Copies will not be sent by U.S. mail.

The packet also includes the following informational documents:

Summary of ARCC Services – current menu of available services

Historical Fee Comparison – your district's 15-year change

Statistic and Fee Change Analysis – your district's one-year change

Please do not hesitate to call me at 218-723-1700 x101 (or my cell 218-591-6317) if you have any questions or concerns about your ARCC services or invoice. If you plan to make a change in the services you receive, please contact us so we may provide you with a revised contract and invoice.

The ARCC staff and I look forward to supporting the important work that you all do!

We recognize and thank the ARCC Governance Board Members for their adept guidance over the past year(s). The current ARCC Board members are as follows:

2020 ARCC Governance Board Members

School Board Members

Duane Buytaert – Cloquet
Julian Bertogliat - Esko
Colleen Fetters – Barnum
Sue Kaslow – Hill City

Superintendents

Kerry Juntunen – Hermantown
David Pace – Greenway
Paul Grams – McGregor
Kimberly Belcastro - Wrenshall

Business Managers

Steve Anderson – Proctor
Jennifer Drotts – Deer River/IASC

Instructional Management

Lyn Rajala – Grand Rapids

Enclosures:

Summary of ARCC Services
Historical 15-Year Fee Comparison
Historical 15-Year Fee Legend
Statistic and Fee Change Analysis
Membership Dues Invoice

Separate File to Execute and Return to ARCC:

Specific Services Contract



2020-2021 Summary of Services

ARCC has been providing data processing and other services deemed desirable for the use of our member districts since 1975. This document describes the services we currently provide.

ARCC is governed by a board comprised of 11 Superintendents, Business Managers, District School Board Members and a district representative from the Instructional Management area. The Board uses survey data from our 31 member districts to determine the services we provide. We encourage you to communicate with us throughout the year with suggestions.

Finance

- 1) **SMART Finance Development, Training, Support and Processing** – SMART Finance is the platform used to record financial data by the members of five RMIC's (Regional Management Information Center). We cooperatively invest in the development of SMART Finance software. We provide day-to-day application support, ongoing training for users, process application software upgrades, perform database upgrades and nightly backups, etc. We can also write custom reports for districts to assist in reporting financial information.
- 2) **Uniform Financial Accounting and Reporting Standards (UFARS) Training, Support, Editing and Reporting** – UFARS changes annually to meet both state and federal reporting requirements. We provide UFARS training for district staff and respond to questions as new or unique situations come up in the districts. At the end of the fiscal year we edit district account structure, cleanup errors and submit district UFARS files to MDE. We monitor reporting status to ensure that deadlines are met. We also provide representation on the UFARS Advisory Committee at the Minnesota Department of Education (MDE).
- 3) **Funding and Management Training** – We provide a series of training sessions addressing funding and financial management issues. Many sessions award professional development CEU credits/clock hours for Superintendents and Business Managers. Sessions include:
 - Business Manager Brainstorm Meetings
 - Profiles Review
 - Legislative Update
 - Superintendent Finance & Policy Workshop
 - Levy Review
 - Truth in Taxation
 - Fiscal Year-End UFARS Workshop (big book)
 - Fiscal Year-End SMART Finance Workshop (little book)
 - SMART Finance Group & Individual Training
 - New Business Manager Group & Individual Training
 - Open Lab Work Days – to work individually with districts on the following:
 - Budget Assistance
 - Property Tax and State Aids Year-End Reconciliation Assistance
 - Audit Preparation

4) **Miscellaneous Finance Support**

- **IRS Form 1099** - We answer questions, provide editing and training on filing IRS form 1099's, and submit the files electronically to the IRS.
- **Legislative Support** – We work closely with member districts as they craft their legislative initiatives and work with regional lobbyists as they lobby for these initiatives. During the legislative session we respond to numerous requests to analyze the impact of legislation on member districts.
- **Budget Review** – ARCC will review district budgets for reasonableness upon request.
- **Shared Business Manager Services** – Districts can purchase available time to perform business manager functions which supplement district finance staff. This service can be used by districts during times of staff turnover. The most common request in this area is for ARCC to complete bank reconciliations, which also provides districts with segregation of duties to alleviate audit concerns. Another frequent request is to provide accounts payable processing in response to an emergency. These supplemental services are billed at an hourly rate of \$50 plus travel to a district site.
- **Interview Assistance** – ARCC has a repository of interview questions and interview/selection scoring rubrics to assist districts in hiring for key administrative positions. Upon request, ARCC staff may also participate in the interview process.

PAYROLL

- 1) **Staff Automated Reporting (STAR) Training, Support, Editing and Reporting** – As with UFARS, we provide district payroll staff with STAR training and field calls regarding new or unique situations. We edit district data, assist with clean up, and submit files semi-annually to MDE. We monitor STAR deadlines and coordinate regional STAR training with MDE.
- 2) **SMART HR Development and Support** – Similar to SMART Finance, we cooperatively invest in the development of SMART HR. The software and district databases reside on ARCC maintained servers. We perform all application software upgrades, database upgrades and nightly backups of district databases, etc. We update tax tables and ensure that our system remains compliant with all state and federal laws. We provide in-depth application training, support and assistance for users, including setup of initial school year and year-end payoff payrolls.
- 3) **Payroll Processing** – We process, print and ship all regular, special and payoff payrolls, including requested reports. We also submit the payroll files to outside agencies, including:
 - Teachers Retirement Association (TRA)
 - Public Employees Retirement Association (PERA)
 - ACH (Direct Deposits), Quarterly Wage and Hour Report (MN Dept. of Economic Security)
 - W-2 Reporting (printing of forms and submission of files to the Social Security Administration and the Department of Revenue for Minnesota and Wisconsin)
 - IRS 1095 printing and submissions
 - New hires for the state's child support enforcement division
 - Annual wage audit reports for submission to workers' compensation insurance companies

- 4) **Training** – ARCC staff provide the following training opportunities:
 - Fiscal Year End (spring)
 - HR Hot Topic Session (spring)
 - SMART data for STAR Reporting (fall/winter)
 - Calendar Year End (late fall)
 - SMART HR 101 (year round)
 - Budgeting Salaries and Benefits using SMART HR (year round)
 - ACA Reporting Work Days (year round)
 - SMART New Module (year round)
 - Veritime and Time Clock Plus integration (year round)
 - Wage Statement Work Days (year round)
- 5) **OPEB Reporting** – ARCC staff work with district staff in extracting information from SMART HR in a standard format that allows an actuary to perform an Other Post Employment Benefit analysis more efficiently. This helps limit the cost of actuary fees.
- 6) **Affordable Care Act (ACA)** – The SMART HR/Payroll application complies with ACA requirements. ARCC staff work with district payroll staff to update files and generate required reports.
- 7) **Shared HR Support** – In cooperation with three other regions we share an HR support service. This includes e-mail and phone triage, message board where questions and tips can be posted, quarterly newsletters, quarterly webinars and one full-day regional professional development session.
- 8) **Wage Statements** – The SMART HR/Payroll application complies with MN Department of Labor requirements. ARCC staff work with district payroll staff to generate required information to their employees on both their paychecks and Wage Statements.

STUDENT

- 1) **Minnesota Automated Reporting Student System (MARSS) Training, Support, Editing and Reporting** – We provide district student staff with MARSS training, field calls as new or unique situations arise, day-to-day phone support and offer district on-site visits. We work closely with district MARSS staff in regards to the editing of MARSS data, error corrections and the timely submission of files to MDE. We also coordinate a regional MARSS session with MDE staff.
- 2) **Minnesota Common Course Catalogue (MCCC)** – In partnership with MDE, ARCC provides training for districts on the MCCC and also assist them in getting their MCCC data correctly entered into Infinite Campus and subsequently submitted to MDE.
- 3) **Infinite Campus Installation, Conversion, Support and Processing** – Infinite Campus is the core student information system that ARCC supports. We provide day to day phone and email support, custom report writing and will schedule district site visits for in depth administrative support and training.

- 4) **Training** – ARCC offers targeted training for Infinite Campus users:
- On Site Teacher Training (Must be scheduled in advance, cannot be scheduled the last two weeks of August and first two weeks of September)
 - Scheduling One on One (year round)
 - Ad Hoc Report Writing Workshop (January)
 - Campus User Group (April and November)
 - Free and Reduced Lunch Application Management (August)
 - Point of Sale Cashier Training (August)
 - School Nurse Training (year round)
 - MARSS (October)
 - School Counselor Training (year round)
 - Messenger with Voice Module Installation (year round)
 - Vanco Electronic Payment Module Installation (year round)
 - Ed-Fi Onboarding (spring)
- 5) **Civil Rights Data Collection** – Annually the federal government requires districts to submit data regarding compliance with various civil rights laws. ARCC provides Infinite Campus report templates that districts can customize to complete these reports. This would also be an option for any other data requested.
- 6) **Data** – Working with Infinite Campus and using Campus Learning, ARCC will coordinate automatic data transfer with third party vendors.

OTHER / MISCELLANEOUS

- 1) **E-Mail Service** – ARCC maintains an email server that member districts can use. We have built a number of group e-mail accounts, or “aliases”, that allow customers to use a single e-mail address to contact a specific group of ARCC members. The following is a list of our group e-mail addresses:

Superintendents

MASA 26	masa26supers@arcc.org
MASA 27	masa27supers@arcc.org
MASA 28	masa28supers@arcc.org
Region II Superintendents	reg2supersonly@arcc.org
Region II Superintendents & Directors	reg2supersandothers@arcc.org

Principals

NE MN Association of Secondary	nemassp@arcc.org
NE MN Association of Elementary	nemespa@arcc.org

Other

Region II Business Managers	r2busmgr@arcc.org
Region II E-Rate	r2erate@arcc.org
Region II Payroll Coordinators	r2pay@arcc.org
Region II Technology Users Group	tug@arcc.org

- 2) **Regional Meeting Calendar** – ARCC maintains a regional calendar as a repository for regional meetings. This helps members identify dates that may potentially conflict with other meetings. Scheduled meetings can be forwarded to: calendar@arcc.org or calendars@arcc.org. Please include your name, the name of the meeting/event and contact information.
- 3) **Technology Users Group (TUG)** – ARCC coordinates regular meetings of district technology staff. The agenda is driven by member input and provides a professional development segment in the afternoon.
- 4) **Assistance Obtaining Technology Funding** – ARCC is engaged in maximizing the funding received by our member districts from the federal E-rate program and Minnesota programs like Telecommunications Equity Aid. We provide training, application assistance, deadline management, form tracking and assist districts to receive funding.
- 5) **Negotiated Group Pricing** – When beneficial for members, ARCC negotiates with vendors to provide group purchasing advantages on administrative software and supplies like checks, labels, payroll forms, etc.
- 6) **Fiscal Agent Services** – ARCC is available upon request to provide fiscal agent services for federal or state projects that serve some or all of our member districts.
- 7) **Virtual Private Network (VPN) Service** – This service enables district staff to access SMART HR or Finance from home via the Internet as if they were logged into their school’s network. Software provided by ARCC is loaded onto a district staff member’s device to gain access o ARCC’s applications via a secure, encrypted connection across the Internet, protected from hacking. This service must be authorized by the member Superintendent. To save time and money, your auditors can also be given ‘view-only’ access to SMART Finance.
- 8) **Miscellaneous Application Service Provider (ASP) Services and Third Party Integration** – ARCC operates as an ASP for the Finance, Payroll and Student applications. We also work with a number of third party vendors who integrate with supported software.
- 9) **Miscellaneous Agency Inquiries** – We can provide “anonymous questions” to agencies on behalf of members. This is beneficial when districts are considering different ways of doing things that may not be clearly defined.

