

Chisholm School District School Board Meeting Agenda

Monday, May 24, 2021 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order	
II. Public Comment:	
Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.	
III. Recognition of Guests and Visitors	
A. Ingensa Presentation	
B. 2021 Vaaler Insurance Proposal Presentation	5
Attachments:	
2021 Packet (forms to be signed)	5
2021 Insurance Proposal	12
Description: Bruce Vaaler from Vaaler insurance will be presenting Chisholm's 2021 renewal insurance proposal.	
C. Mat Higgins	
IV. Approve Agenda	
V. Approve Minutes	
A. Approve May 10, 2021, Regular Meeting Minutes	26
Attachments:	
May 10, 2021, Regular Meeting Minutes	26
VI. Reports	

A. Superintendent's Report	
VII. Correspondence	
A. Thank you to Carousel Donation/You Matter Bags for the donation of food and supplies for the senior high school pantry.	
VIII. Consent Agenda	
A. Approve May 15 Payroll for \$255,398.07 and May 30 Payroll for an Estimated \$245,000 for a Total of \$500,398.07	
B. Approve Accounts Payable \$231,957.33	28
Attachments:	
May AP	28
IX. Action Agenda	
A. Accept Proposal #1 from Rapp Strategies for \$7,000 for Referendum Planning	31
Attachments:	
Proposal for Chisholm School District April 2021	31
B. Accept Tonya Enich's Resignation effective May 27, 2021	33
Attachments:	
Tonya Enich Resignation	33
C. Approve Posting for ECFE/SR Program Assistant	34
Attachments:	
ECFE/SR Assistant Posting	34
D. Approve Debbie Jackson's Lane Change Request from MA/BA+40 (Semester) // BA/MA+60 (Quarter) to MA+20/BA+90 ACT 60 (Semester) // MA+30/BA+90 ACT 60 (Quarter)	35
Attachments:	
D.J. Lane Change Request	35
E. Renewal of Food Service Management Contract with INAC, Inc. for the 2021-2022 Fiscal Year	37
Attachments:	
ch2021-22 Renewal Food Service Management Contract copy	37
Description: INAC provides food and nutrition services to the students and staff withing our community. The original contract with INAC, Inc was in fiscal year 2017-2018. This will be the fifth year of the contract counting the original year of the contract and previous renewals. No material changes have been made since the original contract. This renewal reflects a two and a half (2.5%) percent increase from the prior year.	
F. Approve Chisholm Meal Price Increase of \$0.05 Requested for the 2021-2022 Fiscal Year	44

Attachments:	
Chisholm Meal Prices.xlsx - Sheet1	44
2020.21 Meal Prices.docx	45
 Description: Administration is recommending a meal price increase of \$0.05 for the 2021-2022 fiscal year. For the 2021-2022 school year, students will receive meals at no charge - pending waiver approval. However, it is important to keep up with inflation for future years.	
Provided for your review is a six-year history of meal prices in Chisholm. Also provided is Chisholm's meal charge comparison to neighboring districts.	
G. Approve Splitting the Pep Club Advisor Position Into a Co-Advisor Position and Posting for a Co-Advisor Position for the 2021-2022 School Year	46
Attachments:	
Co Pep Club Advisor 2021-2022	46
 Description: Looking to split the Pep Club advisor position into a Co-Advisor temporarily for 1 year. The need comes from the current advisor needing help from being on partial maternity at the beginning of the school year 2021-22.	
H. Approve Splitting the Close Up Advisor Position into a Co-Advisor and Posting for a Co Advisor Position for the 2021-2022 School Year	47
Attachments:	
Co Close Up Co-Advisor Job Description	47
 Description: Looking to post for a Close up Co-Advisor to work with the current advisor next year for the Close up trip. There is a need to split the duties in order for the position to be successful. We would split the compensation 50%-50%. This position would start next school year 2021-22 and be reevaluated on a yearly basis.	
I. Approve Teachers on Call Contract Renewal from July 1, 2021, to June 30, 2023	48
Attachments:	
Teachers on Call contract 5.21	48
 Description: Renew Teachers on Call contract extending it until June 2023	
J. Accept the Resignation of Cheyenne Mikkola-Rahja the Confidential Superintendent's Administrative Assistant Effective May 27, 2021	49
Attachments:	
CMR Confidential Administrative Assistant Resignation	49
K. Approve Posting for the Confidential Superintendent's Administrative Assistant Position	50
Attachments:	
Superintendent's Administrative Assistant Posting	50

L. Approve Melissa Cappo's Temporary Employment Consulting Agreement	51
Attachments:	
Cappo Temp Consulting Agreement	51
M. Approve Cheyenne Mikkola-Rahja's Temporary Employment Consulting Agreement	55
Attachments:	
Mikkola Rahja Temporary Employment Consulting Agreement	55
N. Approve Adrian Norman's District Superintendent and Elementary Principal Contract for Employment	59
Attachments:	
Adrian Norman Superintendent/Principal Contract	59
O. Approve Range Mental Health Contract to Continue Providing ADAPT Services in the School	65
Attachments:	
RMHS ADAPT Contract	65
P. Approve Unlimited Guests for 2021 Graduation	
X. Discussion	
A. Authorize Adrian Norman to work up to (10) ten days at his daily rate of pay starting June 17th, 2021	
XI. Information	
XII. Adjourn	

STATEMENT OF INSURED PROPERTY VALUES

Effective 7/1/2021 to 7/1/2022

THIS DOCUMENT PROVIDES A SUMMARY OF YOUR INSURED PROPERTY VALUES. PLEASE REVIEW THE LOCATIONS AND VALUES LISTED BELOW. INDICATE ON THIS DOCUMENT IF ANY CORRECTIONS, ADDITIONS, OR DELETIONS NEED TO BE MADE. PLEASE SIGN, DATE, AND RETURN THE FORM TO OUR OFFICE BY 3/22/2021.

Updated Building and Business Personal Property Values for the renewal term.

LOC 0 – BLDG 0:450208000

Blanket-all school owned premises listed below:
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Blanket-Building & Personal Property	\$66,415,737.		
Business Income with Extra Expense and Rental Value	\$2,000,000		

LOC 1 – BLDG 1: Chisholm Elementary (Main School)

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$15,942,750.	Replacement Cost	
Business Personal Property	\$2,534,500.	Replacement Cost	

LOC 1 – BLDG 2: Boiler Room & Greenhouse (Addition)

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$1,194,200.	Replacement Cost	
Business Personal Property	\$191,100.	Replacement Cost	

LOC 1 – BLDG 3: Carpenter Shop/Storage Garage

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$450,000	Replacement Cost	
Business Personal Property	\$50,000.	Replacement Cost	

LOC 1 – BLDG 4: PIO-Paving/Flag Pole

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$27,585,500.	Replacement Cost	
Business Personal Property	\$4,409,102.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$10,407,000.	Replacement Cost	
Business Personal Property	\$1,640,000.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$1,130,625	Replacement Cost	
Business Personal Property	\$180,900.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
Business Personal Property	\$126,500.	Replacement Cost	

DISCLAIMER: THE LOCATION INFORMATION AND VALUES WERE REVIEW AND UPDATED IN 2021 BY YOU AND SHOULD BE CAREFULLY REVIEWED AND/OR APPRAISED TO ENSURE THEY ARE ADEQUATE TO MEET YOUR COINSURANCE PROVISION.

Signature of Authorized Representative _____

Date _____

Policyholder Disclosure – Notice of Terrorism Insurance Coverage

You are hereby notified that under the Terrorism Risk Insurance Act of 2002, as amended ("TRIA"), that you now have a right to purchase insurance coverage for losses arising out of acts of terrorism, as defined in Section 102(1) of the Act, as amended: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the TRIA Program is scheduled to terminate or the expiry date of the policy whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM IS PARTIALLY REIMBURSED BY THE UNITED STATES UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES PAYS 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020; OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURER(S) PROVIDING THE COVERAGE. YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED IN THE QUOTATION ACCOMPANYING THIS NOTICE AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

■ "X" Box below

	I hereby elect to purchase coverage for acts of terrorism for the prospective additional premium stated in the quotation provided to me.
	I hereby elect to have coverage for acts of terrorism excluded from my policy. I understand that I will have no coverage for losses arising from acts of terrorism.

■ Policyholder/Applicant's Signature

■ Print Name

■ Date



Please review the last page of this document for specific terms referenced in this questionnaire

CYBER, PRIVACY AND MEDIA APPLICATION FORM

Company Name: Chisholm ISD #695
 Address: 300 SW Third Ave
 City: Chisholm State: MN Zip: 55719
 Website Address: http://www.chisholm.k12.mn.us/ Business Description: Minnesota Public School
 Last Complete Financial Year Revenue: 2020 Number of Employees: 110

Above \$12,576,715.

A. Basic Risk Questions

1. Do you maintain daily offline back-ups of all critical data? If no, please explain.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Is any part of your IT infrastructure outsourced to third party technology providers, including application service providers?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If you answered yes to question 2 above, please list your most critical third-party technology providers overleaf (up to a maximum of 10): CW TECHNOLOGY NESC ARCC		

B. Previous Cyber Incidents

Please tick all the boxes below that relate to any cyber incident that you have experienced in the last three years (there is no need to highlight events that were successfully blocked by security measures):

- Cyber Crime
- Cyber Extortion
- Data Loss
- Denial of Service Attack
- IP Infringement
- Malware Infection
- Privacy Breach
- Ransomware
- Other (please specify) _____

If you ticked any of the boxes above, did the incident(s) have a direct financial impact upon your business of more than \$10,000? Yes No

If 'yes' please provide more information below, including details of the financial impact and measures taken to prevent the incident from occurring again:

C. Cyber Crime Questions

1. Please confirm that before any change is made to any client account, you obtain authorization from the client via an authentication method which is different to the original method you used to confirm the identification of the client:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Please confirm that before you transfer any client funds you obtain authorization from the client via an authentication method which is different to the original method you used to confirm the identification of the client:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Do you use a secure platform for all wire instructions/transfers in place of standard email instruction? If "yes", please provide details:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Please confirm whether you provide all clients with a written warning that if they receive a request via email to make any change to their account or to transfer any funds that they must not respond to the email and that they must contact you immediately:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. Please state, on average, how many transactions you process per month:	250	
6. Please state: a) the average value of transactions you process: (\$) b) the amount of the largest transaction you have ever processed: (\$)	\$ 100,000 \$ 400,000	
7. Please state whether you have dual authorization procedures in place for electronic fund transfers: If "yes", please provide details. If "no", please explain why:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
written/email verification		
8. Please provide details of your Crime policy (if purchased) including limit, deductible and insurance carrier: various crime coverages are purchased		

D. Revenue Analysis

Please complete the answers to the questions below. Where you do not have the exact information available please provide the closest approximation and indicate that you have taken this approach. Please provide the following details for your top 5 clients: N/A

Client Name:	Primary Services:	Annual Revenue:
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. IT Resourcing and Infrastructure

1. What was your approximate operational expenditure on IT security in the last financial year (including salaries, annual licenses, consultancy costs, etc.):	\$367,537
2. What was your approximate capital expenditure on IT security in the last financial year (including hardware, one off software costs, etc.):	\$282,0000
3. Do you anticipate spending more, the same or less in this financial year?	same
4. Is your IT infrastructure primarily operated and managed in-house or outsourced?	outsourced
5. How many full-time employees do you have in your IT department?	1
6. How many of these employees are dedicated to a role in IT security?	1

F. Information Security Governance

1. Who is responsible for IT security within your organization (by job title)?	IT director
2. How many years have they been in this position within your company?	4
3. Please describe the type, nature and volume of the data stored on your network. Please also include the number of unique individuals data is held on, specifically PII: student records	
4. Please describe your data retention policy, including details of how you remove records that are no longer required: student records are kept indefinitely	

G. Cyber Security Controls

If your organization uses Remote Desktop Protocol (RDP) to allow remote access to your network, please describe the measures you adopt to secure it. Is it secured by VPN? Yes No Is it Secured by MFA? Yes No
also IP restrictions

Please describe your process for patching all operating systems and applications:
CW technology maintains & applies security updates

How often do you conduct vulnerability scanning of your network perimeter? **quarterly**

How often do you conduct penetration testing of your network architecture? **quarterly**

Please provide details of the third-party providers your use to conduct penetration testing:

Please tick all the boxes below that relate to controls that you currently have implemented within your IT infrastructure (including where provided by a third party). If you're unsure of what any of these tools are, please refer to the explanations on the final page of this document.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Advanced Endpoint Protection | <input type="checkbox"/> Application Whitelisting | <input checked="" type="checkbox"/> Asset Inventory | <input type="checkbox"/> Custom Threat Intelligence |
| <input type="checkbox"/> Database Encryption | <input checked="" type="checkbox"/> Data Loss Prevention | <input checked="" type="checkbox"/> DDoS Mitigation | <input checked="" type="checkbox"/> DMARC |
| <input checked="" type="checkbox"/> DNS Filtering | <input type="checkbox"/> Employee Awareness Training | <input checked="" type="checkbox"/> Incident Response Plan | <input checked="" type="checkbox"/> Intrusion Detection System |
| <input type="checkbox"/> Mobile Device Encryption | <input checked="" type="checkbox"/> Penetration Tests | <input checked="" type="checkbox"/> Perimeter Firewalls | <input checked="" type="checkbox"/> Security Info & Event Management |
| <input checked="" type="checkbox"/> Two-factor Authentication | <input checked="" type="checkbox"/> Vulnerability Scans | <input checked="" type="checkbox"/> Web Application Firewall | <input checked="" type="checkbox"/> Web Content Filtering |

Please provide the name of the software or service provider that you use for each of the controls highlighted above:
ISAC
GOOGLE 2FA
DAILY REMOTE BACKUPS
SMOOTHWALL HUB FILTER
CW TECH HANDLES SCANS/SECURITY

H. Miscellaneous Questions

Please be sure to thoroughly review and answer all questions in this section. If further explanation is needed on any response, please provide on a separate page.

