

Chisholm School District School Board Meeting Agenda

Monday, October 24, 2022 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order	
II. Public Comment:	
Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.	
III. Recognition of Guests and Visitors	
IV. Approve Agenda	
V. Reports	
VI. Consent Agenda	
A. Minutes of the October 11, 2022, Regular Meeting	4
Minutes of the October 12, 2022 Special Joint Meeting	
Attachments:	
SBM 10/11/2022	4
SMB 11/12/2022	8
VII. Action Agenda	
A. Motion to approve the hiring of Laua Rock, Paraprofessional, Vaughan Steffensrud, effective October 24, 2022.	9
Attachments:	
Hire L. Rock	9
B. Motion to approve the Assurance of Compliance with State and Federal Law	

Prohibiting Discrimination and to direct the Superintendent to submit the report as provided by Minnesota Statutes and Rules.	
C. Motion to approve the Application for Cooperative Sponsorship of Girls Golf between Hibbing Public Schools and Chisholm Public Schools beginning with 2022 school year.	10
Attachments:	
Boys and Girls Golf application-for-cooperative-sponsorship	10
D. Motion to approve the Application for Cooperative Sponsorship of Boys Golf between Hibbing Public Schools and Chisholm Public Schools beginning with the 2022 school year.	11
Attachments:	
Boys and Girls Golf application-for-cooperative-sponsorship	11
E. Adopt the Resolution for supporting District Application to MSHSL Foundation for the High School Activities Department to use the MSHSL Form A Grant to offset financial reductions provided for the Free and Reduced Lunch Students at Chisholm High School.	12
Attachments:	
MSHSL Foundation Form A Resolution_2022-2023	12
F. Second Reading Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student	13
Attachments:	
Policy 211	13
G. Second Reading Policy 212 School Board Member Development	16
Attachments:	
Policy 212	16
H. Second Reading Policy 213 School Board Committees	17
Attachments:	
Policy 213	17
I. Second Reading Policy 214 Out-Of-State Travel by School Board Members	19
Attachments:	
Policy 214	19
J. Second Reading Policy 301 School District Administration	21
Attachments:	
Policy 301	21

K. Second Reading Policy 302 Superintendent	22
Attachments:	
Policy 302	22
L. Second Reading Policy 303 Superintendent Selection	24
Attachments:	
Policy 303	24
M. Second Reading Policy 304 Superintendent Contract, Duties, and Evaluation	25
Attachments:	
Policy 304	25
N. Second Reading Policy 305 Implementation	26
Attachments:	
Policy 305	26
O. Second Reading Policy 306 Administrator Code of Ethics	27
Attachments:	
Policy 306	27
VIII. Discussion	
IX. Information	
A. Resignation of Carol Augustson, Paraprofessional, Vaughan Steffensrud, effective October 26, 2022.	29
Attachments:	
C.Augustson Resignation	29
B. Enrollment Numbers	30
Attachments:	
Enrollment 10/19/22	30
X. Adjourn	

October 11, 2022

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on October 11, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Casey, Lappi, Chair Rahja and Superintendent Norman
Absent: Director Corradi Simon

Public Comment: None

Recognition of Guests and Visitors: Steve Rahkkola from Mesabi TV addressed the board regarding recording the meetings. YouTube, Live, Replay Channel 13. \$100 per meeting live, \$50 for just recording.

APPROVE AGENDA

Moved by Director Lappi supported by Director Rice to approve the October 11, 2022 agenda with the following changes: Action, Add Items M and N. Discussion, Dehler Video, Review and Comment, Meeting dates and times. Motion carried unanimously.

REPORTS

Superintendent Norman: Dehler Video, Indian Ed community meeting, CTE is giving a quote for a new phone system, CE front entry, LPC Grant, Election Deadlines

Principal Winter: \$20,000 fundraising, Oct. 31, 2022 Fall Festival, Think Tank and Schoology, Bussing, PBIS National Anthem, STEM showcase

Facilities and Grounds: Unit numbers, tracking and keeping track, Old busses, in store credit or cash value, Pipeline at the Vaughan Steffensrud, Rerouting Busses at VS with supervision.

APPROVE CONSENT AGENDA

Moved by Director Rice supported by Director Sauter and approved unanimously to approve the Consent Agenda which consists of the Minutes from the September 26, 2022, Regular Meeting. Accounts payable for the month of September in the amount of \$325,228.86, Payrolls for the month of September in the amount of \$577,152.40.

Personnel:

HIRE NICHOLAS MILANI

Moved by Director Casey supported by Director Lappi to hire Nicholas Milani as a Level I Boys' Basketball Coach, effective October 3, 2022. Motion carried unanimously.

Administrative Business:

APPROVE PROPOSAL FROM CAPTIVATE MEDIA AND CONSULTING

Moved by Director Casey, supported by Director Lappi to approve the proposal from Captivate Media and Consulting in the amount of \$4000 for three-one minute videos. Motion carried unanimously.

ADOPT RESOLUTION TO ACCEPT DONATIONS

Moved by Director Lappi, supported by Director Rice, to adopt the resolution to accept donations. Motion carried unanimously.

FIRST READING POLICY 211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

Chair Rahja presented the First Reading of Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student. Motion carried unanimously.