GOVERNANCE

Below are the current ARCC Governance Board members and their contact information. These individuals welcome your input. Participation of board members who are users of the services we provide is invaluable; our organization’s success is due greatly to the design of the ARCC Governance Board and the emphasis on representation from districts of all sizes.

Category I: Largest Districts

Duane Buytaert School Board Member Cloquet ISD #0094 346 9 th Street, Cloquet, MN 55720 218-879-9634 (H) dbuytaer@isd94.org	Kerry Juntunen Superintendent Hermantown ISD #0700 4307 Ugstad Rd, Hermantown, MN 55811 218-729-9313 kjuntunen@isd700.org
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Category II: Mid – Large Districts

<p>Julian Bertogliat School Board Member Esko ISD #0099 11 Juntunen Rd Esko, MN 55733 218-879-3558 (H) bbertogliat@esko.k12.mn.us</p>	<p>David Pace Superintendent Greenway ISD#0316 P.O. Bo 170, Marble, MN 55764 218-245-1966 (W) dpace@isd316.org</p>
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Category III: Small – Mid Districts

<p>Colleen Feters School Board Member Barnum ISD #0091 3313 Peterson Road, Mahtowa, MN 55707 218-491-4126 (H) cfeters@isd91.org</p>	<p>Paul Grams Superintendent McGregor ISD #0004 P.O. Box 160, McGregor, MN 55760 218-768-2111 x 226 (W) pgrams@isd4.org</p>
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Category IV: Smallest Districts

<p>Sue Kaslow School Board Member Hill City ISD #0002 P.O. Box 165, Hill City, MN 55748 218-697-2586 (H) suekaslow@yahoo.com</p>	<p>Kimberly Belcastro Superintendent Wrenshall ISD #0100 207 Pioneer Drive, Wrenshall, MN 55797 218-384-4274 x 2003 (W) kbelcastro@isd100.org</p>
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At Large: District Staff

<p>Lyn Rajala Instructional Management Grand Rapids ISD #0318 820 NW First Ave Grand Rapids, MN 55744 218-327-5824 (W) lrajala@isd318.org</p>	<p>Steve Anderson Business Manager Proctor ISD #0704 131 9th Ave Proctor, MN 55810 218-628-4934 x 1016 (W) sanderso@proctor.k12.mn.us</p>	<p>Jennifer Drotts Business Manager Deer River ISD #0317 101 First Ave NE Deer River, MN 56636 218-246-3407 (W) jdrotts@isd317.org</p>
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ARCC's Executive Director, Cindy Lee Olson, welcomes questions or comments on any area of service. Ms. Olson's contact information is: E-mail – cindylee@arcc.org, Phone – 218-723-1700 x101 or Cell – 218-591-6317.

Arrowhead Regional Computing Consortium Historical Fee Comparison Chisholm

Fiscal Year	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07	05-06
Pupil Measurement Type	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units
Pupil Units	792.66	798.01	818.93	802.99	807.05	829.76	848.65	825.16	830.27	847.53	881.30	879.45	865.02	862.12	885.33	895.12
Base Membership	3,250	3,250	3,250	3,250	2,750	2,500	2,250	2,000	2,000	2,000	2,000	2,000	2,000	1,500	1,500	1,500
Membership Dues	3,369	3,392	3,480	3,413	2,421	1,867	1,909	1,650	1,661	1,695	1,763	1,319	1,298	862	885	895
Total Membership Fees	6,619	6,642	6,730	6,663	5,171	4,367	4,159	3,650	3,661	3,695	3,763	3,319	3,298	2,362	2,385	2,395
Finance/UFARS Fees	12,088	12,170	12,489	12,045	11,299	10,372	10,608	10,108	9,963	9,958	10,135	9,894	9,731	9,699	9,960	9,846
Payroll/STAR Fees	11,508	11,512	11,743	11,339	10,971	9,444	9,524	9,296	9,107	9,044	8,947	8,960	8,971	8,842	8,954	9,130
Total Finance & Payroll Fees	23,596	23,681	24,232	23,384	22,269	19,816	20,132	19,404	19,071	19,002	19,082	18,854	18,702	18,541	18,914	18,977
MARSS Editing	2,450	2,450	2,450	2,450	2,400	2,200	2,200	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total ARCC Services	32,665	32,773	33,412	32,497	29,841	26,383	26,491	25,055	24,731	24,697	24,845	24,173	24,000	22,903	23,299	23,372

Total Change 15-Year	\$	%
Average Change 15-Year	\$9,365	40.2%
	\$624	2.7%

**Arrowhead Regional Computing Consortium
Statistic and Fee Change Analysis
Chisholm**

<u>Fees</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>\$ Change</u>	<u>% Change</u>
Base Membership	3,250.00	3,250.00	0.00	0.00%
Membership Dues	3,368.81	3,391.54	(22.73)	-0.67%
Finance/JFARS Fees	12,088.07	12,169.65	(81.58)	-0.67%
Payroll (Base Fee)	8,917.43	8,977.61	(60.18)	-0.67%
Payroll (Usage Fee)	2,590.25	2,534.20	56.05	2.21%
Infinite Campus Support	0.00	0.00	0.00	N/A
Other Student Support	2,450.00	2,450.00	0.00	0.00%
Total Invoice	32,664.56	32,773.00	(108.44)	-0.33%

<u>Statistics</u>				
Adjusted Pupil Units	792.66	798.01	-5.35	-0.67%
Payroll Runs Processed	26	25	1	4.00%
PR Forms Processed	3,315	3,312	3	0.09%

<u>Analysis</u>				
Base Membership	3,250.00	3,250.00	0.00	0.00%
Fees Charged on Pupil Units	24,374.31	24,538.80	(164.49)	-0.67%
Fees Charged on Payroll Usage	2,590.25	2,534.20	56.05	2.21%
Fees for MARSS	2,450.00	2,450.00	0.00	0.00%
Total Fee Change	32,664.56	32,773.00	(108.44)	-0.33%



Arrowhead Regional Computing Consortium

4884 Miller Trunk Hwy, Ste 300
 Duluth MN 55811
 (218) 723 - 1700

ISD #695
 Chisholm Public Schools
 300 Third Ave SW
 Chisholm, MN 55719-2074

Invoice	
Invoice #:	2021- 0 20
Invoice Date:	May 22, 2020
1st 1/2 Due:	July 1, 2020
2nd 1/2 Due:	January 1, 2021

2020-2021 Annual Membership Dues

# of Units	Unit Description	Service Category	Cost Per Unit	Annual Cost
1	Annual Fee	Base Membership Dues	\$3,250.00	\$3,250.00
792.66	Adjusted Pupil Units	Membership Dues	\$4.25	\$3,368.81
792.66	Adjusted Pupil Units	Finance/UFARS Fees	\$15.25	\$12,088.07
26 3,315	Payrolls Processed PR Forms Processed	Payroll/STAR Fees	\$55 per payroll run + \$.35 ck/ddep/ess + \$11.25 per PU	\$11,507.68
0.00	Adjusted Pupil Units	Campus Student Support, Editing and Reporting	\$10.50 Minimum \$5,550+\$.50 PU	\$0.00
1	Annual Fee	MARSS Editing and Reporting On Unsupported Student System	\$2,450.00	\$2,450.00
Total 2020-2021 Annual Membership Dues				\$ 32,664.56
Amount Due 07/01/20 - First Half of Annual Membership				\$ 16,332.28
Amount Due 01/01/21 - Second Half of Annual Membership				\$ 16,332.28

Each district may allocate up to 76.05% of this bill against Operating Capital revenue.

#SocialSchool4EDU

861 Autumn Drive
Woodbury, MN 55125 US
(715)205-0429
andrea@socialschool4edu.com
www.SocialSchool4EDU.com

Invoice



BILL TO
Chisholm Public Schools

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
14-1115	06/01/2020	\$8,000.00	07/31/2020	Net 60	

DESCRIPTION	QTY	RATE	AMOUNT
Social Media Management Annual payment of contract signed for 7/1/18 through 6/30/21	1	8,000.00	8,000.00

BALANCE DUE **\$8,000.00**

TOC rate increase for Fy 21 proposal

1 message

Simone Zurich <szunich@chisholm.k12.mn.us>

Mon, Jun 1, 2020 at 2:05 PM

To: Janey Blanchard <jblanchard@chisholm.k12.mn.us>, Cheyenne Mikkola-Rahja <cmikkola-rahja@chisholm.k12.mn.us>

For School Board approval on June 8, 2020

Please consider increasing the FY 21 hourly rate for TOC Para Educator substitutes from \$10.00 an hour to a \$14.00 an hour increase. This would be approximately a \$5,000 increase to our budget.

Also, please consider increasing the daily rate for TOC Substitute Teachers from \$95.00 a day to \$100.00 a day. This would be also approximately a \$5,000 year increase to our budget.

This will help us be more in line with other area schools.

Thank you for your consideration.

--

Simone Zurich
Business Manager
ISD # 695-Chisholm
300 SW Third Ave
Chisholm, MN 55719
218-254-1404
szunich@chisholm.k12.mn.us



Sender notified by
[Mailtrack](#)

TOC rate increase for Fy 21 proposal

1 message

Simone Zurich <szunich@chisholm.k12.mn.us>

Mon, Jun 1, 2020 at 2:05 PM

To: Janey Blanchard <jblanchard@chisholm.k12.mn.us>, Cheyenne Mikkola-Rahja <cmikkola-rahja@chisholm.k12.mn.us>

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Also, please consider increasing the daily rate for TOC Substitute Teachers from \$95.00 a day to \$100.00 a day. This would be also approximately a \$5,000 year increase to our budget.

This will help us be more in line with other area schools.

Thank you for your consideration.

--

Simone Zurich
Business Manager
ISD # 695-Chisholm
300 SW Third Ave
Chisholm, MN 55719
218-254-1404
szunich@chisholm.k12.mn.us



Sender notified by
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INSURANCE AND RISK MANAGEMENT PROPOSAL

PREPARED FOR:

Chisholm ISD #695

EFFECTIVE DATE:

7/1/2020

PRESENTED BY:

Bruce Vaaler

Schools & Universities Division

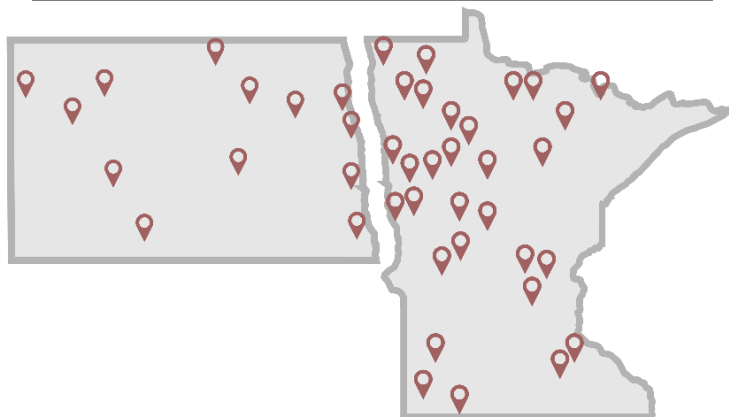
THIS DOCUMENT SUMMARIZES THE PROPOSAL FOR YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS PROPOSAL.



Over the past 50 years Vaaler Insurance developed a Schools & Universities Division that has over 35 public school districts and universities as clients. Our team of school and university specialists is known in the education industry for their knowledge, experience, and specialization.