1. Is MFA (multi-factor authentication) enabled across all emails and for remote access to the network (mentioned below too)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Please describe your data back-up policy in detail, including frequency of back-ups, the technology used, the types of back-ups, the storage method used (online or offline), how often you test the back-ups and how you protect your back-ups. DAILY BACKUPS TO NAS DRIVES, ROTATED WEEKLY WITH OFF SITE STORAGE		
a. Are they offsite, fully disconnected from the insured's network?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. Are there fully segregated air gaps?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c. If they are offsite, are they kept in the same location as the servers?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Is an Endpoint Detection response (EDR) or a net generation antivirus (NGAV) software deployed, (e.g CrowdStrike, Cyland, Carbon Black) to secure all system endpoints? If so, via what provider? _____	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. Is the client running any platforms with legacy (unsupported) operating system?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

I. Declaration

I declare that after proper inquiry the statements and particulars given above are true and that I have not mis-stated or suppressed any material fact.

I agree that this application form, together with any other material information supplied by me shall form the basis of any contract of insurance effected thereon.

I undertake to inform underwriters of any material alteration to these facts occurring before completion of the contract.

THE SIGNING OF THIS APPLICATION DOES NOT BIND THE APPLICANT OR THE INSURER TO COMPLETE THE INSURANCE, BUT IT IS AGREED THAT THIS APPLICATION SHALL BE THE BASIS OF THE CONTRACT SHOULD A POLICY BE ISSUED.

IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE INCEPTION DATE OF INSURANCE, PLEASE IMMEDIATELY NOTIFY THE INSURER OF SUCH CHANGES. THE INSURER MAY WITHDRAW OR MODIFY ANY OUTSTANDING QUOTATIONS; AUTHORIZATIONS OR AGREEMENTS TO BIND THE INSURANCE.

ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO THE INSURER IN CONJUNCTION WITH THIS APPLICATION ARE HEREBY INCORPORATED INTO THIS APPLICATION.

■ Full Name: Simone Zucco Date: 3-25-21
Position: Business Manager Signature: Simone Zucco

■ *This application must be signed and dated within 30 days of the policy inception date.



Insurance & Risk Management Proposal for Chisholm ISD #695



EFFECTIVE DATE: 7/1/2021

PRESENTED BY: Bruce D. Vaaler | Schools and Universities Division

OUR MISSION

To always act in our client's best interest while providing insurance and risk management products and services with professionalism, honesty, integrity, and enthusiasm.

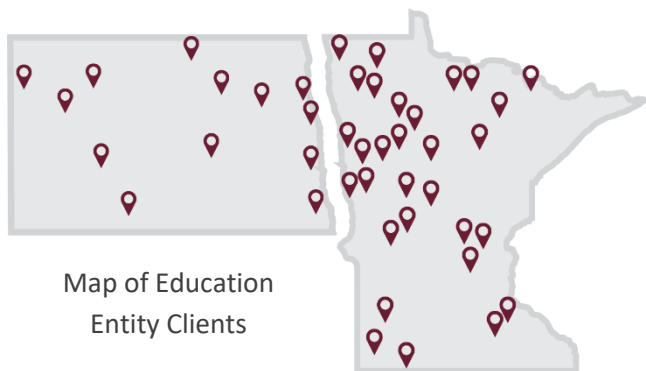
ABOUT VAALER INSURANCE/SCHOOLS & UNIVERSITIES DIVISION

Vaaler Insurance, Inc., combines over 70 years of experience with custom insurance and risk management services developed to provide exceptional service and value to our clients. Founded in 1947 and headquartered in Grand Forks, ND, Vaaler Insurance is one of the largest privately-owned independent insurance agencies in the Upper Midwest with \$85,000,000 in annual premiums and more than 5,000 clients. We provide consultative risk management and insurance services to many of the largest and most sophisticated businesses in our region. We have over 80 employees in Grand Forks, Fargo and Bismarck, North Dakota, and Fosston, Minnesota locations.



Vaaler Insurance Schools & Universities Division has over 35 public school districts and universities as clients. Our schools and universities team is known in the education industry for their knowledge, experience, and professionalism.

Vaaler Insurance Schools & Universities division understands how challenging it can be to cover hazards involved with educating today's youth and young adults. That is 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 schools & universities environment.



✓ EXPERIENCE THAT GIVES YOU PEACE OF MIND

If it happens in the education world, we have 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 district and higher education clients.

✓ KNOWLEDGE TO HELP YOU MAKE THE RIGHT CHOICES

The Vaaler Schools & Universities Division has a service team that understands the complex operation of educational institutions. This is all we do, every day!

✓ LOSS PREVENTION SERVICES

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

THE VAALER EDGE

At Vaaler Insurance our clients are not just a number to us, but rather every client is very important to our organization and we want our clients to feel the same way about us. Our mission is to always act in our client's best interest while providing insurance and risk management services with professionalism, honesty, integrity, and enthusiasm.

To differentiate ourselves from other brokers, Vaaler Insurance has established **The Vaaler Edge**. The Vaaler Edge consists of key areas that bring partnership value to our clients. Each area is an integral part of the insurance and risk management process.

- ✓ Industry Specialization
- ✓ Client Partnership
- ✓ Client Risk Transfer Strategy & Total Cost of Risk
- ✓ Loss Prevention/Risk Management
- ✓ Leveraging Insurance Company Relationships
- ✓ Creating Competition Among Insurance Companies
- ✓ Accountability and Communication
- ✓ Winning for the Client



Utilizing the core functions of **The Vaaler Edge** establishes an insurance and risk management advantage that creates value for each client. Our first objective is to always partner each client with an Insurance & Risk Advisor that has **Industry Specialization** in the niche of the client. Once the appropriate team is assembled, it leads us into **Client Partnership**, **Client Risk Transfer Strategy**, and **Total Cost of Risk** with our client. By establishing and understanding each client's strategy for risk tolerance and identifying their total cost of risk, our team of Insurance & Risk Advisors are then able to partner with the client in creating an insurance program that best fits their needs.

Upon identifying and creating the desired insurance program, **Loss Prevention** resources and **Risk Management** techniques will be utilized to either create risk avoidance or implement the proper risk transfer method. Our Insurance & Risk Advisors will then create a submission to **Leverage Insurance Company Relationships** and **Create Competition Among Insurance Companies** for the most desirable coverages, terms, and premiums on behalf of the client.

Through the entire insurance process, our Insurance & Risk Advisors will maintain **Accountability** and provide clear channels of **Communication** with the client. When we finalize **The Vaaler Edge** process, we will be accomplishing the most important task, **Winning for the Client**.

MREA Partnership with Vaaler Insurance

SCHOOLS & UNIVERSITIES DIVISION

ST. CLOUD, MINNESOTA – The **Minnesota Rural Education Association (MREA)** is pleased to announce that as of February 9, 2021, it has renewed its partnership with **Vaaler Insurance Schools & Universities Division** as their recommended property, casualty, and workers compensation insurance firm for MREA members.

Vaaler Insurance’s Schools & Universities Division combines over 50 years of experience with custom insurance and risk management products developed to provide exceptional value to their school district & higher education clients. With offices across Minnesota and North Dakota, Vaaler Insurance is one of the largest privately-owned independent insurance agencies in the Upper Midwest.

“The partnership with MREA is an excellent fit for us,” said Casey Holland, Schools & Universities Division Manager for Vaaler Insurance. *“It is important that Greater Minnesota school districts and higher education institutions have an insurance advisor they can rely on, and that can also provide access to the top companies insuring educational institutions in Minnesota today.”*

Minnesota Rural Education Association Executive Director, Bob Indihar, states, *“By partnering with Vaaler’s Schools & Universities Division, we believe this gives all MREA members access to highly regarded insurance professionals that can bring value to our members.”*

The Minnesota Rural Education Association advocates exclusively for Greater Minnesota School districts by putting learners first, supporting legislation that achieves education equity & accountability, and encouraging collaboration to meet the needs of learners and communities.

For more information regarding the insurance services and products offered by Vaaler Insurance Schools & Universities Division, contact **Division Manager, Casey Holland** (cholland@vaaler.com or 800-553-4291) or **MREA Executive Director, Bob Indihar** (info@mreavoices.org or 833-668-6423).

FEATURED COVERAGES PROVIDED BY VAALER INSURANCE:

- Blanket Property Coverage
- Sexual Abuse & Molestation
- Educators Legal Liability
- Flood & Earthquake
- Crime Insurance
- Auto Insurance
- Equipment Breakdown
- Umbrella/Excess Liability
- Audio Visual Equipment
- Musical Instruments & Uniforms
- Grounds Maintenance Equipment
- Cyber Insurance
- Tenant User Liability Insurance
- Student Accident Insurance
- International Travel Insurance
- Worker Compensation Insurance