Vaaler Insurance Schools & Universities division understands how challenging it can be to cover hazards involved with educating today's youth and young adults. That's why our team is made up of insurance and risk advisors who are trained to assist your educational institution with this critical job. Our team of risk advisors will create an insurance program that will keep your educational institution in-sync with today's ever-changing school environment.

MAP OF SCHOOLS & UNIVERSITY CLIENTS



✓ **EXPERIENCE THAT GIVES YOU PEACE OF MIND**

If it happens in the education world, we've seen it before. That helps you feel secure, no matter what circumstances you face. We have proven time and again that our knowledge, resources and innovation allow us to recognize and respond quickly to changes in the insurance market, bringing focused and creative solutions to each of our school clients

✓ **KNOWLEDGE TO HELP YOU MAKE THE RIGHT CHOICES**

Vaaler has a service team that understands the complex operation of school districts. *This is all we do, every day!*

✓ **LOSS PREVENTIONS SERVICES**

Vaaler provides complementary loss preventions services to our clients. These include: loss control reviews, long-term workforce loss control and safety campaigns, risk transfer document reviews, and maximization of WSI safety credits.

▶ **MEET YOUR TEAM**



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80 + PEOPLE
ON OUR TEAM



4 LOCATIONS
IN ND & MN




FAMILY OWNED
FOR 70 + YEARS

48
After Hours Claim: 1.218.779.2542
Toll Free: 800.553.4291
www.vaaler.com

Chisholm ISD #695

07/01/2020 Insurance Quote Comparison



	7/1/2019-2020 School Program	7/1/2020-2021 School Program	7/1/2020-2021 School Program
	Limit/Exposure	Limit/Exposure	Limit/Exposure
Coverages			
Property Insurance			
Carrier Name	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Blanket Limit - Buildings & Business Personal Property	\$54,545,289	\$67,180,445	\$67,180,445
- See Attached Statement of Values			
-Deductible	\$5,000	\$5,000	\$5,000
Agreed Values - Replacement Cost - Special Peril	Yes	Yes	Yes
Business Income & Extra Expense	\$2,000,000	\$2,000,000	\$2,000,000
Ordinance or Law			
-Coverage A - Loss to Undamaged Portion of Building	110%	110%	Policy Limit
-Coverage B - Demolition Costs	\$1,000,000	\$1,000,000	\$1,000,000
-Coverage C - Increased Cost of Construction	\$1,000,000	\$1,000,000	\$1,000,000
Equipment Breakdown Coverage	\$54,545,289	\$67,180,445	\$67,180,445
School Property Enhancement Endorsement	Included	Included	Included
- Accounts Receivable	\$250,000	\$250,000	\$250,000
- Debris Removal	\$250,000	\$250,000	\$100,000
- Fire Department Service Charge	Act. Loss Sustained	Act. Loss Sustained	\$25,000
- Fine Arts *Markel's per item limit	\$5,000*/\$100,000	\$5,000* /\$100,000	\$25,000
- Money and Securities - Inside/Outside	\$50,000	\$50,000	See Crime Below
- Newly Acquired or Constructed property	180 days	180 days	180 days
- Building	\$1,000,000	\$1,000,000	\$1,000,000
- Business Personal Property	\$1,000,000	\$1,000,000	\$1,000,000
- Outdoor Property * sublimits may apply (tree/shrub)	\$50,000	\$50,000	\$100,000
- Personal Effects and Property of Others	\$50,000	\$50,000	\$50,000
- Pollutant Clean Up and Removal	\$100,000	\$100,000	\$100,000
- Property off Premises & Transit	\$100,000	\$100,000	\$100,000
- Back Up of Sewer or Drains (Not flood related)	\$100,000	\$100,000	\$250,000
- Valuable Papers and Records (Not electronic data)	\$250,000	\$250,000	\$250,000
General Liability Insurance			
	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
General Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000
Personal & Advertising Injury Aggregate Limit	\$1,000,000	\$1,000,000	\$1,000,000
Each Occurrence Limit	\$1,000,000	\$1,000,000	\$1,000,000
Damages to Premises Rented to You	\$500,000	\$500,000	\$500,000
Medical Expenses	\$15,000	\$15,000	\$15,000
Student Medical Expense	Excluded	Excluded	Excluded
Sexual Misconduct Liability	\$1,000,000	\$1,000,000	\$1,000,000
Employee Benefits Liability	\$1,000,000	\$1,000,000	\$1,000,000
-Deductible	\$1,000	\$1,000	\$1,000
Law Enforcement Liability	\$1,000,000	\$1,000,000	\$1,000,000
Non-Monetary Defense Limit	\$100,000	\$100,000	\$100,000
Employee Benefits Liability - Retroactive Date	7/1/2009	7/1/2009	7/1/2009
Adverse/Violent Event Response Coverage	\$300,000	\$300,000	\$300,000
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Higher liability limits may be available. Please let us know if you would like a quote for higher limits



Coverages	7/1/2019-2020	7/1/2020-2021	7/1/2020-2021
	School Program Limit/Exposure	School Program Limit/Exposure	School Program Limit/Exposure
Inland Marine Insurance	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Computer Equipment - Included Software	\$492,000	\$492,000	\$492,000
Portable Computers	\$123,000	\$123,000	\$123,000
Fine Arts	\$100,000	\$100,000	\$100,000
Building and Grounds Equipment	\$80,643	\$97,023	\$97,023
Miscellaneous Articles (Audio/Visual Equipment)	\$221,240	\$221,240	\$221,240
Athletic Equipment and Uniforms	\$260,000	\$260,000	\$260,000
Musical Instruments	\$105,000	\$105,000	\$105,000
-Inland Marine Deductible	\$500	\$500	\$500
Crime Insurance Coverages	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Employee Dishonesty	\$500,000	\$500,000	\$500,000
Forgery & Alteration	\$100,000	\$100,000	\$100,000
Money & Securities- Inside & Outside Premises	\$50,000	\$50,000	\$50,000
Computer & Funds Transfer Fraud	\$100,000	\$100,000	\$100,000
-Crime Deductible	\$500	\$500	\$500
Auto Insurance Coverages	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Number of Rated Vehicles - see attached vehicle schedule	19	17	17
Combined Liability Limit - Bodily Injury / Property Damage	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Protection	\$40,000	\$40,000	\$40,000
Uninsured & Underinsured Motorist Coverage	\$1,000,000	\$1,000,000	\$1,000,000
Hired & Non-Owned Liability Insurance	Included	Included	Included
Comprehensive & Collision Physical Damage Deductibles	\$500/\$500	\$500/\$500	\$500/\$500
Full Glass Coverage	Yes	Yes	No-Repair only
Replacement Cost - Buses only 10+ Years Old or newer	Yes	Yes	Included
Garagekeepers Liability Coverage	\$45,000	Not applicable	Not applicable
-Deductible (This coverage is available upon request)	\$500/\$2,500	Not applicable	Not applicable
Educators Legal Liability Insurance	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Educator's Legal Liability - Retroactive Date	7/1/1986	7/1/1986	7/1/1986
Per Claim Limit	\$1,000,000	\$1,000,000	\$1,000,000
-Deductible	\$5,000	\$5,000	\$2,500
Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000
Non-Monetary Defense Limit	\$100,000	\$100,000	\$100,000
-Deductible	\$5,000	\$5,000	\$2,500
FLSA Defense Sublimit of Liability	\$100,000	\$100,000	Not applicable
-Deductible	\$5,000	\$5,000	Not applicable
Excess (or Umbrella) Liability Insurance	Markel Ins. Co	Markel Ins. Co	Liberty Mutual
Per Occurrence Limit	\$3,000,000	\$3,000,000	\$3,000,000
Aggregate Limit	\$3,000,000	\$3,000,000	\$3,000,000
Underlying Primary Coverage included below:			
General Liability, Educators Legal Liability, Auto Liability &			
Employers Liability			
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Higher liability limits may be available. Please let us know if you would like a quote for higher limits

	7/1/2019-2020	7/1/2020-2021	7/1/2020-2021
	School Program	School Program	School Program
	Limit/Exposure	Limit/Exposure	Limit/Exposure
Coverages			
Cyber Liability Insurance			
Carrier Name	Lloyds of London	Lloyds of London	Lloyds of London
Cyber Liability Insurance*	\$1,000,000	\$1,000,000	\$1,000,000
-Deductible	\$2,500	\$2,500	\$2,500
*Specific Sublimits may apply			
Workers Compensation Insurance			
Carrier Name	SFM	SFM	Liberty Mutual
Experience Modification Factor	118.00	0.84	0.84
Employers Liability	\$500,000	\$500,000	\$1,000,000
Payroll - 8868 - School Professional Employees	\$4,400,000	\$4,600,000	\$4,600,000
Payroll - 9101 - School All Other Employees	\$692,000	\$763,000	\$763,000
Payroll - 7382 - Bus Drivers	\$109,000	\$109,000	\$109,000
Payroll - 8385 - Garage Mechanic	\$48,000	\$48,000	\$48,000
Workers Compensation Net Rate	1.47	1.13	0.92
PREMIUM BY COVERAGE LINE			
	7/1/2019-2020	7/1/2020-2021	7/1/2020-2021
	School Program	School Program	School Program
	Expiring Premium	Renewal Premium	Renewal Premium
Property & Equipment Breakdown Insurance	\$52,580.81	\$75,464.41	\$61,955.00
General Liability Insurance	\$9,670	\$9,778	\$15,431.00
Inland Marine Insurance	\$4,924	\$4,965	\$4,985.00
Crime Insurance	\$1,013	\$964	\$3,490.00
Auto Insurance	\$23,972	\$20,518	\$12,892.00
Educators Legal Liability Insurance	\$5,993	\$6,115	Included GL
Umbrella/Excess Liability Insurance	\$4,194	\$3,997	\$3,613.00
Workers Compensation Insurance	\$77,259	\$62,231	\$50,836.00
Cyber Liability Insurance	\$3,503.36	\$3,503.36	\$3,503.36
Terrorism Insurance	Included	Included	Included
Volunteer Accident Medical	Not Included	Not Included	Not Included
Student Accident	Not Purchased	Not Purchased	Not Purchased
SchoolGuard RPG Annual Fee (MREA Endorsed)	\$300	\$300	Not Included
TOTAL ANNUAL PREMIUM	\$183,409.17	\$187,835.77	\$156,705.36

Optional Quote: Cyber Liability - \$2,000,000 Limit; \$4,920.16 Premium
Optional Quote: Markel - Excess Liability - \$4,000,000 limit; \$4,717.
Optional Quote: Liberty Mutual-Umbrella Liability - \$4,000,000 limit; \$4,358.
Optional Quote: SFM - Workers Compensation-\$1,000,000 Liability Limit - \$182. Additional premium

See Specific Carrier Subjectives that must be meet on next page.

Markel Insurance Subjectivities:

*Signed Statement of Values

*Signed TRIA (only necessary if excluding coverage for Terrorism Rejection form)

*Signed & Updated WSI Driver Guidelines

*Sexual Abuse Application completed updates necessary as follows:

All "NO" responses should be implemented in their practices moving forward. Any Volunteer/Non-Employed staff including volunteer coaches should be participating in any trainings that regular full time employees are doing (per the Grids on

*Updated Contract - City of Chisholm

Liberty Mutual Insurance Subjectivities:

*Signed TRIA (only necessary if excluding coverage for Terrorism Rejection form)

*Signed Statement of Values

*Updated Driver Listing prior to binding coverage

*Sexual Misconduct background check must be National Data base or, check from state came from and implemented prior to

*Updated Contract - City of Chisholm

See Attached Vaaler Insurance Sexual Abuse & Molestation Guide as to changes 2020

STATEMENT OF VALUES

Real and Personal Property meaning all buildings (owned or leased); site improvements, personal property used in the service of these buildings; fixed and moveable equipment, furniture and fixtures, stocks of merchandise and inventories; scientific equipment and leased personal property for which you are responsible. Please note Vaaler Insurance is not an appraisal or valuation organization. Values and limits shown should be reviewed by the insured. Should values and limits be recommended by Vaaler Insurance, these are only suggestions. We recommend that a professional service is used to determine appropriate values or limits.