MEET YOUR TEAM



Bruce Vaaler

CPCU
CEO | President
Senior Insurance & Risk Advisor

✉ BVaaler@vaaler.com
☎ 701.787.3222



Heidi Cash

Account Manager

✉ HCash@vaaler.com
☎ 701.787.3221



Leann Cook

AINS
Account Executive

✉ LCook@vaaler.com
☎ 701.787.3251



Nicola Sporbert

AINS, AIC, AIC-M
Claims Representative

✉ NSporbert@vaaler.com
☎ 701.787.3211



Crystal Coulter

AINS
Claims Representative

✉ CCoulter@vaaler.com
☎ 701.787.3207



Sarah Atkinson

JD, CPCU, ARe, CRIS
Corporate Counsel

✉ SAtkinson@vaaler.com
☎ 701.787.3219



Rick Lawrence

AAI
Senior Coverage Analyst

✉ RLawrence@vaaler.com
☎ 701.451.5486



Eric Ness

MEHS, ARM, CWCA
Senior Loss Control Specialist

✉ ENess@vaaler.com
☎ 763.202.5732

Coverages	7/1/20 - 7/1/21		7/1/21 - 7/1/22	
	School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium
Property Insurance	Liberty Mutual Ins.	\$62,216.43	Liberty Mutual Ins.	\$71,023.00
Blanket Limit - Buildings & Business Personal Property	\$67,180,445		\$66,415,737	
- See Attached Statement of Values				
-Deductible	\$5,000		\$5,000	
Replacement Cost - Special Peril	Yes		Yes	
Loss of Income	\$2,000,000		\$2,000,000	
Extra Expense	Included Above		Included Above	
Building Ordinance or Law				
-Coverage A - Loss to Undamaged Portion of Building	Building Limit		\$1,000,000	
-Coverage B - Demolition Costs	\$1,000,000		\$1,000,000	
-Coverage C - Increased Cost of Construction	\$1,000,000		\$1,000,000	
Equipment Breakdown Coverage	Included Above		Included Above	
Property Off Premises	\$100,000		\$50,000	
Property In Transit	\$100,000		\$50,000	
School Property Enhancement Endorsement	Included		Included	
General Liability Insurance	Liberty Mutual Ins.	\$15,282.00	Liberty Mutual Ins.	\$13,129.00
General Aggregate Limit	\$2,000,000		\$2,000,000	
Products-Completed Operations Aggregate Limit	\$2,000,000		\$2,000,000	
Personal & Advertising Injury Aggregate Limit	\$1,000,000		\$1,000,000	
Each Occurrence Limit	\$1,000,000		\$1,000,000	
Damages to Premises Rented to You	\$500,000		\$500,000	
Medical Expenses	\$15,000		\$15,000	
Student Medical Expense	Excluded		Excluded	
Sexual Misconduct Liability Each Loss / Aggregate Limit	\$1,000,000		\$1,000,000	
-Deductible	\$5,000		\$5,000	
Employee Benefits Liability - Claims Made	\$1,000,000		\$1,000,000	
Employee Benefits Liability Aggregate	\$3,000,000		\$3,000,000	
-Deductible	\$1,000		\$1,000	
Employee Benefit Retroactive Date	7/1/2009		7/1/2009	
Adverse/Violent Event Response Coverage - Aggregate	\$300,000		\$300,000	
Law Enforcement Liability (Separate coverage)	\$1,000,000		\$1,000,000	
-Deductible (Retroactive Date: 7/1/2020)	\$0		\$1,000	
School Leaders Errors & Omissions Liability		Included in GL Above		\$3,563.00
School Leaders Errors & Omissions Retroactive Date	7/1/1986		7/1/1986	
Each Wrongful Act Limit / Aggregate Limit	\$1K/\$2,000,000		\$1K/\$2,000,000	
-Deductible	\$2,500		\$2,500	
Non-Monetary Defense Limit	\$100,000		\$100,000	
-Deductible	\$2,500		\$2,500	
Inland Marine Insurance (Mobile Equipment)	Liberty Mutual Ins.	\$4,873.00	Liberty Mutual Ins.	\$4,873.00
Buildings & Grounds	\$97,023		\$97,000	
Athletic Equipment	\$260,000		\$260,000	
Musical Instruments	\$105,000		\$105,000	
Electronic Data Processing Equipment - Included Software	\$492,000		\$492,000	
Portable Computers	\$123,000		\$123,000	
Audio Visual Equipment	\$221,240		\$221,240	
- Deductible All Equipment shown directly above	\$500		\$500	
Fine Arts-Actual Cash Value	\$100,000		\$100,000	
-Deductible	\$1,000		\$1,000	

Coverages	7/1/20 - 7/1/21		7/1/21 - 7/1/22	
	School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium
Crime Insurance Coverages	Liberty Mutual Ins.	\$3,490.00	Liberty Mutual Ins.	\$4,453.00
Employee Dishonesty	\$500,000		\$500,000	
Forgery & Alteration	\$100,000		\$100,000	
Money & Securities- Inside & Outside Premises	\$50,000		\$50,000	
Computer Fraud (2021 - Funds Transfer Fraud Combined Limit)	\$100,000		\$200,000	
-Deductible	\$500		\$500	
Funds Transfer Fraud	\$100,000		Included above	
-Deductible (All Above Crime limits)	\$500		\$500	

Auto Insurance Coverages	Liberty Mutual Ins.	\$12,892.00	Liberty Mutual Ins.	\$14,775.00
Combined Liability Limit - Bodily Injury / Property Damage	\$1,000,000		\$1,000,000	
Personal Injury Protection	Statutory		Statutory	
Uninsured & Underinsured Motorist Coverage	\$1,000,000		\$1,000,000	
Hired & Non-Owned Liability Insurance	Included		Included	
Comprehensive & Collision Physical Damage Deductibles	See Schedule		\$500/\$500	
Glass Coverage	Repair Only		Repair Only	
Garagekeepers Liability Coverage	75,000		\$75,000	
- Deductible	\$500/\$2500		\$500/\$2500	
Replacement Cost - Buses 5 Plus years or newer	Included		Included	

Umbrella Insurance	Liberty Mutual Ins.	\$3,613.00	Liberty Mutual Ins.	\$4,036.00
Per Occurrence Limit	\$3,000,000		\$3,000,000	
Aggregate Limit	\$3,000,000		\$3,000,000	
Underlying Primary Coverage included below:				
General Liability, Educators Legal Liability, Auto Liability & Employers Liability				

Volunteer Accident (Limited) Medical Insurance	Philadelphia Indemnity	Not applicable	Philadelphia Indemnity	Available Upon Request
Accident Medical Expense / Maximum Benefit - Zero Deductible	\$100,000	Not applicable	\$100,000	Not applicable
Accidental Death-Dismemberment-Paralysis	\$25K/\$50K/\$50K	Not applicable	\$25K/\$50K/\$50K	Not applicable

Cyber Liability Insurance	Lloyds of London	\$3,503.36	Lloyds of London	\$4,508.00
Cyber Liability Insurance*	\$1,000,000		\$1,000,000	
-Deductible	\$2,500		\$2,500	
*Specific Sublimits may apply				

Workers Compensation Insurance	SFM Select Insurance	\$62,231.00	SFM Select Insurance	\$52,318.00
Experience Modification Factor	0.84		0.67	
Employers Liability	\$500,000		\$500,000	
Payroll - 8868 - School Professional Employees	\$4,600,000		\$4,700,000	
Payroll - 9101 - School All Other Employees	\$763,000		\$780,000	
Payroll - 8385 - Garage Mechanics	\$48,000		\$50,000	
Payroll - 7382 - Bus Drivers	\$109,000		\$115,000	
Board Member payrolls not included above or in coverage				
TOTAL ANNUAL PREMIUM		\$168,100.79		\$172,678.00

Optional Quotes
Umbrella Limit - Limit to \$4,000,000. - Additional Premium \$4,856.
Cyber Liability Limit - \$2,000,000- Additional Premium of \$1,828.96
Violent Event Response - Limit to \$500,000- Additional Premium \$647.; Increase limit to \$1,000,000- Additional Premium \$999.
Group Volunteer Accident - Limited Medical; Estimated premium: \$300. Application completed and reviewed.

Terrorism Included in Liberty Mutual Premiums, but coverage can be declined with return premium. If declining coverage, form will need to be signed.
Terrorism is Included at no additional premium on Cyber Liability Policy, but terrorism form will need to be signed
Required to Bind:
Re-Signed Cyber Application within 30 days of binding
Terrorism Forms (2 Separate forms: Liberty Mutual and Lloyds of London)
Signed Liberty Mutual Statement of Values
18

STATEMENT OF INSURED PROPERTY VALUES

Effective 7/1/2021 to 7/1/2022

THIS DOCUMENT PROVIDES A SUMMARY OF YOUR INSURED PROPERTY VALUES. PLEASE REVIEW THE LOCATIONS AND VALUES LISTED BELOW. INDICATE ON THIS DOCUMENT IF ANY CORRECTIONS, ADDITIONS, OR DELETIONS NEED TO BE MADE. PLEASE SIGN, DATE, AND RETURN THE FORM TO OUR OFFICE BY 3/22/2021.

Updated Building and Business Personal Property Values for the renewal term.

LOC 0 – BLDG 0:450208000

Blanket-all school owned premises listed below:
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Blanket-Building & Personal Property	\$66,415,737.		
Business Income with Extra Expense and Rental Value	\$2,000,000		

LOC 1 – BLDG 1: Chisholm Elementary (Main School)

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$15,942,750.	Replacement Cost	
Business Personal Property	\$2,534,500.	Replacement Cost	

LOC 1 – BLDG 2: Boiler Room & Greenhouse (Addition)

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$1,194,200.	Replacement Cost	
Business Personal Property	\$191,100.	Replacement Cost	

LOC 1 – BLDG 3: Carpenter Shop/Storage Garage

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
Building	\$450,000	Replacement Cost	
Business Personal Property	\$50,000.	Replacement Cost	

LOC 1 – BLDG 4: PIO-Paving/Flag Pole

300 SW Third Ave
Chisholm MN 55719

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$27,585,500.	Replacement Cost	
Business Personal Property	\$4,409,102.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$10,407,000.	Replacement Cost	
Business Personal Property	\$1,640,000.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
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	Changes
Building	\$1,130,625	Replacement Cost	
Business Personal Property	\$180,900.	Replacement Cost	

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

Subjects of Insurance	Limits	Valuation	Changes
Business Personal Property	\$126,500.	Replacement Cost	

DISCLAIMER: THE LOCATION INFORMATION AND VALUES WERE REVIEW AND UPDATED IN 2021 BY YOU AND SHOULD BE CAREFULLY REVIEWED AND/OR APPRAISED TO ENSURE THEY ARE ADEQUATE TO MEET YOUR COINSURANCE PROVISION.

Signature of Authorized Representative

Date

SCHEDULED EQUIPMENT FLOATER

THIS DOCUMENT PROVIDES A LIST OF YOUR INSURED INLAND MARINE & EQUIPMENT FLOATER ITEMS. INDICATE ON THIS DOCUMENT IF ANY CORRECTIONS, ADDITIONS OR DELETIONS NEED TO BE MADE. IF THE VALUE OF AN ITEM HAS DECREASED OR INCREASED, MAKE THOSE ADJUSTMENTS ON THIS DOCUMENT. PLEASE SIGN, DATE, AND RETURN THE FORM TO OUR OFFICE BY 7/1/2021.

DESCRIPTION OF ITEM	SERIAL NUMBER	ACTUAL CASH VALUE
2013 Lawn Tractor (Building/Grounds Equipment)	Need Serial number	25,000
2004 Lawn Tractor/Broom/Snowblower (Building/Grounds Equipment)	117916	23,573
Audio Visual Equipment (Misc.Articles)		221,240
Athletic Equipment		260,000
EDP equipment (\$492,000) Incl Software		492,000
Musical Instruments Incl Band Uniforms		210,000
Fine Arts		100,000
Portable Computers		123,000
Kubota Tractor w/ loader & bucket (Building/Grounds Equipment)	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.

SIGNATURE OF AUTHORIZED REPRESENTATIVE **DATE**

VEHICLE SCHEDULE

VEH #	YEAR	MAKE/MODEL	VIN NUMBER	GARAGED LOCATION	COMP DED	COLL DED
1	2003	Chevrolet Suburban	1GNEC16Z73J258823	Chisholm, MN	\$500	\$500
2	2008	Chevrolet Suburban	3GNFC16088G144960	Chisholm, MN	\$500	\$500
3	2001	Dodge Ram	3B6MF36591M575110	Chisholm, MN	\$500	\$500
4	2012	Chevrolet Suburban	1GN5C5E09CR167633	Chisholm, MN	\$500	\$500
5	2015	Dodge Van Grand Caravan	2C4RDGBG3FR623870	Chisholm, MN	\$500	\$500
6	2010	Ford F250	1FTNF2B59AEB11417	Chisolm, MN	\$500	\$500
7	1999	Ford Van	1FTRE1424XHA05188	Chisholm, MN	\$500	\$500
8	2010	IC Bus Bus	4DRBUAAP4AB182091	Chisholm, MN	\$500	\$500
9	2015	IC Bus Bus	4DRBUAAP8FB037885	Chisholm, MN	\$500	\$500
10	2015	IC Bus Bus	4DRBUAAP1FB037887	Chisholm, MN	\$500	\$500
11	2007	International Bus	4DRBUAAP77B458093	Chisholm, MN	\$500	\$500
12	2019	IC BUS CE 71 Pass	4DRBUC8P1KB562251	Chisholm, MN	\$500	\$500
13	2011	International Bus	4DRBUAAP6CB421093	Chisholm, MN	\$500	\$500
14	2018	Ram Pro-master Wind Handicap & Lift	3C7WRVPG4JE137647	Chisholm, MN	\$500	\$500
15	2012	United Trailer	48BTE0818DA129525	Chisholm, MN	\$500	\$500
16	2020	IC CE Bus 71 Passenger	4DRBUC8P4LB563248	Chisholm, MN	\$500	\$500
17	2019	IC BUS CE 71 Pass	4DRBUC8P3KB562252	Chisholm, MN	\$500	\$500
18	2020	Dodge Grand Caravan	2C4RDGBGBLR215196	Chisholm, MN	\$500	\$500
19	2020	Ford Transit Van	1FMZK2Y80LKA49730	Chisholm, MN	\$500	\$500
20	2021	IC BUS CE 71 Pass	4DRBUC8P2MB868023	Chisholm, MN	\$500	\$500

DISCLAIMER

GENERAL OUTLINE—NOT AN INSURANCE POLICY

This document is **NOT** a policy of insurance. You must refer to the actual policies for any specific terms, conditions, limitations, and exclusions that will govern in the event of a loss. If there are any conflicts between this document and the insurance policy, the provisions contained in the policy will govern.

The contents of this document reflect a general outline of coverage proposed by Vaaler Insurance; it is not a legal contract. All coverage is subject to the terms, conditions, exclusions, and limitations in the policies themselves. *Not all exclusions are shown.* It is necessary to refer to your policies for a full understanding of all terms, conditions, coverages, and exclusions. Specimen copies of these policies are available for your view prior to the binding of coverage—Please request any policy form you are interested in reviewing prior to binding.

Remember: To bind coverage, you must speak directly to a licensed employee of Vaaler Insurance.

EXPOSURE EVALUATION

In evaluating your exposures to loss as well as the rates included, 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 to our attention. Should any of your exposures change after your coverage is bound, such as new operations, hiring employees in additional states, buying more property, etc., please let us know so proper coverage can be discussed.

HIGHER LIMITS & VALUATION

Higher limits may be available upon request—please let us know if you would like a quote for higher limits. Let us know if you would like assistance with your determination of values you decide to insure. However, it is ultimately your responsibility to decide on your limits of insurance and the values we use are provided by you—you should carefully review the values used and/or obtain appraisals to ensure they are adequate.

LEASE & CONTRACT REVIEWS

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, lease, or other agreement, we can review and comment on only the insurance-related portions. It is suggested that you have an attorney review these so that you can let us know what changes are necessary in your insurance program in order to properly treat these exposures.

CLAIMS

Claims or potential claims need to be reported to Vaaler Insurance by the next business day. Failure to report claims in a timely manner may, in some cases, jeopardize coverage.

If you experience a claim after business hours, please call or text 218.779.2542 or email nsporberty@vaaler.com.

AM BEST RATING

COVERAGE	CARRIER	AM BEST RATING
Package-Auto-Educators Legal-Umbrella	Liberty Mutual Insurance Co	A
Workers Compensation	SFM Insurance Co	A
Cyber Liability	Underwriters @ Lloyds, London	Not AM Best Rated

(A Best’s Financial Strength Rating (FSR) is an independent opinion of the insurer’s financial strength and ability to meet its ongoing insurance policy and contract obligations)

GUIDE TO AM BEST'S FINANCIAL STRENGTH RATINGS – (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 the 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.

AM 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 AM Best's opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in AM Best's opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in AM Best's opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in AM Best's 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 AM Best's 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 AM Best's opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in AM Best's opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is 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 insurers that are publicly placed via court order into conservation or rehabilitation, or the international equivalent, or in the absence of a court order, clear regulatory action has been taken to delay or otherwise limit policyholder payments.
F	Status assigned to insurers that are publicly placed via court order into liquidation after a finding of insolvency, or the international equivalent.
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 AM Best.

Rating Disclosure – Use & 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 AM Best Rating Services, Inc. (AM 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, the BCR may be changed, suspended, or withdrawn at any time for any reason at the sole discretion of AM Best.

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Based on information contained in *Version 121719 of the AM Best Company, Inc.'s Guide to Best's Financial Strength Ratings (FSR)*.

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Chisholm School District School Board Meeting Minutes

Monday, May 10, 2021, at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order

Attendance Taken at 5:01 PM. Corradi Simon: Absent, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Present. Superintendent Blanchard was absent. Interim Business Manager K.H. was present. Attendance Taken at 5:03 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Present. Superintendent Blanchard was absent. Interim Business Manager K.H. was present. Member Corradi-Simon joined the meeting at 5:03 p.m.

II. Public Comment:

III. Recognition of Guests and Visitors

A. Todd Rapp

Todd Rapp presented information on the Rapp Strategies options to assist districts.

IV. Approve Agenda

It was moved by Clarice Sever and seconded by Danielle Randa-Sauter to approve the agenda. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

V. Approve Minutes

A. Approve April 26, 2021, Regular Meeting Minutes

It was moved by Cindy Rice and seconded by Jaclyn Corradi Simon to approve April 26, 2021, regular meeting minutes. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

B. Approve April 30, 2021, Special Meeting Minutes

It was moved by Shelly Lappi and seconded by Cindy Rice to approve April 30, 2021, special meeting minutes. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

VI. Reports

A. Superintendent's Report

Mr. Morrison discussed the interview process for the Confidential Financial Assistant position. He updated the board on the two teacher positions to be filled.

VII. Correspondence

VIII. Consent Agenda

IX. Action Agenda

A. Approve Resolution to Accept Donations of \$4,575 for a New Baritone Saxophone and \$4,700 for a New Track and Field Timing System from the Chisholm Community Foundation

It was moved by Danielle Randa-Sauter and seconded by Jaclyn Corradi Simon to approve resolution to accept donations of \$4,575 for a new baritone saxophone and \$4,700 for a new track and field timing system from the Chisholm Community Foundation. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Abstain (With Conflict), Sever: Yea

B. Approve Shared Service Agreement for an Early Childhood Coordinator Between Chisholm School District, ISD #695 and Mountain Iron-Buhl School District, ISD #712

It was moved by Danielle Randa-Sauter and seconded by Jaclyn Corradi Simon to approve shared service agreement for an Early Childhood Coordinator between Chisholm School District, ISD #695 and Mountain Iron-Buhl School District, ISD #712. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

C. Accept Erik Kuusinen's Resignation Effective June 30, 2021

It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to accept Erik Kuusinen's Resignation effective June 30, 2021. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

D. Approve Internal/External 1.0 FTE Industrial Technology Instructor Posting for the 2021-2022 School Year

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to approve internal/external 1.0 FTE Industrial Technology Instructor posting for the 2021-2022 school year. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

E. Approve Minnesota Community Education Association Membership Renewal

It was moved by Clarice Sever and seconded by Shelly Lappi to approve Minnesota Community Education Association membership renewal. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

F. Approve Internal/External Posting for Community Education Director

It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve internal/external posting for Community Education Director. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

G. Approve the Hire of Kayla Waisanen as the Confidential Financial Assistant at \$39,000 Per Year with a Start Date of May 26, 2021

It was moved by Shelly Lappi and seconded by Cindy Rice to approve the hire of Kayla Waisanen as the Confidential Financial Assistant at \$39,000 per year with a start date of May 26, 2021, time of hire 5:27 p.m. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

X. Discussion

Member Randa-Sauter reminded people that this week is Project Green Light to support students.

XI. Information

A. April TOC

XII. Adjourn

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to adjourn at 5:29 p.m. Motion Passed.

Corradi Simon: Yea, Lappi: Yea, Rahja: Yea, Randa-Sauter: Yea, Rice: Yea, Sever: Yea

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
10		33173	64419	Check	1	3680	SCENIC RIVERS HEALTH SVC		Yes	Yes	Yes	04/28/2021	(100.00)
10		33781	65015	Check	1	2423	AMAZON CAPITAL SERVICES		Yes	No	No	05/10/2021	1,206.58
10		33780	65016	Check	1	2354	ATT MOBILITY		Yes	No	No	05/10/2021	550.44
10		33759	65017	Check	1	00610	BARK DESIGN INC		Yes	No	No	05/10/2021	420.00
10		33794	65018	Check	1	3707	BENSON ELECTRIC COMPANY		Yes	No	No	05/10/2021	607.68
10		33786	65019	Check	1	2774	BUHL WATER CO INC		Yes	No	No	05/10/2021	90.00
10		33793	65020	Check	1	3527	CULINEX-SARTELL		Yes	No	No	05/10/2021	56.85
10		33784	65021	Check	1	2614	CW TECHNOLOGY		Yes	No	No	05/10/2021	843.00
10		33796	65022	Check	1	3726	D.A.D.S INC.		Yes	No	No	05/10/2021	630.00
10		33775	65023	Check	1	1939	DELL FINANCIAL SERVICES		Yes	No	No	05/10/2021	180.40
10		33772	65024	Check	1	10255	DEX MEDIA		Yes	No	No	05/10/2021	118.00
10		33779	65025	Check	1	2191	DULUTH RANGE COMMUNICATIONS		Yes	No	No	05/10/2021	212.50
10		33760	65026	Check	1	02569	ECOLAB PEST ELIMINATION DIV		Yes	No	No	05/10/2021	156.54
10		33782	65027	Check	1	2432	HAFDAHL, THOMAS R		Yes	No	No	05/10/2021	115.00
10		33773	65028	Check	1	1375	HOGLUND BUS CO INC		Yes	No	No	05/10/2021	401.92
10		33785	65029	Check	1	2705	HORIZON COMMERCIAL POOL SUPPL'		Yes	No	No	05/10/2021	363.31
10		33789	65030	Check	1	3012	ISD #0316 GREENWAY		Yes	No	No	05/10/2021	150.00
10		33762	65031	Check	1	04226	ISD #0318 GRAND RAPIDS		Yes	No	Yes	05/10/2021	0.00
10		33763	65032	Check	1	04395	ISD #2711 MEASABI EAST SCHOOL		Yes	No	No	05/10/2021	180.00
10		33774	65033	Check	1	1842	ISD #6076 NORTHLAND LEARNING		Yes	No	No	05/10/2021	23,310.81
10		33795	65034	Check	1	3715	KRISTEN HOHEISEL		Yes	No	No	05/10/2021	9,914.80
10		33764	65035	Check	1	05206	L & M SUPPLY FLEET SUPPLY		Yes	No	No	05/10/2021	45.92
10		33765	65036	Check	1	05731	MADISON NATIONAL LIFE INS CO		Yes	No	No	05/10/2021	2,353.50
10		33766	65037	Check	1	05971	MARY'S LAKE STREET FLORAL		Yes	No	No	05/10/2021	86.00
10		33788	65038	Check	1	2971	MINNESOTA LIFE INSURANCE		Yes	No	No	05/10/2021	2,346.74
10		33767	65039	Check	1	06294	MN ASSOCIATION OF SEC SCHOOL PI		Yes	No	No	05/10/2021	969.00
10		33778	65040	Check	1	2161	MN BUREAU CRIM APPREHENSION		Yes	No	No	05/10/2021	15.00
10		33777	65041	Check	1	2101	MN ENERGY RESOURCES CORP		Yes	No	No	05/10/2021	3,340.24
10		33768	65042	Check	1	06375	MN POWER		Yes	No	No	05/10/2021	14,111.51
10		33769	65043	Check	1	06400	MN SCHOOL BOARDS ASSOC		Yes	No	No	05/10/2021	585.00
10		33776	65044	Check	1	2038	NELSON, CINDI		Yes	No	No	05/10/2021	300.00
10		33770	65045	Check	1	06979	NORTHERN MINNESOTA DENTAL, INC		Yes	No	No	05/10/2021	8,852.80
10		33792	65046	Check	1	3509	PLATT, TYLER		Yes	No	No	05/10/2021	175.00
10		33783	65047	Check	1	2454	POGUE, THOMAS G		Yes	No	No	05/10/2021	40.00
10		33761	65048	Check	1	03061	REMIT REALLY GOOD STUFF, LLC		Yes	No	No	05/10/2021	132.99
10		33791	65049	Check	1	3475	RICKER, SAMUEL ²⁸		Yes	No	No	05/10/2021	115.00
10		33771	65050	Check	1	09083	REMIT SCHOOL SPECIALTY SUPPLY LLC		Yes	No	No	05/10/2021	10,003.84
10		33790	65051	Check	1	3104	SIMONS, DAVID ARTHUR		Yes	No	No	05/10/2021	85.00
10		33787	65052	Check	1	2963	REMIT TEACHERS ON CALL		Yes	No	No	05/10/2021	4,062.73