**LOC 0 – BLDG 0 : blanket-all school owned premises
blanket-all school owned premises
Chisholm MN 55719**

Subjects of Insurance	Limits	Valuation
Blanket	\$67,180,445	Agreed Value
Business Income with Extra Expense and Rental Value	\$2,000,000	Actual Loss Sustained

**LOC 1 – BLDG 1 : Chisholm Elementary
300 SW Third Ave
Chisholm MN 55719**

Subjects of Insurance	Limits	Valuation
Building	\$20,305,575	Replacement Cost
Business Personal Property	\$1,675,440	Replacement Cost

**LOC 1 – BLDG 2 : Elementary Boiler Room
300 SW Third Ave
Chisholm MN 55719**

Subjects of Insurance	Limits	Valuation
Building	\$1,016,550	Replacement Cost
Business Personal Property	\$111,280	Replacement Cost

**LOC 1 – BLDG 3 : Carpenter Shop
300 SW Third Ave
Chisholm MN 55719**

Subjects of Insurance	Limits	Valuation
Building	\$450,000	Replacement Cost
Business Personal Property	\$26,000	Replacement Cost

**LOC 1 – BLDG 4 : Property in Open-Paving/Flag Pole
300 SW Third Ave
Chisholm MN 55719**

Subjects of Insurance	Limits	Valuation
Property In The Open	\$208,000	Replacement Cost

LOC 2 – BLDG 1 : Sr & Jr High /Auditorium/Gym
301 4th St SW
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Building	\$27,456,750	Replacement Cost
Business Personal Property	\$2,808,000	Replacement Cost

LOC 2 – BLDG 2 : Statue
301 4th St SW
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Property In The Open	\$53,560	Replacement Cost

LOC 3 – BLDG 1 : Vaughan Steffensrud Elementary
1000 First Ave NE
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Building	\$10,481,625	Replacement Cost
Business Personal Property	\$936,000	Replacement Cost

LOC 3 – BLDG 2 : Property in Open-Playground Equipment
1000 First Ave NE
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Property In The Open	\$312,000	Replacement Cost

LOC 4 – BLDG 1 : Bus Garage
409 Second Ave SW
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Building	\$1,130,625	Replacement Cost
Business Personal Property	\$99,840	Replacement Cost

LOC 5 – BLDG 1 : Field House
First St NW
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation
Business Personal Property	\$109,200	Replacement Cost

SCHEDULED EQUIPMENT FLOATER

DESCRIPTION OF ITEM	SERIAL NUMBER	Actual Cash Value
1989 John Deere Tractor with Attachment		32,070
2013 Lawn Tractor		25,000
2004 Lawn Tractor/Broom/Snowblower	117916	23,573
Audio Visual Equipment		221,240
Athletic Equipment		260,000
EDP equipment (Including Software)		492,000
Musical Instruments Including Band Uniforms		210,000
Fine Arts		100,000
Portable Computers		123,000
Kubota Tractor with loader & bucket	KBUMFCDCVK8J82737	48,450

ACV = Actual Cash Value = is the cost to repair or replace damaged property, minus depreciation; or damaged property's fair market value.

RC = Replacement Cost = is the cost to repair or replace damaged property with like kind and quality without any deduction for depreciation.

VEHICLE SCHEDULE

VEH #	YEAR	MAKE/MODEL	VIN NUMBER	GARAGED LOCATION	COMP DED	COLL DED
2	2003	Chevrolet Suburban	1GNEC16Z73J258823	Chisholm, MN	\$500	\$500
3	2001	Dodge Ram	3B6MF36591M575110	Chisholm, MN	\$500	\$500
11	2007	Int Chassis Bus	4DRBUAAP77B458093	Chisholm, MN	\$500	\$500
12	2008	Chevrolet Suburban	3GNFC16088G144960	Chisholm, MN	\$500	\$500
13	2010	IC Bus	4DRBUAAP4AB182091	Chisholm, MN	\$500	\$500
14	2010	Ford F250	1FTNF2B59AEB11417	Chisolm, MN	\$500	\$500
15	2011	International Bus	4DRBUAAP6CB421093	Chisholm, MN	\$500	\$500
18	2012	Chevrolet Suburban	1GNSC5E09CR167633	Chisholm, MN	\$500	\$500
20	1999	Ford Van	1FTRE1424XHA05188	Chisholm, MN	\$500	\$500
21	2012	United Trailer	48BTE0818DA129525	Chisholm, MN	\$500	\$500
22	2015	IC Bus	4DRBUAAP8FB037885	Chisholm, MN	\$500	\$500
24	2015	IC Bus	4DRBUAAP1FB037887	Chisholm, MN	\$500	\$500
25	2015	Dodge Van Grand Caravan	2C4RDGBG3FR623870	Chisholm, MN	\$500	\$500
26	2020	IC CE Bus 71 Passenger	4DRBUC8P4LB563248	Chisholm, MN	\$500	\$500
27	2019	IC BUS CE 71 Passenger	4DRBUC8P1KB562251	Chisholm, MN	\$500	\$500
28	2019	IC BUS CE 71 Passenger	4DRBUC8P3KB562252	Chisholm, MN	\$500	\$500
29	2018	Ram Pro master Wind Handicap & Lift	3C7WRVPG4JE137647	Chisholm, MN	\$500	\$500

DISCLAIMER

This is a convenient coverage summary, not a legal contract. Please refer to the actual policies quoted for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of these policies are available for your review prior to the binding of coverage.

In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as new operations, hiring employees in additional states, buying more property, etc., please let us know so proper coverage(s) can be discussed.

Let us know if you want our assistance with your determination of values you decide to insure.

HIGHER LIMITS MAY BE AVAILABLE UPON REQUEST; PLEASE LET US KNOW IF YOU WOULD LIKE A QUOTE FOR HIGHER LIMITS.

Leases & Contracts: In the course of your business you may sign leases, contracts and other agreements which transfer financial obligations to you. If you have provided our agency with a contract or lease, we have reviewed and commented on only the insurance related portions. It is suggested that you have an attorney review these so that you might let us know what changes are necessary in your insurance program in order to properly treat these exposures.

Carrier: Markel Insurance Company
AM Best's Rating: A (Excellent)

Carrier: SFM Insurance Company
AM Best's Rating: A- (Excellent)

Carrier: Underwriters at Lloyd's London
AM Best's Rating: A (Excellent)

Carrier: Liberty Mutual Insurance Company
AM Best's Rating: A (Excellent)

(AM Best Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations.)

IMPORTANT NOTICE:

IN ORDER TO BIND COVERAGE, YOU MUST SPEAK DIRECTLY TO AN AGENT

OR LICENSED EMPLOYEE OF VAALER INSURANCE.

BEST'S FINANCIAL STRENGTH RATING GUIDE – (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".

Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by a forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by A.M. Best.

Rating Disclosure – Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (A.M. Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of A.M. Best.

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Version 101317





ENDORSED BY:



Vaaler Insurance, in partnership with Wright Specialty Insurance & Markel Insurance Company, has created *SchoolGuard Risk Purchasing Group (RPG)*. The intent of *SchoolGuard RPG* is to help off-set the growing liability premiums that a school district experiences in today's insurance market place.

WHAT IS A RISK PURCHASING GROUP

A Risk Purchasing Group, or also known as an RPG, is when a group of insurance buyers band together to purchase liability insurance coverage on a group basis from a qualified commercial insurance company. The federal government allows this banding of insureds together if the groups participants are engaged in similar business activities. This allowance by the federal government came to fruition in the 1980's when manufacturing businesses had a difficult time finding liability insurance to cover their product and completed operations exposures. To try and intrigue insurance companies to provide coverage, the federal government allowed entities with similar business activities to form risk retention groups or risk purchasing groups to procure insurance coverage.

ADVANTAGE OF AN RPG

One of the primary benefits of an RPG is that, as a group, insurance buyers have negotiating power with insurers that would be unavailable to them as individuals. Insurance companies view RPG's as vehicles for achieving greater profitability and are willing to pass along their cost savings to RPG participants through profit-sharing.

ABOUT SCHOOLGUARD RPG

Vaaler Insurance Risk Purchasing Group is called *SchoolGuard RPG*. The RPG uses the insurance program provided by Wright Specialty Insurance and financially backed by Markel Insurance Company. *SchoolGuard RPG* will apply to the insurance coverages of General Liability, Educators Legal Liability, Auto Liability, and Law Enforcement Liability. Only school district clients of Vaaler Insurance and insureds of Wright Specialty Insurance/Markel Insurance Company will be allowed to participate in *SchoolGuard RPG*. Each participant maintains their own coverage form and policy limits. No member's coverage is affected by any other members' claims. A district can leave the group at any time, without any financial penalty. The only drawback if a district does leave the group during a program period (1 Year, plus 12 months for claims development and 120 days thereafter for calculation of the profit sharing amount), they lose their opportunity for any profit-sharing.

LEGAL STRUCTURE OF THE RPG

SchoolGuard Risk Purchasing Group is a limited liability company organized under the laws of Minnesota, and is registered and owned by Vaaler Insurance. The RPG participants are not shareholders of the LLC and do not incur any liability from the operations of the LLC, only its benefits. Thus, there are no capital contributions that are needed from the RPG participant members (school districts). The only financial commitment is a \$100 membership fee for Minnesota Rural Education Association members and a \$300 membership fee for non-MREA members, which is collected annually to defray costs to run the risk purchasing group.





Limiting the Risk of a Sexual Abuse & Misconduct Incident

Over the past 6 months most school district specialized insurance companies across the country have made significant changes in their approach to providing coverage for sexual abuse & misconduct liability (or also known as abuse & molestation). These changes have occurred as a result of the increased number of sexual abuse and/or sexual misconduct claims being made against school districts, their employees, and their volunteers...which have many times exceeded a total incurred claim amount of \$1 million.

As a result of uncertainty and magnitude surrounding these types of liability claims, the insurance companies are mandating that school districts perform background checks (per MN Statute [123B.03](#)) using a national database search method, rather than a Minnesota only search method. The approach to use a national database search method is to ensure that no illegal activity had taken place in a different state, prior to an employee/volunteer arriving in Minnesota. The second key item that is being mandated by the insurance companies is for school districts to have sexual abuse and molestation policies & reporting practices implemented and being communicated to students and employees/volunteers. Communication can be accomplished through student handbook, employee handbook, and/or board policies. Finally, the third key item that insurance companies are mandating is that a formal sexual abuse & misconduct training process is implemented, which must be done on an annual basis for employees and volunteers with documented attendance tracking.

Below is a recommended Loss Control Outline to address the new mandates of insurance companies to obtain sexual abuse and misconduct liability coverage.

Sexual Abuse and Misconduct Loss Control Outline

- Educate Your Employee – Watch for and know the “Red Flags” of sexual abuse
- Use National Database search for Background Checks.
- Perform Background Checks on all new and existing employees, volunteers, coaches, etc.
- Ensure that proper policies and reporting practices are in place and being communicated. Example MSBA Board Policy 413, 413 FRM, 414, 414 FRM, 415.
- Document attendance annually of training performed for employees and volunteers.
- Avoid 1:1 situation and monitor school spaces hard to observe.
- Special Ed. – No unsupervised activities. Assign an employee to supervise on buses.
- Limit social media interaction between employees and students. All electronic communications should include the parent or guardian in the conversation.
- Identify or assign a qualified Sexual Abuse and Misconduct trainer in the district.
- Implement a training/education program: Such as TAALK (www.taalk.org/training), or Darkness To Light (www.d2l.org/get-trained/), or Praesidium (www.praesidiumin.com).

May 27, 2020

Over the past year RMHC has worked to be in contact about looking at some changes in how we bill for and provide our School Based Mental Health Services (ADAPT/CTSS Skills and Psychotherapy). One consistent message heard and discussed was working to reduce reliance and utilization of SPED funding when possible. Our collaboration and model of service delivery predates many mental health providers working in schools. With that, we can and should continue to update our process to reflect current options for service provision of mental health services in the schools.

We have heard you and want to change our practice to ensure kids that have insurance that provides coverage for needed services are served with the insurance paying. We would like additional time to work on updating our contracts to reflect the changes in delivery of school services, expectations, and current costs for any services that the school might be paying for. For this to occur, our current school contracts need to be amended to extend through December 31st, 2020. It is anticipated new contracts will be available prior to that date for your review. We also plan to start the school year with intentional movement of kids who utilize SPED but have other insurance to billing the other funding sources for services.

The model of School Based Mental Health Services can be a somewhat complicated with regards to funding. In most School Based Mental Health Service models there is some contribution from the schools and for Range Mental Health Center, this has largely been SPED Funding. While increasing insurance billing is a logical solution it does come with some complicated factors that include: some services are not covered by private insurance, there can be gaps in insurance funding for families, and copays and deductibles can be a burden for some families. Since you have been consistent and reliable partners and payors, we do expect that making this shift will involve some risk and some unreimbursed services. Due to these factors there will likely be some changes to what you see in service delivery or accessibility of staff on sight. We do not expect that these will be drastic but we want to take the time we need to construct the new contracts, service delivery and information to accompany them so that you have a very clear picture of what to expect from us.

Please find that Contract Amendment with this letter. Please let me know if you have any questions or concerns. Please sign and return at your earliest convenience.

Sincerely,



Janis Allen, MSW, LICSW, CEO



24 HOUR CRISIS LINE: 218-749-2881 or 800-450-2273

An Equal Opportunity Employer

www.rangementalhealth.org

MAIN OFFICE
624 S. 13th Street
Virginia, MN 55792
Phone: 218-749-2881
800-450-2273
Fax: 218-749-3806

WM. J. BELL BLDG.
504 First Street N.
Virginia, MN 55792
Phone: 218-749-2881
800-450-2273
Fax: 218-741-3080

RANGE TREATMENT CENTER
 DETOX
626 S. 13th Street
Virginia, MN 55792
Phone: 218-741-9120
Fax: 218-741-3554

GOV. RUDY PERPICH BUILDING
3203 W. 3rd Ave.
Hibbing, MN 55746
Phone: 218-263-9237
800-450-2273
Fax: 218-262-3150

WELLSTONE CENTER
214 Chandler Ave.
Eveleth, MN 55734
Phone: 218-471-4327
Fax: 218-744-9632

FIRST AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT

This First Amendment to Professional Services Contract (the "First Amendment") is dated as of May 27th, 2020, between Independent School District #695, Chisholm Schools, (hereinafter ISD #695), and Range Mental Health Center (hereinafter RMHC)

RECITALS

WHEREAS, ISD #695 and RMHC have previously entered into a Professional Services Agreement dated May 16th, 2019; and

WHEREAS, the Professional Services Agreement between the parties establishes the terms and conditions of a relationship for the delivery of Child Therapeutic Support Services by RMHC to the School District; and

WHEREAS, the original term of the Professional Services Agreement between the parties will expire by its current terms on June 30, 2020; and

WHEREAS, both ISD #695 and RMHC wish to extend the current expiration date of the original Professional Services Agreement currently in effect to December 31, 2020.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and by the mutual agreement of the parties the following amendments shall be made to the Professional Services Agreement dated May 27th, 2020:

1. The language of Paragraph 2 of that agreement shall be amended to read as follows:

“2. The term of this Agreement shall begin July 1, 2019 and shall continue for a period of eighteen (18) months concluding on December 31, 2020.”

2. Except as amended by this First Amendment, all terms of the Professional Services Agreement dated May 16th, 2019 are confirmed and ratified by ISD #695 and RMHC, as if they were fully set forth in this First Amendment.

IN TESTIMONEY WHEREOF, the parties hereto have caused this First Amendment to be executed and do intend that it shall be effective to control the relationship between them.

RANGE MENTAL HEALTH CENTER:

INDEPENDENT SCHOOL DISTRICT #695:

By:  Dawn A. Allen MSW, LICSW
Its: Chief Executive Officer

By: _____
Its: _____

Megan Zubich
1831 8th Avenue East
Hibbing, MN 55746

Janey Blanchard
Superintendent
300 SW 3rd Avenue
Chisholm, MN 55719

Superintendent Blanchard and Chisholm School Board:

I am writing to inform you that I have accepted a job with another school district beginning with the 2020-2021 school year. Please accept my resignation from my position as a Language Arts teacher at the Chisholm High School along with the many extracurricular activities I advise.

I would like to thank the Chisholm School Board and administration for all of your support in the last eight years. I have thoroughly enjoyed my time with the district and am thankful for all of the positive experiences and opportunities the Chisholm schools have given me.

Sincerely,

Megan Zubich

June 4, 2020

Dear Superintendent Blanchard and Chisholm Board of Education:

I am writing to inform you that I have been offered a teaching position for the upcoming school year in another school district. I ask to be released from my continuing contract with the Chisholm School District with all the rights and benefits I have accrued. I also request to be released from my extra-curricular activities, Ranger Yearbook and Art Club.

I feel that I gave my best to the students of Chisholm High School throughout my career and have grown as a professional educator. My desire to continue to grow professionally and to work in an environment that suits my professional and personal goals motivated me to apply for my new position. I will leave Chisholm knowing that I worked hard to grow the Art Position from a part-time spot to a full-time, often over full-time, spot, and that I took on the Ranger Yearbook when it was in debt and now leave it in a great position for the next advisor. I am proud of the awards my staff have won over the years and the solid Yearbooks they have produced.

I ask that I receive the remainder of my salary due me pursuant to the Minnesota statute and the Master Agreement, along with my accrued sick leave. Also that I receive all retirement benefits I am eligible for under the Master Agreement between the Teachers Union and the District.

Sincerely,

Heather Tomczak

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL/EXTERNAL POSTING

Position: 1.0 FTE High School English Teacher

Qualifications:

1. Certified as Minnesota High School Teacher
2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.

Duties: As assigned by the building principal.

Rate of Pay: As per Master Agreement, BA Step 0

Terms of Contract: 2020-2021 School Year

Due Date: June 30, 2020, 2p. Applications shall include a letter of application, resume, letters of recommendation, and a copy of current Minnesota teaching license.

Address Applications to:

Chisholm Public Schools
Dr. Janey Blanchard
Superintendent's Office
300 SW 3rd Avenue
Chisholm, MN 55719
Or
Submitted electronically to
cmikkola-rahja@chisholm.k12.mn.us

Dr. Janey Blanchard
Superintendent

Posted: June 9, 2020

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL/EXTERNAL POSTING

Position: 1.0 FTE High School Art Teacher

Qualifications:

1. Certified as Minnesota High School Teacher
2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.

Duties: As assigned by the building principal.

Rate of Pay: As per Master Agreement, BA Step 0

Terms of Contract: 2020-2021 School Year

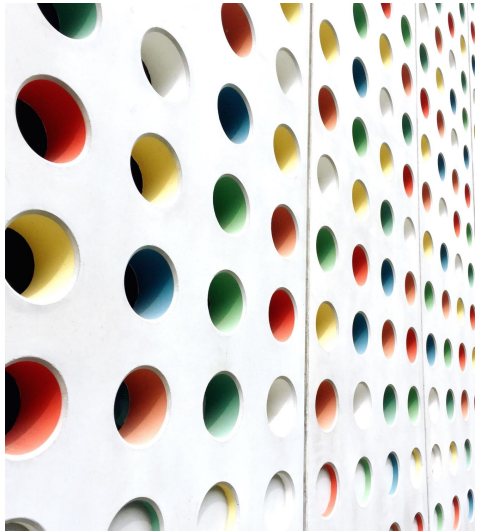
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Submitted electronically to
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Dr. Janey Blanchard
Superintendent

Posted: June 9, 2020



Facility Cleaning & Disinfecting

Taylor Dickinson, CSP
Virginia & Brainerd Regional Manager



Agenda

- Handouts/References
- What we Know
- FAQ's
- Factors to Consider
 - People
 - Screenings
 - Facilities
 - Cleaning Methods
 - Verification Methods
- Face Masks
- Class Hygiene Plans
- Action Items
- Question/Answer

Handouts and References

Handouts for today's training are located here:

<https://drive.google.com/drive/folders/1RejVbHWQdOD6yEK-jB8Qt02X3WS1BwqL?usp=sharing>

References:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

SAR-COV-2

SARS = Severe Acute Respiratory Syndrome

Co = Coronavirus

V = Virus

SARS-CoV-2 = severe acute respiratory syndrome coronavirus 2

- SARS coronavirus (SARS-CoV) was a virus identified in 2003
- SARS-CoV is thought to be an animal virus from an as-yet uncertain animal reservoir, perhaps bats, that spread to other animals (civet cats) and first infected humans in the Guangdong province of southern China in 2002

How it Spreads

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- At this time, the risk of COVID-19 spreading from animals to people is considered to be low
- It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.
- The best way to prevent illness is to avoid being exposed to this virus
- The virus is thought to spread mainly from person-to-person
 - Between people who are in close contact with one another (within about 6 feet)
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms

*Excerpt from CDC website

Study Data

New England Journal of Medicine

- March 17, 2020

WHO Article

- March 29, 2020

Remaining Viable on Surfaces:

- Copper 4 Hours
- Cardboard 24 Hours
- Stainless 72 Hours
- Plastics 72-96 Hours

We don't have information on different conditions such as the effects of heat, cold, exposure to sunlight, outdoors, etc.

Deactivating the Virus

NCBI
(The National Center for Biotechnology Information)

SARS-CoV 2 can be deactivated quite easily with many commonly used disinfectants



Same family as Coronavirus (colds/respiratory diseases) and therefore same virus structure



TIME is a valuable deactivator of the virus - The virus will die-off

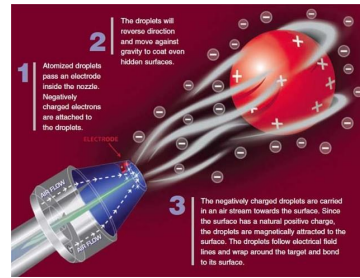


Frequently Asked Questions

Electrostatic Sprayers/Foggers/Misters

How do they work?

- Misters and fogging systems spray very small droplets that deposit on surfaces based on the direction of spray and the effect of gravity
- Electrostatic sprayers work by charging liquids as they pass through a sprayer nozzle. This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides.



Electrostatic Sprayers/Foggers/Misters Should we use them?