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
10		33823	65053	Check	1	1887	ABSOLUTE FIRE PROTECTION, INC		Yes	No	No	05/17/2021	481.43
10		33833	65054	Check	1	2423	AMAZON CAPITAL SERVICES		Yes	No	No	05/17/2021	1,261.69
10		33843	65055	Check	1	2795	AMERICAN BANK OF THE NORTH		Yes	No	No	05/17/2021	1,742.86
10		33820	65056	Check	1	1775	ANDERSON PLUMBING & HEATING		Yes	No	No	05/17/2021	1,329.03
10		33855	65057	Check	1	3220	APG MEDIA OF MN		Yes	No	No	05/17/2021	474.40
10		33797	65058	Check	1	00150	ARAMARK		Yes	No	No	05/17/2021	215.07
10		33824	65059	Check	1	1944	AVIBEN		Yes	No	No	05/17/2021	117.03
10		33850	65060	Check	1	3061	BARTOVICH, ANTHONY E		Yes	No	No	05/17/2021	165.00
10		33838	65061	Check	1	2502	BLACK BEAR BAKERY		Yes	No	No	05/17/2021	97.30
10		33858	65062	Check	1	3387	BLUE CROSS BLUE SHIELD OF MN BLI		Yes	No	No	05/17/2021	2,984.25
10		33842	65063	Check	1	2774	BUHL WATER CO INC		Yes	No	No	05/17/2021	84.00
10		33844	65064	Check	1	2870	CASEY'S		Yes	No	No	05/17/2021	87.42
10		33856	65065	Check	1	3236	CERKVENIK, GARY EDWARD		Yes	No	No	05/17/2021	110.00
10		33857	65066	Check	1	3384	CHEERLEADING.COM		Yes	No	No	05/17/2021	71.88
10		33798	65067	Check	1	01600	CHISHOLM CITY OF		Yes	No	No	05/17/2021	4,901.45
10		33799	65068	Check	1	01984	COPEMAN, KAREN		Yes	No	No	05/17/2021	41.16
10		33819	65069	Check	1	1565	DECKER EQUIPMENT		Yes	No	No	05/17/2021	559.99
10		33845	65070	Check	1	2944	EDUCATION INNOVATION PARTNERS		Yes	No	No	05/17/2021	209.68
10		33818	65071	Check	1	1496	remit FLINN SCIENTIFIC INC		Yes	No	No	05/17/2021	356.41
10		33836	65072	Check	1	2471	GLUMAC, CHARLES		Yes	No	No	05/17/2021	85.00
10		33840	65073	Check	1	2688	GOMAN, PETER		Yes	No	Yes	05/17/2021	1,055.52
10		33840	65073	Check	1	2688	GOMAN, PETER		Yes	No	Yes	05/18/2021	(1,055.52)
10		33801	65074	Check	1	03577	GRAYBAR		Yes	No	No	05/17/2021	690.50
10		33854	65075	Check	1	3161	HAFDAHL, JAMES		Yes	No	No	05/17/2021	235.00
10		33834	65076	Check	1	2432	HAFDAHL, THOMAS R		Yes	No	No	05/17/2021	165.00
10		33839	65077	Check	1	2675	remit HEINEMANN		Yes	No	No	05/17/2021	1,034.00
10		33802	65078	Check	1	03825	HIBBING CC		Yes	No	No	05/17/2021	550.00
10		33815	65079	Check	1	1375	HOGLUND BUS CO INC		Yes	No	No	05/17/2021	978.80
10		33803	65080	Check	1	04212	INAC, INC		Yes	No	No	05/17/2021	26,860.27
10		33821	65081	Check	1	1820	REMIT INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	05/17/2021	5.32
10		33862	65082	Check	1	3613	ISD #0004 MCGREGOR		Yes	No	No	05/17/2021	150.00
10		33849	65083	Check	1	3012	ISD #0316 GREENWAY		Yes	No	No	05/17/2021	240.00
10		33822	65084	Check	1	1842	ISD #6076 NORTHLAND LEARNING		Yes	No	No	05/17/2021	40,972.87
10		33863	65085	Check	1	3721	ISD# 2909 ROCK RIDGE PUBLIC SCHO		Yes	No	No	05/17/2021	100.00
10		33816	65086	Check	1	1442	JOSTENS INC		Yes	No	No	05/17/2021	203.45
10		33830	65087	Check	1	2301	KRISS PREMIUM PRODUCTS INC		Yes	No	No	05/17/2021	459.51
10		33805	65088	Check	1	05206	L & M SUPPLY FLEET SUPPLY		Yes	No	No	05/17/2021	88.95
10		33804	65089	Check	1	05201	LAKESHORE		Yes	No	No	05/17/2021	9.49
10		33814	65090	Check	1	1329	LALONDE, DONALD		Yes	No	No	05/17/2021	95.00

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
10		33837	65091	Check	1	2485	LAMPPA, DAVIS		Yes	No	No	05/17/2021	105.00
10		33864	65092	Check	1	3727	LEE PAINTING, INC.		Yes	No	No	05/17/2021	3,954.00
10		33817	65093	Check	1	1454	LESCARBEAU, MEGAN		Yes	No	No	05/17/2021	62.78
10		33827	65094	Check	1	2232	LOWE'S		Yes	No	No	05/17/2021	261.58
10		33861	65095	Check	1	3606	LUUKONEN, ALEXIS		Yes	No	No	05/17/2021	15.00
10		33806	65096	Check	1	05731	MADISON NATIONAL LIFE INS CO		Yes	No	No	05/17/2021	2,303.74
10		33832	65097	Check	1	2320	MEDICARE BLUE RX		Yes	No	No	05/17/2021	15,907.80
10		33851	65098	Check	1	3097	MINNEAPOLIS OXYGEN COMPANY		Yes	No	No	05/17/2021	198.51
10		33852	65099	Check	1	3097	REMIT MINNEAPOLIS OXYGEN COMPANY		Yes	No	No	05/17/2021	19.50
10		33847	65100	Check	1	2971	MINNESOTA LIFE INSURANCE		Yes	No	No	05/17/2021	2,150.58
10		33825	65101	Check	1	2101	MN ENERGY RESOURCES CORP		Yes	No	No	05/17/2021	8,885.20
10		33807	65102	Check	1	06334	MN GRADUATE SERVICES LTD		Yes	No	No	05/17/2021	650.80
10		33808	65103	Check	1	06400	MN SCHOOL BOARDS ASSOC		Yes	No	No	05/17/2021	390.00
10		33829	65104	Check	1	2278	MN TELECOMMUNICATIONS		Yes	No	No	05/17/2021	1,199.39
10		33831	65105	Check	1	2303	NAPA AUTO PARTS		Yes	No	No	05/17/2021	227.43
10		33809	65106	Check	1	06850	NORTHEAST SERVICE COOPERATIVE		Yes	No	No	05/17/2021	295.00
10		33841	65107	Check	1	2736	NORTHERN BUSINESS PRODUCTS INC		Yes	No	No	05/17/2021	52.32
10		33835	65108	Check	1	2433	PETERSON, WILLIAM J		Yes	No	No	05/17/2021	175.00
10		33859	65109	Check	1	3509	PLATT, TYLER		Yes	No	No	05/17/2021	335.00
10		33810	65110	Check	1	08310	RANGE CORNICE AND ROOFING CO		Yes	No	No	05/17/2021	283.00
10		33811	65111	Check	1	08317	RANGE MENTAL HEALTH CENTER INC		Yes	No	No	05/17/2021	981.25
10		33800	65112	Check	1	03061	REMIT REALLY GOOD STUFF, LLC		Yes	No	No	05/17/2021	214.74
10		33828	65113	Check	1	2272	RYANS INDEPENDENT ELECTRIC		Yes	No	No	05/17/2021	2,514.67
10		33812	65114	Check	1	09083	REMIT SCHOOL SPECIALTY SUPPLY LLC		Yes	No	No	05/17/2021	903.05
10		33853	65115	Check	1	3104	SIMONS, DAVID ARTHUR		Yes	No	No	05/17/2021	80.00
10		33860	65116	Check	1	3579	STAR AUTISM SUPPORT		Yes	No	No	05/17/2021	2,347.70
10		33813	65117	Check	1	09775	SUPREME SCHOOL SUPPLY CO		Yes	No	No	05/17/2021	69.12
10		33846	65118	Check	1	2963	TEACHERS ON CALL		Yes	No	No	05/17/2021	11,884.66
10		33848	65119	Check	1	3001	THOMPSON, DAWN		Yes	No	No	05/17/2021	60.00
10		33865	65120	Check	1	3728	THORNBLOOM, NEAL		Yes	No	No	05/17/2021	130.00
10		33826	65121	Check	1	2133	VIKING COCA COLA		Yes	No	No	05/17/2021	59.20

Bank Total: \$231,957.33

Report Total: \$231,957.33



April 11, 2021

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

Dear Janey:

Thank you for inquiring about partnering with Rapp Strategies, Inc. on your communications needs for a November 2021 operating levy referendum. Rapp Strategies has worked with more than 45 school districts in the Upper Midwest to design and implement public information and community engagement strategies for operating and building referenda.

Rapp Strategies currently has relationships with six of Minnesota's nine regional service cooperatives. Although the Northeast Service Cooperative is not currently part of that arrangement, we are happy to offer you the same set of options we make available through our cooperative partners.

Option 1: Basic Tactical Needs. For some school districts, the primary need is a basic level of external communications materials. This option provides the core documents that a school district needs for its public information campaign, including:

- Launch/strategy call with district leadership;
- Drafting a core messaging document;
- Creating a name for the proposal/communications program;
- Designing and populating a referendum microsite (preferably working with your financial consultant on an embedded tax calculator);
- Developing a public fact sheet and FAQ; and
- Monthly calls in August, September and October to manage issues that arise within the community.

The cost for this work would be **\$7,000**, payable in two installments as the work is completed. An experienced member of the Rapp Strategies team will be assigned to lead this work.

Rapp Strategies, Inc.

333 South Seventh Street, Suite 2120, Minneapolis, MN 55402

612.843.4500 www.rappstrategies.com

Option 2: More Extensive Tactical Needs. This option includes all of the above services in Option 1, as well as these additional materials for public information:

- Three newspaper columns;
- Six letter to the editor templates;
- A 12-15 slide PowerPoint presentation for community meetings;
- A social media guide; and
- An editorial calendar for all traditional and digital media activities.

This would also be led by an experienced member of the Rapp Strategies team, with a total cost of **\$9,500** for both sets of services described above.

Option 3: Strategic and Tactical Services. Some districts prefer comprehensive support, including ongoing strategic counsel in addition to the tactical services outlined above. This would include:

- Assistance with developing the district's investment strategies and referendum request (including the number and design of ballot questions);
- In-person work with the superintendent and school board members to plan for and execute their roles in communication activities;
- More frequent discussions on issues that arise in the district, helping adjust the communications plan and solve problems, as needed;
- Referendum day and post-referendum communications needs; and
- Assistance with design and analysis of opinion research projects – telephone, online and/or group meetings (as needed).

This option would include all of the services listed in the two tactical options above, plus I would be your lead contact for strategic work, including in-person meeting(s) with the administrative staff and your board members. The cost of this option is **\$3,500 per month**, billed as a monthly retainer fee through the end of November.

These options are purposefully specific. Based on our experience and conversations with leadership at the Minnesota Rural Education Association, we believe these options reflect the types of services and pricing that school districts in Greater Minnesota generally prefer for communications support. However, we can also adapt this plan and the pricing if you have additional or different needs that must be addressed.

Please call me at 651-270-1071 (cell) if you would like to discuss these options in more detail. If one of these options meets your needs, I can prepare a letter of agreement for your review.

Sincerely,



Todd Rapp, CEO

Fwd: Tonya Enich

1 message

Jodie Phaneuf <jphaneuf@chisholm.k12.mn.us> Thu, May 13, 2021 at 9:42 AM
To: Janey Blanchard <jblanchard@chisholm.k12.mn.us>, Cheyenne Mikkola-Rahja <cmikkola-rahja@chisholm.k12.mn.us>, Melissa Cappo <mcappo@chisholm.k12.mn.us>

Please see the attached letter. We will need to post for an ECFE/SR program assistant. 15-20 hours per week.
Thank you! Jodie

----- Forwarded message -----

From: **Tonya Enich** <tenich@chisholm.k12.mn.us>
Date: Thu, May 13, 2021 at 5:39 AM
Subject: Tonya Enich
To: Jodie Phaneuf <jphaneuf@chisholm.k12.mn.us>

Jodie-

Please accept this email as notice that I will be resigning from my job as a school readiness assistant. This will be my two weeks notice.

Thank you.
Tonya Enich

--

Jodie M. Phaneuf
ECFE/School Readiness Coordinator
ISD 695 Chisholm
1000 NE 1st Avenue
Chisholm, MN 55719
218-254-1438

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

POSTING

Position: Part-time ECFE/School Readiness Classroom Assistant

Qualifications:

1. Experience working in Early Childhood program
2. Able to work days and evenings
3. Able to support the concepts of ECFE/School Readiness

Duties:

1. Assists teachers with children and parents.
2. Other duties as assigned.

Reports to: ECFE Coordinator

Rate of Pay: As per the master salary schedule.

Work Schedule: 15-20 hours per week

Due Date: Open until filled.

Apply online at www.chisholm.k12.mn.us or pick up an application from the Superintendent's Office:

Dr. Janey Blanchard, Supt.
Chisholm Public Schools
300 3rd Avenue SW
Chisholm, MN 55719

AN EQUAL OPPORTUNITY EMPLOYER

Posted: May 26, 2021

Certified Lane Change Request Form

Please complete and submit this form for a lane change request. Must complete all sections.

What is your current lane? *

- BA
- BA+10 (Semester)/ BA+15 (Quarter)
- BA+20 (Semester)/ BA+30 (Quarter)
- BA+30 (Semester)/ BA+45 (Quarter)
- MA/BA+40 (Semester) // BA/MA+60 (Quarter)
- MA+10/BA+50 (Semester) // MA+15/BA+75 (Quarter)
- MA+20/BA+90 ACT 60 (Semester) // MA+30/BA+90 ACT 60 (Quarter)

What lane are you requesting to advance to? *

- BA+10 (Semester)/ BA+15 (Quarter)
- BA+20 (Semester)/ BA+30 (Quarter)
- BA+30 (Semester)/ BA+45 (Quarter)
- MA/BA+40 (Semester) // BA/MA+60 (Quarter)
- MA+10/BA+50 (Semester) // MA+15/BA+75 (Quarter)
- MA+20/BA+90 ACT 60 (Semester) // MA+30/BA+90 ACT 60 (Quarter)

Please attach transcripts or completed coursework supporting credits have been received to advance to the next lane. *



Master SPED Tra...

This form was created inside of Chisholm Public Schools.

Google Forms

School Nutrition Programs

Renewal of Food Service Management Contract

School Year 2021-22

Food service management contracts that started in 2017-18 or later may be renewed for the 2021-22 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 2021-22 prices or fees as shown below. The maximum amount that 2020-21 prices or fees may be increased is 2.9 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2020).

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	2020-21 Price or Fee	Percent Increase (maximum 2.9%)	2021-22 Price or Fee
	\$	_____ %	\$
	\$	_____ %	\$
	\$	_____ %	\$
	\$	_____ %	\$

4. Meal Equivalency Factor

The meal equivalency factor for school year 2021-22, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$3.95.

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 2020-21 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 here:

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: _____

Chisholm	School Year	School Year	School Year	School Year	School Year	School Year	School Year
	2020-2021	2019-2020	2018-2019	2017-2018	2016-17	2015-16	2014-15
Elementary Breakfast	\$2.10	\$2.00	\$1.90	\$1.90	\$1.90	\$1.90	\$1.80
Secondary Breakfast	\$2.20	\$2.10	\$2.00	\$2.00	\$2.00	\$2.00	\$1.90
Elementary Lunch	\$2.65	\$2.55	\$2.45	\$2.45	\$2.45	\$2.45	\$2.35
Secondary Lunch	\$2.75	\$2.65	\$2.55	\$2.55	\$2.55	\$2.55	\$2.45
Adult Lunch	\$3.85	\$3.75	\$3.75	\$3.65	\$3.60	\$3.60	\$3.50
Milk	\$0.75	\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	\$0.65

2020-2021 Meal Prices

	<u>N/K</u>	<u>Hibbing</u>	<u>Chisholm</u>
Elem. Bkf	\$1.75	2.30	2.10
Sec. Bkf	\$1.85	2.35	2.20
Elem. Lunch	\$2.30	2.60	2.65
Sec Lunch	\$2.45	2.65	2.75
Adult Lunch	\$3.90	3.85	3.85
Milk	.75	.65	.75

	<u>MIB</u>	<u>Virginia</u>	<u>E/G</u>
Elem Bkf	2.35	1.90	1.90
Sec. Bkf	2.45	2.05	2.05
Elem Lunch	2.80	2.60	2.60
Sec Lunch	2.90	2.70	2.70
Adult Lunch	4.20	4.10	4.10
Milk	.65	.65	.65

**INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota**

INTERNAL JOB POSTING

PEP CLUB ADVISOR

Applications are being taken for one (1) Co-Pep Club Advisor for the 2021-2022 school year. Duties as assigned by the building principal. Salary as per Extracurricular salary schedule. Applications are due in the Superintendent's Office Wednesday, June 9, 2021, by 3:00 p.m. Interested people should submit a letter of interest.

Dr. Janey Blanchard
Superintendent

Posted: May 26, 2021

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL POSTING

CLOSE-UP CO-ADVISOR

Responsibilities that will be shared with the current Close Up advisor include but are not limited to:

1. Attending parent/student meetings regarding travel to Washington D.C.
2. Supervising students in the concession stand during Fall and Winter sports seasons
3. Ordering supplies for the concession stand
4. Stocking concession stand
5. Communicating with parents and students about responsibilities and travel
6. Organizing and supervising fundraisers
7. Bookkeeping
8. Making deposits into the student activity account
9. Generating Treasurer's Orders for bills to be paid out of the student activity account
10. Chaperoning students on a trip to Washington D.C. for one week from a Sunday to a Friday

The division of responsibilities will be determined by the two advisors.

Applications are being taken for one (1) Close-Up Co-Advisor for the 2021-2022 school year. Duties as assigned by the Athletic Director. Salary as per extracurricular salary schedule. Applications are due in the Superintendent's Office Wednesday, June 9, 2021, by 3:00 p.m. Interested people should submit a letter of interest.

Dr. Janey Blanchard
Superintendent

Posted: May 26, 2021

AN EQUAL OPPORTUNITY EMPLOYER



AMENDMENT TWO

This Amendment ("Amendment Two"), between Teachers On Call, a Kelly® Education Company ("TOC"), with its principal offices located at 3001 Metro Drive, Suite 200, Bloomington, MN 55425, and Chisholm Public Schools ("Customer"), is for the purpose of extending and amending the term of their Agreement.

RECITALS

- A. TOC and Customer entered into Agreement Renewal ("Agreement"), dated July 1, 2019.
- B. The term of the Agreement expires on June 30, 2021.
- C. TOC and Customer wish to modify the Agreement to extend the term of the Agreement, as set forth below.

AGREEMENT

TOC and Customer therefore agree as follows:

- 1. **Extension of Term.** The term of the Agreement is extended until June 30, 2023, unless terminated earlier, as set forth in the Agreement.
- 2. **Pricing.** Administrative markup of 28.85% (previously at 27%).
- 3. **Miscellaneous.** This Amendment will become effective when both parties have signed it. The date on which the last party has signed this Amendment (as indicated by the date associated with that party's signature) will be deemed the date of this Amendment. TOC and Customer restate all other provisions of the Agreement and agree that all such provisions remain in effect.

Teachers On Call, a Kelly® Education Company

Chisholm Public Schools

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

May 13, 2021

Dr. Blanchard and Board of Education,

Please accept this letter as my resignation from my position as the Confidential Superintendent's Administrative Assistant Chisholm Public School, ISD #695 effective May 27, 2021. I have enjoyed my time with the District and am grateful for the experiences I have gained.

Best wishes and thank you,
Cheyenne Mikkola-Rahja

Chisholm Public Schools
ISD #695
Chisholm, MN

POSTING: CONFIDENTIAL SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT

- Qualifications include: Knowledge and experience in MARSS, state reporting, and union contracts preferred; basic computer knowledge including spreadsheets, word processing and database; Associate Degree as administrative assistant or previous experience highly desirable.
- Duties include: Process state reports, data entry, prepare agenda paperwork and record minutes for semi-monthly school board meetings, record keeping, filing, process employee paperwork in compliance with state and federal regulations, process time-off for all employees.
- Salary: Negotiable based on experience
- Hours: At-will, 12-month position; 40 hours per week, with some overtime required. Hours are 7:30 a.m.- 4:00 p.m.
- Due Date: Submit a letter of interest, resume, and 3 references to Dr. Janey Blanchard, Superintendent. Open until filled.

Dr. Janey Blanchard, Superintendent
Chisholm Public Schools
300 3rd Avenue SW
Chisholm, MN 55719

Posted: Friday, May 14, 2021

TEMPORARY CONSULTING EMPLOYMENT AGREEMENT

This Agreement is entered into by and between **Independent School District No. 695, Chisholm Public Schools** (hereinafter referred to as "District") and **Melissa Cappelletti** (hereinafter referred to as "Employee").

RECITALS

The parties hereto recite and declare as follows:

A. The District is a public school district created by and operating under the laws of the State of Minnesota.

B. Employee was employed by the District in the position of Confidential Accounts Payable & Payroll Clerk. Employee has submitted her resignation from that position as she has accepted a job with a different employer.

C. With Employee's resignation from the Confidential Accounts Payable & Payroll Clerk position, and other recent resignations of employees holding other administrative positions in the District, the District desires to take steps to secure the institutional and position knowledge of Employee, and to have Employee's assistance, for the transition to the new employee who has been hired to replace Employee in the position of Confidential Accounts Payable & Payroll Clerk.

D. The District would like to hire Employee on a temporary, short-term basis, to be available to assist the District's administrative staff and the new employee who will be filling the position of Confidential Accounts Payable & Payroll Clerk, to provide information, advice and transitional guidance regarding the functions, duties and responsibilities of that position, so as to help ensure the proper transition of the duties and responsibilities of that position to a new employee.

E. Employee is willing to make herself available on a limited basis, as a temporary consulting employee, to assist with this transition of her former job duties, responsibilities and related information to the new employee who will be filling the position of Confidential Accounts Payable & Payroll Clerk.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE DISTRICT AND EMPLOYEE HEREBY AGREE AS FOLLOWS:

1. **Services to be Provided by Employee.**

Employee will make herself available, on a temporary, limited, part-time basis, not to exceed twenty (20) hours per week, over the period of the next four to six weeks, to provide information, advice and guidance to the new employee hired for the Confidential Accounts Payable & Payroll Clerk position and to other related administrative and management staff of the District, to assist in the transition of the job duties and responsibilities of the Confidential Accounts Payable & Payroll Clerk position to the new employee.

2. **Request for or Method of Coordinating Services to be Provided By Employee.**

These services to be performed by Employee shall be coordinated under the supervision of the District's Superintendent of Schools. The District, by and through its Superintendent of Schools, also shall have the complete and exclusive discretion to terminate or discontinue any of these consulting, transitional services being provided by Employee, at any given time. The parties anticipate that, in general, they will need Employee's assistance and services under this Agreement for approximately the first four to six weeks of the new employee's employment in the position of Confidential Accounts Payable & Payroll Clerk.

3. **Compensation.**

For any of the time that Employee works in providing the services and assistance under this Agreement, the District will pay Employee an hourly wage rate of \$25.00 per hour. Since this is just a short-term, temporary employment arrangement, Employee will not be eligible for any of the standard package of benefits, such as health, dental, or disability insurance, and paid leave time, that the District provides

to its regular employees. However, if the law requires that any of the wages paid under this Agreement are subject to PERA withholdings/contributions, then such withholdings/contributions will be made. Any of the wage payments made to Employee under this Agreement will be considered W-2 income and will be subject to standard federal and state payroll withholdings and deductions.

4. **Work Hours/Times.**

In providing the services and assistance called for in this Agreement, the Employee will be allowed to work up to a maximum of 20 hours per week. The hours and times of Employee providing the services and assistance called for in this Agreement shall be coordinated, supervised and determined by the District's Superintendent of Schools, in consultation with the Employee and with the new employee hired for the position of Confidential Accounts Payable & Payroll Clerk.

5. **Miscellaneous Provisions.**

- a. Severability: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
- b. Non-Assignability: Neither party shall have the right to assign or transfer any of the rights or obligations under this Agreement.
- c. Complete Understanding: This instrument contains the entire agreement between the parties, and any statements, promises or inducements made by either party or agent of either party that are not contained in this written Agreement shall not be valid or binding.
- d. Extensions or Modifications to Agreement: Any extensions of or modifications to this Agreement, or to any provision contained herein, must be in writing; approved by vote of the District's Board of Education; and must be signed and executed in the same fashion as this Agreement.
- e. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota.

**INDEPENDENT SCHOOL DISTRICT
NO. 695, Chisholm Public Schools**

Dated: _____, 2021.

By: _____

Its: Chairperson, Board of Education

By: _____

Its: Clerk, Board of Education

EMPLOYEE

Dated: _____, 2021

By: _____

Melissa Cappo

TEMPORARY CONSULTING EMPLOYMENT AGREEMENT

This Agreement is entered into by and between **Independent School District No. 695, Chisholm Public Schools** (hereinafter referred to as "District") and **Cheyenne Mikkola-Rahja** (hereinafter referred to as "Employee").

RECITALS

The parties hereto recite and declare as follows:

A. The District is a public school district created by and operating under the laws of the State of Minnesota.

B. Employee was employed by the District in the position of Confidential Superintendent Secretary. Employee has submitted her resignation from that position as she has accepted a job with a different employer.

C. With Employee's resignation from the Confidential Superintendent Secretary position, and other recent resignations of employees holding other administrative positions in the District, the District desires to take steps to secure the institutional and position knowledge of Employee, and to have Employee's assistance, for the transition to the new employee who has been hired to replace Employee in the position of Confidential Superintendent Secretary.