- Delivers high amounts of chemicals
 - Resulting in higher costs and higher product usage
- Exposing employees and building occupants to high amounts of chemicals
 - IEA has had clients experience: seizures, coughing up blood, chemical burns and skin irritation during use
 - Can activate smoke alarms
- Less effective than traditional cleaning methods due to the lack of ability to remove bioloading from surfaces
- Not recommended by US EPA and AIHA (American Industrial Hygiene Association)

UV Lights

How do they work?

- Ultraviolet (UV) light is produced by the sun and by special lamps
- There are three types of UV light—UVA, UVB, and UVC. UVC light has the most energy of the three types. This energy destroys the genetic material inside viruses and other microbes.
- UV lights can kill or inactivate microorganisms by destroying nucleic acids and disrupting their DNA, leaving them unable to perform vital cellular functions



UV Lights Should we use them?

- It's hard to say! Currently not proven to destroy COVID-19.
 - US EPA does not review pesticidal devices (UV lights, air purifiers, etc.)
 - CDC does not have information relating directly to COVID-19. There is information in a 2008 article on disinfection and sterilization in healthcare facilities stating that the effectiveness is influenced by organic matter, wavelength, type of microorganism and the UV intensity.
- Exposure to UVC can damage your eyes, skin and cause cancer
- Will degrade the materials that are being placed under the lights
- The cycle of UV lights can be very time consuming – Up to 24 hours
- Currently does not appear to be feasible in the education setting

HVAC Operation

EPA recommendations based on good IAQ practices:

- Ensure school HVAC systems are operating properly, with outdoor ventilation air maintained at or above design minimum values.
- Increase MERV
- Confirm there are no leaks at filter racks
- Change filters regularly and ensure condensate pans are draining
- No specific special cleaning recommendation based on COVID-19

According to ASHRAE For Schools/Office Facilities (vs. Medical):

- Operate HVAC to provide full air exchanges and dilution
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers, as high as 100%, thus eliminating recirculation
- Keep systems running longer hours, if possible 24/7
- Purge system two hours before and after people are entering and have left the building



Be cautious of retrofitting equipment!

Air Purifiers

• EPA does not routinely review the safety or efficacy of pesticidal devices, and therefore cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19

• Professionals who operate school, office, and commercial buildings should consult American Society of Heating and Air-Conditioning Engineers (ASHAE) guidance for information on ventilation and filtration to help reduce risks from the virus that causes COVID-19. In general, increasing ventilation and filtration is usually appropriate; however, due to the complexity and diversity of buildings types, sizes, construction styles, HVAC system components, and other building features, a professional should interpret ASHRAE guidelines for their specific building and circumstances

• Will an air purifier protect me and my family from COVID-19 in my home?

- No. EPA does not recommend relying on an air purifier to protect from COVID-19 in residential settings.
- Excerpt from EPA website



Factors to Consider

People & Facility



People

People

- As the CDC states, the best prevention methods involve people
- Everyone should: wash hands often, avoid close contact with others, cover your mouth & nose when around others and clean, cover coughs & sneezes and clean & disinfect surfaces daily
- Consider providing a designated point of contact within the district who can respond to COVID-19 concerns
 - Ensure everyone knows who it is and how to contact them
- Consider preparing communication measures should school closure, announcements or restrictions need to occur
- Consider preparing back-up plans in preparation for absenteeism

Education

- Educate staff and families about symptoms and when they should not come to school – This is very confusing for most!
 - Use CDC Decision Tree - Located in handouts
- Train employees on:
 - Procedures and plans in place within the district
 - Overall information relating to COVID-19
 - Handwashing and hygiene practices
- Methods for reaching your audience:
 - Recorded videos
 - Live webinars
 - Posters
 - Handouts
 - Surveys to gauge needs
 - Text Messages, Social Media & Emails

*Excerpt from CDC Considerations for Schools 5/19/20

COVID-19 EXCLUSION GUIDANCE
Decision Tree for Symptomatic People in Schools & Child Care Programs

Send home, or deny entry, to children, care providers, or staff with **any** symptoms of illness.

For symptoms consistent with COVID-19, reference exclusion criteria below to determine when individuals may return.

Symptoms consistent with COVID-19 include: new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever (100.4°F or higher); chills; muscle pain; headache; sore throat; new loss of taste or smell.

<p>Has the person been clinically evaluated?</p> <p>Received laboratory test for COVID-19*</p> <p>IF POSITIVE: MDH will provide instructions to the person and household contacts about when it is safe to return to work/school.</p> <p>IF NEGATIVE: Stay home until fever has resolved, other symptoms have improved, AND either two negative tests are received in a row OR 10 days have passed since symptoms first appeared.</p>	<p>Has the person been clinically evaluated?</p> <p>COVID-19 diagnosis without lab test</p> <p>Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p>Has the person been clinically evaluated?</p> <p>Alternate diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) †</p> <p>Follow provider directions, treatment, and return guidance.</p> <p>Follow the Infectious Diseases in Childcare Settings and Schools Manual (https://www.hennepin.us/districtmanual/)</p>	<p>For a person not clinically evaluated who is monitoring symptoms at home</p> <p>If experiencing symptoms of COVID-19 (see list above) ‡</p> <p>Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p>For a person not clinically evaluated who is monitoring symptoms at home</p> <p>Other symptoms not consistent with COVID-19 (diarrhea, vomiting, rash only) §</p> <p>Follow the Infectious Diseases in Childcare Settings and Schools Manual (https://www.hennepin.us/districtmanual/)</p>
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† = Household members should isolate at home while awaiting laboratory test results.
 ‡ (Green box) = COVID-19
 § (Blue box) = Other symptoms

Minnesota Department of Health
 Infectious Disease Epidemiology, Prevention and Control Division
www.health.state.mn.us/ | 651-201-5414 | 1-877-676-5414
 Updated: 5/6/2020

Screenings

- Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility.
- MDH screening tool questionnaire (pictured) is located in handouts
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.
- If it is not feasible to conduct health screening given the setting:
 - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging
 - Ask about access to thermometers and consider implementing temperature checks for households that do not have one
 - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening

*Excerpt from MDH Guidance Document

CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor screens "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.



Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?



CDC Screening Method #1

*Excerpt from CDC Considerations
for Schools 5/19/20

- Reliance on Social Distancing
 - Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
 - Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
 - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.

CDC Screening Method #2

*Excerpt from CDC Considerations
for Schools 5/19/20

- Reliance on Barrier/Partition Controls
 - Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
 - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Put on disposable gloves.
 - Check the child's temperature, reaching around the partition or through the window.
 - Make sure your face stays behind the barrier at all times during the screening.
 - If performing a temperature check on multiple individuals, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

CDC Screening Method #3

*Excerpt from CDC Considerations
for Schools 5/19/20

- Reliance on Personal Protective Equipment. (If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child. However, reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.)
 - Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
 - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - Take the child's temperature.
 - If performing a temperature check on multiple individuals, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
 - After each screening, remove and discard PPE, and wash hands.
 - Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
 - If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
 - If your staff does not have experience in using PPE:
 - Check to see if your facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility.
 - If your facility does not have specific guidance, the CDC has recommended sequences for donning and doffing.

Absences

- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
- Consider removing all awards based on attendance and offer virtual options for those that need to stay home
- Do not require a health care provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as health care provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
 - Aside from ensuring that sick employees are staying home, it's important for organizations to identify critical functions and develop plans for how to staff those functions even with elevated absences
 - Some organizations may find it helpful to emphasize cross-training and develop backup plans for those "must-do" functions
 - Working from home is an option for some people, and we encourage employers to find ways to expand its use
- Worker protection related to COVID-19 MDH document:
http://www.dli.mn.gov/sites/default/files/pdf/MN_worker_protections_related_to_COVID_19.pdf

*Excerpt from MDH website



Facility

MDH Supply List

STUDENTS/STAFF

- Soap
- Running Water
- Paper Towels
- Tissues
- Alcohol-based hand sanitizer for when soap and water are not available

HEALTH SERVICES STAFF

- Disposable gloves
- Surgical masks (for students showing symptoms)
- Thermometers (forehead/strip or digital with disposable sleeves)
- Disinfecting wipes (or solution for cleaning)

CUSTODIAL STAFF

- Disposable Gloves
- Paper Towels
- Disinfectants

Understanding the Terms



Cleaning: Removes germs, dirt & impurities from surfaces



Disinfecting: Kills germs on surfaces



Sanitizing: Process of lowering germs on surfaces to a safe level, as judged by public health standards

Prevention Through Regular Cleaning

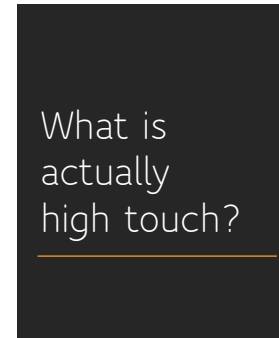
1. Wear PPE - Gloves and any other PPE specified by the SDS
2. Clean surfaces if dirty with soap and water or a detergent/cleaning product
3. Disinfect the surface
 - Spray the chemical on the surface, let stand for the proper dwell time and wipe clean
 - Cleaning rags/towels/sponges need to be changed out regularly to prevent spreading germs
 - The dwell time should be listed on the container, or on the SDS
 - Be very clear with staff what the dwell time is and how important it is to utilize that time
4. Remove gloves and wash hands thoroughly
 - The goal through good cleaning is to remove the bioloading, which will increase efficiency with disinfectants - This will require initial scrubbing and elbow grease
 - Consider **who** will be cleaning spaces and the **time** that will take
 - Per CDC, clean at least daily or between uses as much as possible
 - Per CDC, cleaning products should not be used near children and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes

High Touch Surfaces

- Main Entrance Door (inside AND outside)
- Door Handles
- Desks and Tables
- Fixture Faucets (consider limiting bathrooms)
- Break Room Appliances
- Chair Arms (office/break rooms)
- Drinking Fountains
- Light Switches
- Playground Equipment/Toys/Sports Equipment
- Shared Computer Keyboards/Mouse
- Shared Phones
- Stair Railings
- Buttons (vending machines and elevators)
- Bus Seats and Handrailings

Not Included:

- Ceiling
- Walls (possibly below 6' if childcare area)
- Floors (unless floor activities/crawlers)
- HVAC



How to Proceed with a Suspect or Confirmed Case of COVID-19

1. Isolate and Dismiss
 - Isolate the individual and send the student/staff member home
 - Dismiss students and most staff for 2-5 days (MDH can assist with a more definite timeframe)
 2. Vacate that area, leaving windows open for circulation if possible
 3. After 24 hours (or more if feasible) has passed, clean and disinfect the space
- Remember you will need to consider the restroom they used, copy room, break room, etc.
 - Consider how you will maintain confidentiality of the potentially ill community member

Cleaning/Disinfecting Steps with Suspect or Confirmed Case of COVID-19

1. Wear PPE - Gloves, any other PPE specified by the SDS and clothing coverings
 - Clothing covering options are: disposable gown, disposable suits or a change clothes that would be bagged and laundered
 2. Clean surfaces if dirty with soap and water or a detergent/cleaning product
 - If proper proactive cleaning/disinfecting has been taking place, there should be very little 'dirty' surfaces
 3. Disinfect the surface
 - Spray the chemical on the surface, let stand for the proper dwell time and wipe clean
 - Cleaning rags/towels/sponges need to be changed out regularly to prevent spreading germs
 - The dwell time should be listed on the container, or on the SDS
 - Be very clear with staff what the dwell time is and how important it is to utilize that time
 - Floors will be included in the persons spaces - Only for places with suspect or confirmed cases
 4. Remove gloves and wash hands thoroughly
- If it has been 7 or more days since the person has been in the facilities, per CDC recommendations, continue with regular cleaning



Cleaning/Disinfecting Considerations

- Staff completing the cleaning need to be provided the PPE that is required by that chemicals Safety Data Sheet (SDS)
- Staff need to be provided with training per Employee Right-to-Know on the chemical they are handling
- The SDS for the chemical needs to be available
- Staff should be provided with training on good cleaning practices
 - If they aren't, they actually may be wasting chemicals, harming themselves or others or spreading the germs through poor cleaning practices

Disinfectant Options

- EPA List - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Center for Biocide Chemistries List - <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- Bleach Solution
 - 5 Tablespoons (1/3 cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water
 - Ensure containers are labeled appropriately
 - Masking tape and "bleach solution" is not sufficient
 - Solution needs to be replaced every 24 hours - Not efficient after that time
- Alcohol solutions greater than 70% alcohol

Product Availability



LIMITED SUPPLIES ARE AVAILABLE



USE REGULAR DISTRIBUTORS



CHECK ON LOCAL OPTIONS

Vehicles

- Regularly clean and disinfect vehicles
- If a suspected or confirmed case has been in your vehicle:
 - Let the vehicle air out - Windows and doors open
 - For non-porous surfaces within the interior (seats, arm rests, door handles, seat belts, controls, etc.) need to be cleaned and then disinfected
 - For porous surfaces within the interior (fabric seats) remove visible contamination and clean with registered disinfectants
 - For screens and controls, consider alcohol-based wipes (at least 70% alcohol solution)

*Per CDC article

Porous Surfaces



Includes rugs, clothing, linens, couches, etc.