D. The District would like to hire Employee on a temporary, short-term basis, to be available to assist the District's administrative staff and the new employee who will be filling the position of Confidential Superintendent Secretary to provide information, advice and transitional guidance regarding the functions, duties and responsibilities of that position, so as to help ensure the proper transition of the duties and responsibilities of that position to a new employee.

E. Employee is willing to make herself available on a limited basis, as a temporary consulting employee, to assist with this transition of her former job duties, responsibilities and related information to the new employee who will be filling the position of Confidential Superintendent Secretary.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE DISTRICT AND EMPLOYEE HEREBY AGREE AS FOLLOWS:

1. **Services to be Provided by Employee.**

Employee will make herself available, on a temporary, limited, part-time basis, not to exceed twenty (20) hours per week, over the period of the next four to six weeks, to provide information, advice and guidance to the new employee hired for the Confidential Superintendent Secretary position and to other related administrative and management staff of the District, to assist in the transition of the job duties and responsibilities of the Confidential Superintendent Secretary position to the new employee.

2. **Request for or Method of Coordinating Services to be Provided By Employee.**

These services to be performed by Employee shall be coordinated under the supervision of the District's Superintendent of Schools. The District, by and through its Superintendent of Schools, also shall have the complete and exclusive discretion to terminate or discontinue any of these consulting, transitional services being provided by Employee, at any given time. The parties anticipate that, in general, they will need Employee's assistance and services under this Agreement for approximately the first four to six weeks of the new employee's employment in the position of Confidential Superintendent Secretary.

3. **Compensation.**

For any of the time that Employee works in providing the services and assistance under this Agreement, the District will pay Employee an hourly wage rate of \$18.25 per hour. Since this is just a short-term, temporary employment arrangement, Employee will not be eligible for any of the standard package of benefits, such as health, dental, or disability insurance, and paid leave time, that the District provides

to its regular employees. However, if the law requires that any of the wages paid under this Agreement are subject to PERA withholdings/contributions, then such withholdings/contributions will be made. Any of the wage payments made to Employee under this Agreement will be considered W-2 income and will be subject to standard federal and state payroll withholdings and deductions.

4. **Work Hours/Times.**

In providing the services and assistance called for in this Agreement, the Employee will be allowed to work up to a maximum of 20 hours per week. The hours and times of Employee providing the services and assistance called for in this Agreement shall be coordinated, supervised and determined by the District's Superintendent of Schools, in consultation with the Employee and with the new employee hired for the position of Confidential Superintendent Secretary.

5. **Miscellaneous Provisions.**

- a. Severability: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
- b. Non-Assignability: Neither party shall have the right to assign or transfer any of the rights or obligations under this Agreement.
- c. Complete Understanding: This instrument contains the entire agreement between the parties, and any statements, promises or inducements made by either party or agent of either party that are not contained in this written Agreement shall not be valid or binding.
- d. Extensions or Modifications to Agreement: Any extensions of or modifications to this Agreement, or to any provision contained herein, must be in writing; approved by vote of the District's Board of Education; and must be signed and executed in the same fashion as this Agreement.
- e. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota.

**INDEPENDENT SCHOOL DISTRICT
NO. 695, Chisholm Public Schools**

Dated: _____, 2021.

By: _____

Its: Chairperson, Board of Education

By: _____

Its: Clerk, Board of Education

EMPLOYEE

Dated: _____, 2021

By: _____

Cheyenne Mikkola-Rahja

**CONTRACT OF EMPLOYMENT OF THE
SUPERINTENDENT AND ELEMENTARY PRINCIPAL**

This contract is made by and between the School Board of Education, Independent School District No. 695, Chisholm, Minnesota, referred to herein as the “Board” respectively, and **Mr. Adrian Norman**, referred to herein as 0.6 Superintendent / 0.4 CE Principal referred to herein as the “Superintendent.”

WITNESSETH: In accordance with its action taken and recorded in the minutes of its meeting held on the **24th day of May 2021**, *contingent on the results of the pending criminal background check*, the Board offers to employ **Mr. Adrian Norman** as its Superintendent of Schools and he agrees to accept such employment to the terms and conditions set forth below.

1. **Term of Contract.** The Board, by and on behalf of the District, does hereby employ the Superintendent, and the Superintendent does hereby accept employment for a term of three (3) years commencing on July 1, 2021 and ending on June 30, 2024. The term “contract year” means the period from July 1st through June 30th.
2. **Salary.** The Superintendent shall be paid an annual salary of One hundred twenty thousand dollars. (\$120,000) subject to applicable deductions and federal and state withholdings. The salary shall be paid in twenty-four (24) equal payments in accordance with the District’s payment practices for staff members. The salary for the third contract year shall be subject to negotiations between the Board and the Superintendent. The Board shall not reduce the Superintendent’s compensation during the contract term except for just and sufficient cause as authorized by law, but it may increase the compensation as an amendment to the contract without the amendment constituting a new contract or extending the contract term.
3. **Professional Status.** The Superintendent affirms that he is not under contract with another school board or board of education covering any part of the contract term of this Contract. Throughout the term of this contract, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Minnesota, which he will register with the Confidential Superintendent’s Secretary office. This contract shall not be valid, and the Board will not compensate the Superintendent for any service performed to the date that he registers his certificate.
4. **Duties.** The Superintendent is the chief executive of the District and shall faithfully perform the duties of the Superintendent of Schools for the District as prescribed in the job description and as may be lawfully assigned by the Board, and shall comply with all lawful Board directives, state and federal law, district policy, rules, and regulations as they exist or may hereafter be amended. Specifically, It shall be the duty of the Superintendent to recommend for employment all employees of the District subject to the Board’s approval. It shall be the further duty of the Superintendent to employ all other personnel consistent with the Board’s policies. It shall be the further duty of the Superintendent to direct, assign, reassign, and evaluate all the employees of the District consistent with Board policies and federal and state law. It shall be the further duty of the Superintendent to organize,

reorganize, and arrange the staff of the District, and to develop and establish administrative rules, regulations, rules, and procedures which the Superintendent deems necessary for the efficient and effective operation of the District consistent with the Board's lawful directives, the Board's policies, and state and federal law. It shall also be the duty of the Superintendent to accept all resignations of employees of the District consistent with the Board's policies, except the Superintendent's resignation, which must be accepted by the Board. The Superintendent shall perform the duties of the Superintendent of Schools for the District with reasonable care, diligence, skill, and expertise. All duties assigned to the Superintendent by the Board shall be appropriated to and consistent with the professional role and responsibility of the Superintendent.

The Superintendent shall serve as superintendent of schools and as elementary principal. It is understood and agreed that a superintendent does not acquire tenure and that by being employed less than fifty percent of the time as elementary principal, tenure will not be earned as a principal in the Chisholm District. As superintendent, he shall be responsible for the administration and operation of the instruction and business affairs of the District. He shall fulfill all the duties and responsibilities of the position of superintendent and of elementary principal as described by Board policies, rules, the performance of his duties and shall perform them in an efficient and Businesslike manner in accordance with Board policy and directives, the rules and regulations of the Minnesota Department of Education, and state and federal law. He shall not engage in any other business, professional or occupation without the full Board's prior written consent. By agreement with the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as, they do not interfere with carrying out his duties and obligations to the District.

Board Meetings. The Superintendent shall attend, and shall be permitted to attend, all meetings of the Board, both public and closed, except for closed meeting devoted to the consideration of any action or lack of action on the Superintendent's Contract, or the Superintendent's evaluation, or for purposes of resolving conflicts between individual Board members, or when the Board is acting in its capacity as a tribunal. In the event of illness or Board approved absence, the Superintendent's designee shall attend such meetings.

Complaints. The Board, individually and collectively, shall refer in a timely manner any substantive criticisms, complaints, and suggestions called to the Board's attention either: (a) to the Superintendent for study and/or appropriate action, and the Superintendent shall refer such matter(s) to the appropriate District employee or shall investigate such matter(s) and shall within a reasonable time inform the Board of the result of such efforts; or (b) to the appropriate complaint resolution procedure as established by District Board policies.

5. **Transportation.** The Board shall provide the Superintendent with transportation or reimburse him for mileage required in the performance of his official duties at the rate approved by the IRS.

6. **Fringe Benefits.** The Board shall provide the Superintendent with the following fringe benefits:
- a. **Health Insurance.** Single/Family health insurance under the District's group health insurance plan.
 - b. **Dental Insurance.** Single/Family dental insurance under the District's group dental insurance plan.
 - c. **Life Insurance.** Basic Insurance/Double Indemnity \$100,000; Upon retirement (ten (10) continuous years of service.); the District shall pay the premiums for the retiree until his death.
 - d. **Personal Leave.**
 - i. The superintendent shall be credited with two and a half (2.5) person days at the beginning of the year. This is to allow time off for personal affairs that may not be covered under other leave policies.
 - ii. The Principal shall be credited with one and a half (1.5) personal days, at the beginning of the year. This is to allow time off for personal affairs that may not be covered under other leave policies.
 - e. **Sick Leave.**
 - i. The Superintendent shall earn paid sick at a rate of ten (10) hours per month, equaling one hundred-twenty (120) hours, or fifteen (15) sick days per year.
 - ii. The Principal shall earn paid sick leave at a rate of five (5) days per year. Sick leave may be taken full day or half day increments.

If the Superintendent is absent for ore than five consecutive days because of illness or injury, the Board may require him to provide a doctor's statement confirming that the absence was a reasonable and necessary consequence of his illness or injury as condition of payment. The Superintendent shall not be entitled to any compensation for unused sick leave upon the conclusion of his employment. If he qualifies for disability pay under the long-term disability policy, he shall be required to take the disability pay instead of sick leave pay.
 - f. **Vacation. Nine (9) days** of vacation for the 2021-2022 contract year which he may use at times he chooses so long as his absence does not interfere with the proper performance of his duties. Any extended vacation period while school is in session will require advance approval by the Board. 2022-2023 contract year **eleven (11) days** of vacation will be granted, and 2023-2024 contract year **thirteen (13) days** of vacation will be granted. The Superintendent shall record his use of vacation days and shall keep such records current and on file in the district's business office.
 - g. **Holidays.** There are **twelve (12)** holidays each contract year as designated by the School Board. These holidays shall be July 4, Labor Day, two days at Thanksgiving, two days at Christmas, two days at New Years, two days at Easter, President's Day, if school is not in session, and Memorial Day.
 - h. **Emergency Leave/Bereavement Leave.** In case of serious illness or death in the immediate family, three days per occurrence will be allowed without loss of pay. Up to two additional days, without loss of pay may be allowed if approved by the Board Chair. Approval for additional time must be made within the 3-day period

unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Superintendent. The Superintendent shall have the right to make a written response to the evaluation within thirty (30) days of receipt of the written evaluation from the board. That response shall become a permanent attachment to the evaluation in the Superintendent's personnel file. Within sixty (60) days of delivery of the written evaluation to the Superintendent, the Board shall meet with the Superintendent to discuss the evaluation. The Board shall devote a portion of or all of, one executive session annually to a discussion of the working relationship between he Superintendent and the Board. In the event the Board deems that the evaluation instrument, format, and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.

9. **Physical or Mental Examination.** The Board may require the Superintendent to undergo a physical or mental examination by a physician and/or psychologist of the Board's choosing. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board shall address whether the Superintendent is able to perform the "essential functions" of his position.
10. **Legal Actions.** The Board will support the Superintendent if there is a legal dispute caused by his carrying out his duties in faith. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the District, the Board will provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the District's best interests and, with respect to any criminal action or proceeding,, had no reasonable cause to believe that his conduct was unlawful.
11. **Cancellation or Mid-Term Amendment.** The Board may cancel or amend this contract during its term for sufficient legal reason which shall include, but not be limited to, the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's license by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) intemperance; (k) conviction of a felony; or (l) any conduct, event or state of facts that substantially interferes with the Superintendent's continued performance of his duties. The procedures for cancellation or mid-term amendment of this contract shall be in accordance with state statutes.
12. **No Penalty for Release or Resignation.** There shall not be a penalty for the Superintendent's release or resignation from this contract; provided no resignation shall become effective until the expiration of the contract unless the Board accepts it and fixes the date at which it shall take effect.

- 13. Compensation upon Termination.** Upon termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of termination bears to the twelve (12) months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract.
- 14. Governing Laws.** The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contract.
- 15. Amendments to be in Writing.** This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.
- 16. Severability.** If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

This contract shall be effective only upon signature of the Superintendent and the Officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

**IN WITNESS THEREOF I
have subscribed my signature**

**IN WITNESS THEREOF we
have subscribed our signatures**

Superintendent signature

Board Chair Signature

Date

Date

Board Clerk Signature

Date

May 10, 2021

Dear Superintendent,

I am reaching out to thank you for your continued work with Range Mental Health Center (RMHC) to serve the students in your school through School Linked Mental Health (SLMH) services. We look forward to our continued partnership in meeting the needs of the students within your school and community by providing continued services, CTSS skills and supports.

Attached you will find an informational letter addressed to school administration. This letter is from Clinical Manager Sara Rohr MSW, LICSW from within the ADAPT program. Sara provides information about the ADAPT program, along with some recent updates and changes.

I have included the updated SLMH contracts for your signature. There are two copies enclosed. Please sign both copies and return one signed copy in the enclosed self-addressed, stamped envelope.

Thank you very much for your time. We look forward to the ongoing collaboration to meet the mental health needs within your school setting.

I look forward to hearing back from you.

Sincerely,



Janis A. Allen, MSW, LICSW
Chief Executive Officer
O: 218-749-2881 Ext: 1173
C: 218-750-1082

JAA:sp

Enclosures



May 10, 2021

Dear Principals and Superintendents,

I know that there have been many challenges in the last year that have required additional adjustments and perseverance on the part of our schools and school faculty. Thank you for all that you do to educate and support the children of our community! I would like to take a bit of time to review Range Mental Health's School Linked Mental Health Services as we are continuing to evolve and make changes from the historical ADAPT model.

Range Mental Health Center (RMHC) and schools on the Iron Range have a long history of partnering to provide mental health services in schools. Over the years, the school based mental health model has undergone many changes that have further defined, and increased, the services that we provide. RMHC is a grantee of Minnesota's School Based Mental Health Services. While this means that there are multiple funding sources for the services, part of the goal of the grant is to decrease dependence on the state's funding. The Department of Human Services advises that multiple funding streams are vital to the success of the service and includes individual schools and districts as part of the funding make-up.

One of the goals of this letter is to help clarify the scope of services that are included in the ADAPT program. ADAPT is what we call our Children's Therapeutic Support Services (CTSS) program. CTSS is a package of services that begins with a Diagnostic Assessment and includes Psychotherapy, Skills, and Clinical Care Consultation (care coordination with school staff and other professionals). It utilizes both clinicians (licensed, Master level mental health professionals) and practitioners (Bachelor level) to achieve optimal benefits for the clients served. This approach can be better understood thinking about the teacher and paraprofessional model; the therapist (like a teacher) assesses the needs of students and plans interventions. The practitioner (like a para) carries out the intervention (lesson plan) to provide an additional layer of support to the client (student) as needed. Both professionals have a role in supporting the child to achieve his/her goals and the treatment plan, like an education plan, is individualized based on each child's assessed needs. In the past, with few therapists available to meet school needs, CTSS skills services provided by practitioners became synonymous with ADAPT. Thankfully, our therapy resources have since grown, allowing RMHC to provide many of our partnering schools with therapists and practitioners on site to meet student and school needs more fully.



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 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

In an effort to clarify our process, I offer the following information. RMHC will accept referrals from schools as well as families, and upon receipt, will schedule an assessment. As a part of the assessment process, we will determine if the family has insurance, what services are recommended, what services are covered by insurance or other funding streams and determine if there are recommended services that are not covered by insurance. If insurance does not cover recommended services, we will work with the school to determine if services should/can be covered by Special Education funding, other school funding, or if there is grant funding available to cover any of the services. The assessment process will also include determining if a child already receiving services under SPED should be moved to insurance billing if they have a Medicaid insurance plan.

Finally, RMHC recognizes that students have differing needs, and differing sources of financial coverage. We look forward to receiving referrals so that we can best assess what services are in the best interest of the child. We are making great efforts to streamline our billing system, thus billing insurance and MA wherever possible to reduce SPED funding and grant dependence. However, many of the support services that we provide to schools in the form of consultation and training are not billable to insurance. As we work to continue to maintain diverse funding, you will see that we have refined our contracts to reflect opportunities to continue existing services provided by RMHC, as well as expanded opportunities for collaboration. We are committed to supporting the mental health needs of students, schools and our local communities.

I look forward to the time when I can meet with you in person to continue to grow the partnership between your school and RMHC.

Respectfully,



Sara Rohr, MSW, LICSW
Clinical Manager
Range Mental Health Center

SR:sp

**PROFESSIONAL SERVICES
CONTRACT**

This Professional Services Contract entered into this 14th day of May, 2021 by and between Independent School District # 695, Chisholm Schools (hereinafter ISD #695) and Range Mental Health Center (hereinafter RMHC) is intended to establish a relationship through which Children's Mental Health Services may be provided to the students of ISD #695.

RECITALS

WHEREAS, ISD #695 wishes to secure a provider of Children's Mental Health Services and provide the same to the students it serves; and

WHEREAS, RMHC is a provider of mental health and related services and it has been determined that they are qualified to provide Children's Mental Health Services.

NOW, THEREFORE, for good and valuable mutual consideration, and with the intent of being legally bound, ISD #695 and RMHC agree as follows:

1. **ENGAGEMENT.** Upon the terms and conditions set forth in this Agreement, ISD #695 hereby contracts with RMHC, to provide Children's Mental Health Services at all locations and at such times as it is determined there is a need for such services.
2. **TERM.** The term of Agreement shall begin July 1, 2021 and shall continue for a period of one year concluding on June 30, 2022.

This Agreement may be terminated by either party upon 60 days' notice, provided however that by mutual agreement termination may be deemed effective upon the commencement of service by a qualified replacement service provider.

3. **DUTIES.** RMHC agrees that it shall skillfully and diligently provide all such services as are identified in the attached Exhibit A. It is further agreed and understood between the parties as follows:
 - a. All services provided pursuant to this Agreement shall be performed by licensed mental health providers/practitioners who shall conform to such requirements as are established by the Minnesota Department of Human Services certification for Children's Therapeutic Support Services.
 - b. All services provided pursuant to this Agreement shall be in line with appropriate standards of care.
 - c. All services provided pursuant to this Agreement shall be covered by such professional and liability insurance policies as are commonly required within the industry. Such policies are specifically identified in the attached Exhibit B.

4. **SCHEDULE.** RMHC shall provide all services contemplated by this Agreement at such times and locations as are convenient to ISD #695 to the extent practicable. Each party acknowledges and agrees that they will use best efforts to work together to schedule the provision of services in the best interest of the students of ISD #695 while respecting practical reality of each party's schedules. However, it is acknowledged that RMHC shall control its own scheduling.
5. **COMPENSATION.** In consideration of the performance of services rendered by RMHC pursuant to this Agreement it is agreed by and between the parties that the rates associated with the services and outlined in Exhibit A shall be the billable rate and sole compensation which shall be remitted to RMHC. It is further acknowledged that no agent or service provider employed by RMHC shall receive any additional benefits, compensation, or remuneration from ISD #695. All services performed shall be invoiced by RMHC to ISD #695. All invoices submitted shall be due and payable within 30 days of issuance.

ISD #695 acknowledges and agrees that it is responsible for payment of all invoices properly submitted and in the event of early cancellation of this Agreement shall be responsible to pay all amounts due for services actually performed prior to and including the date of final service.

It is further acknowledged that each facility or location where RMHC shall be engaged to provide services pursuant to this Agreement shall be considered a satellite office of RMHC during the term of this Agreement and for purposes of the provision of service and billing.

6. **INDEMNIFICATION.** The parties hereto mutually acknowledge and agree as follows:
 - a) RMHC agrees that it will defend, indemnify and hold harmless ISD #695 its officers and employees against any and all liability, loss, costs, damages and expenses which the ISD #695, its officers or employees may herein sustain, incur, or be required to pay arising out of the RMHC's performance or failure to adequately perform its obligations pursuant to this Agreement.
 - b) ISD #695 agrees it will defend, indemnify and hold harmless the RMHC, against any and all liability, loss, costs, damages and expenses which the RMHC may herein sustain, incur, or be required to pay arising out of the ISD #695's performance or failure to adequately perform its obligations pursuant to this Agreement.

7. **CONTROL OF INFORMATION.** The parties hereby acknowledge and agree that certain State and Federal laws control the manner in which information is collected, stored, and disseminated. Specifically, it is agreed and acknowledged as follows:
- a. All data collected, created, received, maintained, or disseminated for any purposes by the activities of RMHC because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.01 et seq., as those provisions may be amended from time to time, the Minnesota Rules implementing such act now in force or as adopted in the future, as well as federal regulations on data privacy.
 - b. Because of the nature of the services provided certain information, records, and documents created pursuant to this Agreement is subject to the Health Insurance Portability and Accountability Act. In the implementation of its obligation under that act, RMHC has developed and adopted implementation policies which are summarized and attached hereto as Exhibit C. All information, documents, and records created pursuant to this Agreement shall be subject to those policies.
 - c. Both RMHC and ISD #695 acknowledge that by the nature of the services provided pursuant to this Agreement each will have access to confidential information regarding individuals involved in the provision and receipt of services as well as the business operations of the other party to this Agreement. The parties hereby covenant that they will maintain the confidentiality of all such information which shall from time to time come into their possession to the greatest extent permitted or required by any applicable laws, rules, or regulations.
8. **INDEPENDENT PROVIDER.** The parties to this Agreement acknowledge and agree that RMHC is and shall be an independent provider of services and that such independence is critical to the proper provision of mental health services. The parties further agree RMHC is free to employ or contract with other persons or entities to provide services under this Agreement. RMHC is free to provide services to other businesses or organizations and may reject any assignment given it by ISD #695.
9. **DEFAULT.** If the RMHC fails to perform any of the provisions of this Agreement or fails to discharge its duty so as to endanger the performance of this Agreement, this shall constitute default. Likewise, if ISD #695 fails to perform any of the provisions of this Agreement or fails to discharge any duty born upon it so as to endanger the performance of this Agreement, this shall constitute default.

10. **NOTICE.** Any notice which is required or permitted to be given pursuant to this Agreement shall not be effective unless delivered in writing to a designated representative as indicated below:

District

Dr. Janey Blanchard
ISD #695
300 SW 3rd Avenue
Chisholm, MN 55719

Service Provider

Janis Allen, CEO
Range Mental Health Center
624 13th Street South
Virginia, MN 55792

11. **SEVERABILITY.** If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction or by operation of law, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

The undersigned parties hereto have caused this Agreement to be executed and do intend that it shall be effective to control the relationship between them.

RANGE MENTAL HEALTH CENTER:

ISD #695:

By Janis Allen 5-12-2021
CEO Date

Superintendent Date

Witness:

By [Signature]
Business Manager

By [Signature]
Grants/Contract Coordinator

EXHIBIT A

Schedule of available services/rates

Special Education Services

- Skills Individual \$17.25 per 15 minute unit/\$69.00 per hour
- Skills Group (per child) \$18.50 per 15 minute unit/\$74.00 per hour

Mental Health Professional Services

- Diagnostic \$200.00 per visit
- Therapy (37 minutes) \$81.00 per visit
- Therapy (52 minutes) \$118.50 per visit
- Therapy (Over 52 minutes) \$175.00 per visit
- Crisis Therapy \$200.00 per visit

Other Ancillary Services are provided by RMHC Staff within the school via other funding sources. These services include but are not limited to: parent consultations, teacher consultations, etc. and will be provided as funding allows.

Please reach out to Range Mental Health Center for information on other services to be provide within the school setting and what funding sources may be available.

EXHIBIT B

Liability/Professional Insurance in Force:

- a. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Service Provider, the minimum limits apply:
 1. \$3,000,000 Aggregate
 2. \$2,000,000 Each Occurrence
- b. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- c. Professional Liability Insurance (when required) the following minimum limits apply:
 1. \$3,000,000 Aggregate
 2. \$2,000,000 Each Occurrence
- d. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- e. Worker's Compensation Insurance.
- f. Prior to the effective date of this Agreement, and as a condition precedent, the Service Provider will furnish the District with an original Certificate of Insurance listing the District as an "Additional Insured" in all coverage areas except Worker's Compensation and Professional Liability.

EXHIBIT C

Information Control/Dissemination Policies:

RMHC has developed and adopted implementation polices under the Minnesota Government Data Practices Act. If you would like to see copies of these policies listed below, please contact our compliance officer:

Wendy McAllister
Compliance/Privacy Officer
Phone: 218-749-2881 x 1127
Fax: 218-749-3806
wmcallister@rangementalhealth.org

Policies available:

1. HIPAA Privacy Compliance Polices & Procedures
2. Notice of Privacy Practices
3. Disclosure to Family Members