Presents major cleaning issues



If can fit in washing machines. Wash using hottest water and dry completely



Clean and disinfect cart or hamper that was used to transport the laundry



Do not shake out



Wear gloves while handling and wash hands afterwards



Cleaning Verification

Ensure Confidence through 3rd Party testing:

- Surface testing pre/post to document successful methods
- Documentation for stakeholders/administration on what cannot be seen visually

- IEA utilizes ATP Swab Sampling which is used within infection control processes in operating rooms
- Provides verification that bio-loading has been removed, surface is sanitized, therefore minimized risk of spreading infection.
- Provides cleaning staff with confidence in their methods

*AIHA Recommendation



Face Masks?

CDC Recommendation

- CDC recommends that everyone 2 years and older wear a cloth face covering that covers their nose and mouth when they are out in the community. Cloth face coverings should NOT be put on babies or children younger than 2 because of the danger of suffocation.
- Wearing cloth face coverings is a public health measure people should take to reduce the spread of COVID-19 in addition to (not instead of) social distancing, frequent hand cleaning ,and other everyday preventive actions. A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.
- Remember, if district employees choose to voluntarily utilize N95 respirators, they should sign an Appendix D form (located in handouts)

MDH Recommendations

- MDH does not recommend that children attending childcare programs wear cloth face coverings to reduce the risk for transmission **unless the provider determines they can reliably wear, remove, and handle masks** following CDC guidance throughout the day.
 - Cloth face coverings do not include surgical masks or N95 respirators.
 - Create and wear cloth masks by following CDC guidance
 - Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing
 - Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination
 - Wash your hands thoroughly before putting on the mask
 - Remove the mask carefully and wash your hands thoroughly after removing
 - Wash the mask after each use
 - Cloth masks do not provide adequate protection for others if a staff member has symptoms compatible with COVID-19. Ill staff members should stay at home!

Food Preparation

Staff members working in school food service programs are encouraged to wear cloth face coverings during the workday as much as possible. These alternative masks are often homemade and should not be medical-grade facemasks, such as surgical facemasks or N95 respirators. The cloth masks are used to reduce the likelihood that the wearer will transmit virus to other staff members or children. Cloth masks should be created and worn in accordance with guidance from the Centers for Disease Control and Prevention (CDC). **Wearing cloth masks is not a substitute for frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.**

*Excerpt from MDH document updated 5/4/2020

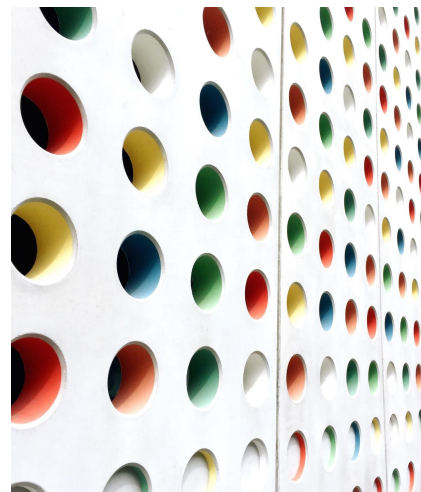
Cleaning

There are no recommendations to wear a face mask while cleaning, yet you may feel more comfortable if you wear one, especially if you cannot maintain proper social distancing while at work. Don't buy or wear surgical or N95 masks, which are in high demand to protect our health care workers and first responders.

- If a case is present within the building, consider having cleaning staff utilize masks to ensure spaces are cleaned and not contaminated by cleaning staff

*Excerpt from MDH schools facility service page

Hygiene Plans



Hygiene Plans

- Need to be developed and will be specific to each district (capabilities, space, students per classroom, etc.)
- Brainstorming will be necessary!
- IEA, ATC and Metro ECSU have teamed together to form a working group to develop a guidebook for cleaning & disinfecting
- It is currently under review by MDE and MDH - Once reviewed, IEA will email out to all as a tool to use



Lowest Risk
Students and teachers engage in virtual-only classes, activities and events



More Risk
Small, in-person classes, activities and events. Groups of students stay together with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects



Highest Risk
Full sized, in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies and mix between classes and activities.

CDC Risk Categories for Schools



Playgrounds

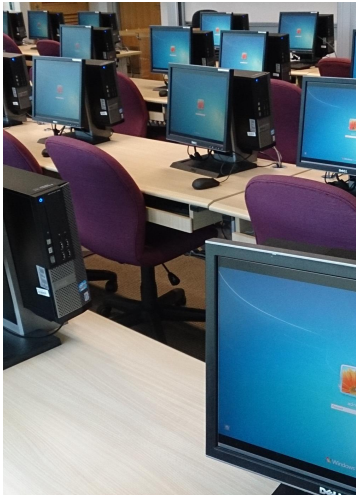
- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces or groundcovers is not recommended.
- Wash hands before and after using on the playground
- Consider cleaning high touch areas of the play structure between groups
- Consider staggering playground use rather than allowing multiple classes to play together

*Excerpt from CDC website for schools and MDH Guidance Document



Flex Learning

- With current situation, need to consider using items that are easily cleaned and disinfected
- Bean bag chairs, rugs, and couches cannot easily be cleaned and disinfected
- Consider moving these pieces into storage or removing from the building entirely. Furniture can present a number of IAQ related issues.
- Consider classrooms where students share objects, such as: puzzles, blocks and other shared toys
- Flex learning spaces would also be tougher to implement distancing between children
- If floor play is desired, consider floor mats that can be rolled out, sanitized and rolled back up



Computer Labs

- Consider shutting the lab down for the time being
- Consider assigning computers or tablets to students
- Space computers apart or remove chairs to implement distancing
- Install wipeable covers on keyboards
- Ask students to wash hands prior to going to the lab and when leaving the lab
- Consider a sign on the door that can be flipped from "Used" to "Clean" that custodians can flip after cleaning to let others know

*Allow for more time between classes to allow for cleaning. Custodial staff will also need to be informed of the times that each space will be vacated and need to be cleaned.



Libraries

- Very difficult to reduce contact, as students will touch multiple books, not necessarily just the book they choose to check out
- Consider assigning books to students based on age appropriateness/topics
- Consider letting books sit for 24 hours prior to wiping and shelving - Ask librarians to wash hands when done handling
- Consider using e-books when possible

*Allow for more time between classes to allow for cleaning. Custodial staff will also need to be informed of the times that each space will be vacated and need to be cleaned.



Gymnasiums

- Consider activities that can be done without equipment
- Hold class outside
- Items would need to be disinfected prior to another student using it
 - Consider making "dirty" bins, that when students are done with toys they can leave them in the bin to be cleaned prior to it being put away



Classrooms, Hallways and Offices

- Space desks 6 feet apart, facing the same direction
- Install physical barriers in places such as admin desks and at restroom sinks
- Create one-way hallways - Use floor markings
- Limit non-essential visitors, volunteers and activities - Especially with individuals who are not from the local geographic area
- Ensure staff and student groupings are static as possible
 - If intermixing of groups is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix
- If shared supplies are necessary, consider using designated bins for clean and used supplies
- Bring in specialist staff (music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction



Food Service

- Consider having children bring their own meals or consider having lunches packaged to-go style
- Consider ways to space students apart during lunch
 - Red X on seats to remind students of spacing
- Consider having students eat lunch in classrooms, or some students eating in the classroom
 - Time would be needed to clean the cafeteria before the use of the next grade
- Have students to wash hands prior to eating and after eating
- Consider disinfecting methods that will be necessary on the technology used to account for lunches
 - Perhaps one person enters in the lunch numbers and students just recite them rather than punch them in
- Use disposable food service items (utensils and dishes)
 - If not used, ensure that all items are handled with gloves and washed with dish soap and hot water or in a dishwasher



Bussing

- Consider less students per bus to maintain distancing
- Physically mark where students can and cannot sit
- Start thinking about how many kids usually travel on a bus versus how many kids can travel on a bus and socially distance
 - May need to ask parents to drop-off more children
 - May need to consider staggering routes
- Regular cleaning needs to occur
- According to the MN State Patrol – Clear shower curtains are not permitted to surround the driver as it can obstruct their vision
 - Anything installed around the driver's area would need to not interfere with the compartmentalization aspect of the bus;
 - The front crash barrier must be allowed to flex so plexiglass cannot be attached to that;
 - Driver needs full access to controls
 - Consult manufacturers BEFORE making modifications to see what they approve



Arrival/Dismissal

- Stagger arrival and dismissal times
 - Participant pick-up and drop-off should occur outside
 - Add visual cues or barriers to direct traffic flow and distancing
 - Develop signage and processes to minimize interactions of families
- *Excerpt from MDH Guidance Document



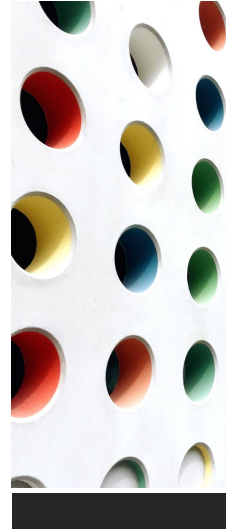
Drinking Fountains

- Exercise caution when using drinking fountains.
 - Ensure you have a cleaning process in place if they will be used.
 - Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.
 - If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
 - Encourage bringing water from home
- *Excerpt from MDH Guidance Document



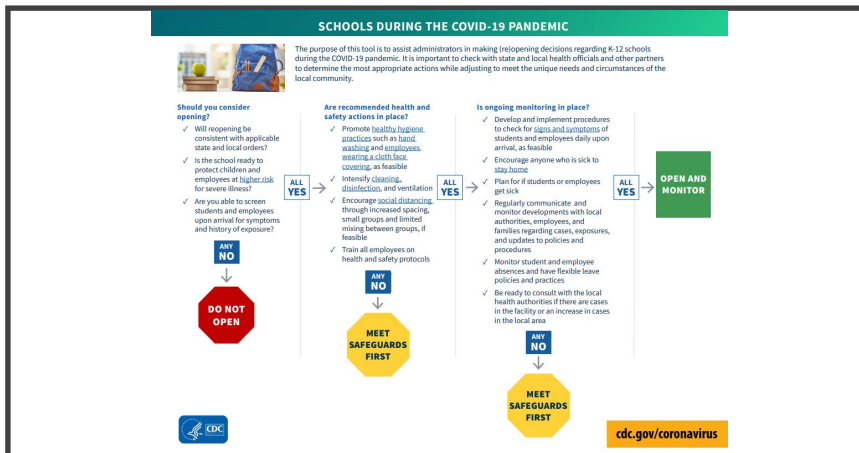
Collecting Items from Home

- Students will be bringing items to and from home
- Consider utilizing electronic textbooks and assignments when possible to avoid the passing of materials
- Consider asking parents to return homework in specific folders or zip-top bags labeled with the child's name on the outside. This would allow teachers to compile these and open and handle the assignments in a controlled way.
 - Prior: Papers left on the teachers desk and teacher works on grading throughout the day, touching them, touching the computer, assisting students, etc. Perhaps passing contamination from the papers to other items
- Future: Teacher grades assignments in a controlled manner at one time, able to wipe down the desk afterwards and wash hands thoroughly before touching any other objects



What to do from here?

1. Keep Informed & Ask Questions
 - Things are changing rapidly - Use reputable sources (MDH, MDE, EPA & CDC)
2. Create a taskforce within the district
 - Include people within different areas of the district (buildings, departments, etc.)
 - Keep a small group to allow for ease of communication and meetings
3. Develop and Communicate your Communication Plan
 - Consider preparing methods and messages you may need to send
4. Brainstorm and Develop your Hygiene Plans
 - Consider options for social distancing in the fall
 - Document these and train staff on your plans
5. Develop and Communicate your Cleaning Plan
 - Work with custodial staff and understand where their concerns are
6. Compare your Abilities with the CDC Reopening Tool
 - Saved in the handouts for reference



<District Name>
Cleaning Plan

Routine Cleaning
High touch points were assessed and include the list to the right. These surfaces are cleaned at minimum, daily.
1. Wear gloves and any other PPE as specified by the SDS
2. If the surface is visibly dirty – Clean using soap & water
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet, on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage into dumpster.
5. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

High Touch Point Audit
District staff conducted an audit of high touch points within the building. They include:
• Main Entrance Door (inside AND outside)
• Desks and Tables
• Fixture Faucets (consider limiting bathroom)
• Break Room Appliances
• Chair Arms (office/break rooms)
• Drinking Fountains
• Light Switches
• Playground Equipment/Toys/Sports Equipment
• Shared Computer Keyboards/Mouse
• Shared Shoes
• Stair Railings
• Buttons (vending machines and elevators)
• Bus Seats and Handrails
• OTHER - ADD or SUBTRACT AS APPLICABLE

Cleaning Plan
Cleaning with Suspect or Confirmed Case of COVID-19
Should there be a suspect or confirmed case, the following surfaces will be cleaned:
1. Vacate the area - Leave windows open for circulation
2. Allow the space to ventilate for at least 24 hours, or more if feasible before cleaning
3. Wear gloves, clothing coverings and any other PPE as specified by the SDS
4. If the surface is visibly dirty – Clean using soap & water
5. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet, on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage into dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

Surfaces to Include
Should there be a suspect or confirmed case, the following surfaces will be cleaned:
• Main Entrance Door (inside AND outside)
• Door Handles
• Desks, Tables and Counters
• Chair Arms
• Drinking Fountains
• Light Switches
• Playground Equipment
• Stair Railings
• Buttons (vending machines and elevators)
• Shared vehicles
• Office Related Items (Computer, keyboard, mouse, phone, instruments on desk, desk handles, etc.)
• Other areas the person utilized, such as copy rooms, break rooms, restrooms, etc.
• OTHER - ADD or SUBTRACT AS APPLICABLE

Details
Disinfectant Used: _____
Dwell time of chemical: _____ minutes
 Disinfectant listed on an approved list
 Training records are available for staff who are cleaning
 Safety Data Sheet is available for the chemical
 Cleaning staff has appropriate PPE
 Chemical containers are properly labeled

Plan adapted on 04/17

1	A	B	C	D	E	F	G	H
2	SCHOOL DISTRICT NAME - Building Name							
3	Facility High-Touch Surface Audit							
4	Purpose of this audit is to identify frequently or high-touch surfaces in occupied areas of the facility. These surfaces are included in the enhanced cleaning program to minimize the risk of spreading infection to building occupants.							
5	Location of Training Documents:		Employees Authorized for High Touch Cleaning/Disinfecting					
6	Location of Product Safety Data:		Title of this worksheet is on this cell					
7	LDCA Name		Time/Day Disinfecting	Element of Year(s)	Disinfectant (Year(s))	Product Name	Employee Trained on PPE & SDS Year(s)	Initiated
8	COMMON AREAS							
9	Handrails on Staircase, Door Handles and Electronic Door Alarm Buttons							
10	Main Office Door Handle							
11	Security Guard Post Station							
12	Shower/Fountain/Taps and Soap Dispensers							
13	Stairs in Courtyard/Off Office Courtyard							
14	Handicap							
15	Vending Machines							
16	Vending Machine Buttons, cash input/output surfaces, pop-up door							
17								
18	MAIN OFFICE OFFICE LOCATIONS							
19	Door handles/Handrails							
20	Conference Room Tables							
21	Chairs							
22	Chairs - armrests, gap areas							
23	Information/Computer Workstations							
24	Copies/Buttons							
25	Receptionist area							
26	Receptionist chairs, tables, chairs, and copy handles & door, cabinet pull & door							
27	Other shared items in the room (e.g., table/copy/printers)							
28								
29	GENERAL CLEANING							
30	Door handles/Identify all touch points during operation							
31	Light switches							
32	Light switches							
33	Light Sockets							
34	Chairs							
35	Chairs (handrails) location							
36	Cabinet handles/pulls and tops of doors							
37	Handrails/entry/Exits							
38	Kiosks/Computer Mice							
39	Shower							
40	Floor - Hard Surface (PVC or Grout)							
41	Sink Faucet and/or edge of sink							
42	Shower/Fountain/Taps and PPE washers							

FINAL DRAFT

RESPIRATORY OR INFLUENZA OUTBREAK
SCHOOL FACILITY CLEANING & DISINFECTING RESPONSE
VS 5.19.2020

MN Schools K-12 Cleaning & Disinfecting Guidebook COVID-19/Respiratory or Influenza Outbreak

Sources:
Centers for Disease Control & Prevention Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
American Industrial Hygiene Association Workplace Cleaning for COVID-19
Minnesota Hospital Association Environmental Services Cleaning Guidebook
Centers for Disease Control and Prevention Guidance Documents
Minnesota Department of Health "Evaluation of Cleaners, Sanitizers and Disinfectants for Surfaces"

Developed By:
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Metro ECU
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Under Review By:
Minnesota Department of Education
Minnesota Department of Health

Redeemed By:
Hilyard, Inc.
Daleo Enterprises, Inc.

FINAL DRAFT

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• Facility High Touch Surface Audit Template

FINAL DRAFT		
Kitchen/Food Prep	CLEANING PROCEDURE	DISINFECTING PROCEDURE
Ensure to maintain current HACCP requirements. Food prep and eating surfaces require disinfectant to be mixed after contact time.		
Door handles Light switches Decks Tables Drawers/Cabinet Handles/Knobs Sink Faucet Counters	<p>Scrub/detergent on all surfaces with manual scrubbing using textured rag to remove bio-load.</p> <p>Change or fold cloth each surface and discard to prevent spread of bio-load to surfaces.</p> <ul style="list-style-type: none"> No double dipping cloths. Wipe after scrubbing with clean rag/cloth. After each food prep session. 	<p>Ensure to maintain current HACCP Requirements</p> <p>Hand or bottle spray each surface with EPA food prep approved disinfectant that is non-corrosive to metal.</p> <ul style="list-style-type: none"> Allow proper contact time Wipe with clean damp microfibre cloth to remove residual bio-load and disinfectant residue.
Appliances Ovens Fryers Mixer	<p>Scrub/detergent on all surfaces with manual scrubbing with surface to remove bio-load.</p> <p>Change or fold cloth each surface and discard to prevent spread of bio-load to surfaces.</p> <ul style="list-style-type: none"> No double dipping cloths. Wipe after scrubbing with clean rag/cloth. Daily after use. 	<p>Hand or bottle spray each surface with EPA food services approved disinfectant that is non-corrosive to metal.</p> <ul style="list-style-type: none"> Allow proper contact time Wipe with clean damp microfibre cloth to remove residual bio-load and disinfectant residue.
Utensils/Plates/Cups/Bowls/Trays	Wash with typical cleaners and detergents. Daily after use.	None required
Flooring Tile Ceramic	Use water and detergent with clean water and mop head. <ul style="list-style-type: none"> Do not use mop head or dirty water in multiple areas and change frequently. Do not double dip mop heads. 	Use EPA approved disinfectant that is approved for food preparation and the flooring surface. <ul style="list-style-type: none"> Do not use mop head or dirty water in multiple areas and change frequently. Do not double dip mop heads.
FINAL DRAFT		
Restroom Facilities	CLEANING PROCEDURE	DISINFECTING PROCEDURE
These Touchpoints are examples:		
Door handles/Touch points Light switches Toilet including Flusher Handicap bars Sink/Faucet Mirrors Counters	<p>Scrub/detergent on all surfaces with manual scrubbing using textured rag to remove bio-load.</p> <p>Change or fold cloth each surface and discard to prevent spread of bio-load to surfaces.</p> <ul style="list-style-type: none"> No double dipping cloths. Wipe after scrubbing with clean rag/cloth. Use different cloths than other building areas. <p>Mirrors: glass cleaner and paper towel clean. Disinfect towel.</p> <p>2-3x per day when in use.</p>	<p>Hand or bottle spray each surface with EPA food services approved disinfectant that is non-corrosive to metal.</p> <ul style="list-style-type: none"> Allow proper contact time Wipe with clean damp microfibre cloth to remove residual bio-load and disinfectant residue.
Flooring Tile Ceramic	Use water and detergent with clean water and mop head. <ul style="list-style-type: none"> Do not use mop head or dirty water in multiple areas and change frequently. Do not double dip mop heads. <p>2-3x per day when in use.</p>	Use EPA approved disinfectant that is approved for food preparation and the flooring surface. <ul style="list-style-type: none"> Do not use mop head or dirty water in multiple areas and change frequently. Do not double dip mop heads.
Bus Transportation		
FINAL DRAFT		
Bus Transportation	CLEANING PROCEDURE	DISINFECTING PROCEDURE
These Touchpoints are examples:		
Door handles Handrails Seat/Belt Buckles Windows Window Latches	<p>Scrub/detergent on all surfaces with manual scrubbing using textured rag to remove bio-load.</p> <p>Change or fold cloth each surface and discard to prevent spread of bio-load to surfaces.</p> <ul style="list-style-type: none"> No double dipping cloths. 	<p>Hand or bottle spray each surface with EPA approved disinfectant.</p> <ul style="list-style-type: none"> Allow proper contact time Wipe with clean damp microfibre cloth to remove residual bio-load and disinfectant residue.
Door Trigger Shifter Braking Wheel Window(s) (inside)	<p>Do not use mop head or dirty water in multiple areas and change frequently.</p>	<p>Wipe with clean damp microfibre cloth to remove residual bio-load and disinfectant residue.</p>



Questions?



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