FIRST READING POLICY 212 SCHOOL BOARD MEMBER DEVELOPMENT

Chair Rahja presented the First Reading of Policy 212 School Board Member Development

FIRST READING POLICY 213 SCHOOL BOARD COMMITTEES

Chair Rahja presented the First Reading of Policy 213 School Board Committees

FIRST READING POLICY 214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Chair Rahja presented the First Reading of Policy 214 Out-of-State Travel by School Board Members

FIRST READING POLICY 301 SCHOOL DISTRICT ADMINISTRATION

Chair Rahja presented the First Reading of Policy 301 School District Administration

FIRST READING POLICY 302 SUPERINTENDENT

Chair Rahja presented the First Reading of Policy 302 Superintendent

FIRST READING OF POLICY 303 SUPERINTENDENT SELECTION

Chair Rahja presented the First Reading of Policy 302 Superintendent

FIRST READING OF POLICY 304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

Chair Rahja presented the First Reading of Policy 303 Superintendent Contract, Duties, and Evaluation.

FIRST READING OF POLICY 305 IMPLEMENTATION

Chair Rahja presented the First Reading of Policy 305 Implementation.

FIRST READING OF POLICY 306 ADMINISTRATOR CODE OF ETHICS

Chair Rahja presented the First Reading of Policy 306 Code of Ethics

FIRST READING OF POLICY 155 OUTSIDE AGENCIES SUPPORTING SCHOOLS

Chair Rahja presented the First Reading of Policy 155 Outside Agencies Supporting Schools,

APPROVE PAYMENT TO WENGER CORPORATION IN THE AMOUNT OF \$31,450.67 FOR THE PURCHASE OF 8 ACOUSTICAL SHELLS FOR THE AUDITORIUM

Moved by Director Rice, supported by Director Lappi to approve payment to Wenger Corporation in the amount of \$31,450.67 for the purchase of 8 acoustical shells for the auditorium. Motion carried unanimously.

Discussion: Dehler Video
Review and Comment
Meeting Dates and times: October 13, 2022 3:30 PM joint meeting with the City and School Board.
October 20, 2022 6:00 PM Ballkan Community Center Board
October 24, 2022 6:00 Valentini's Supper Club
October 27, 2022 Candidate Forum
November 1, 2022 6:00 Tom and Jerry's
November 3, 2022 5:00 Empty Bowl

Information: Resignation from Angela Sundquist, Paraprofessional, Elementary School, effective October 19, 2022.
Enrollment Numbers
RAMS Dinner December 15, 2022

ADJOURN

Moved by Director Rice, supported by Director Lappi to adjourn the meeting at 6:42 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

October 12, 2022

The Special Joint Meeting of the School Board, Independent School District No. 695, was called to order at 3:30 P.M. on October 12, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Lappi, Casey, Rahja and Superintendent Norman.

Recognition of Guests and Visitors: Chisholm City Counsel, Larry Folstad and Stephanie Skraba

APPROVE AGENDA

Moved by Director Rice supported by Director Lappi to approve the October 12, 2022 agenda. Motion carried unanimously.

Discussion: Chisholm Public Schools Facilities and the referendum

Land Swap

ADJOURN

Moved by Director Randa Sauter, supported by Chair Rahja to adjourn the meeting at 4:40 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Recommendation to Hire

Position: Job #202 Paraprofessional

Posting duration: Posted-8/25/22

Advertising Location: email/website/edpost

Number of Qualified: 1

Licensed Applications: NA

Interview committee Names: Karla Winter, Robbi Albert

Recommended for hire: Laura Rock

Supervisor: Karla Winter

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Boys and Girls Golf**
 beginning with the **2022 - 2023** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Chisholm High School	210	Chisholm	7	7
High School #2:	Hibbing High School	674	Hibbing	7	7
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Chisholm and Hibbing have Co-op Agreements in many athletic programs and this will be an addition to that since we now have both boys and girls who wish to participate in this sport _____

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1			1		1	
High School #2						
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____ **Hibbing/Chisholm Golf**
- Team Colors: Navy/White Team Mascot: Bluejacket
- Host School (school that will receive revenue share check): Hibbing High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved 10 Not Approved

Signature: _____ Date: _____
MSHSL Executive Director

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
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- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

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- Host School (school that will receive revenue share check): Hibbing High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved 11 Not Approved

Signature: _____ Date: _____
MSHSL Executive Director

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Chisholm ISD 695 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Chisholm ISD 695 supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

**211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT,
SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**
Chisholm Public Schools Independent School District No. 695

Board Policy 211

Series: 200-School Board

Subject: 211 Criminal or Civil Action Against School District, School Board
Member, Employee, or Student

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to

the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials.

The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308(1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

212 SCHOOL BOARD MEMBER DEVELOPMENT

Chisholm Public Schools Independent School District No. 695

Board Policy 212

Series: 200-School Board

Subject: 212 School Board Member Development

Adopted/Revised:

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

213 SCHOOL BOARD COMMITTEES

Chisholm Public Schools Independent School District No. 695

Board Policy 213

Series: 200-School Board

Subject: 213 School Board Committees

Adopted/Revised:

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Audit.
 - 2. Policy.
 - 3. Building and Grounds.
 - 4. Negotiations Committee(s) for various employee groups.

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Chisholm Public Schools Independent School District No. 695

Board Policy 214

Series: 200-School Board

Subject: 214 Out-of-State Travel by the School Board Members

Adopted/Revised:

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of

reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

301 SCHOOL DISTRICT ADMINISTRATION

Chisholm Public Schools Independent School District No. 695

Board Policy 301

Series: 300-Administration

Subject: School District Administration

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None

302 SUPERINTENDENT

Chisholm Public Schools Independent School District No. 695

Board Policy 302

Series: 300-Administration

Subject: 302 Superintendent

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

303 SUPERINTENDENT SELECTION

Chisholm Public Schools Independent School District No. 695

Board Policy 303

Series: 300-Administration

Subject: 303 Superintendent Selection

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

Chisholm Public Schools Independent School District No. 695

Board Policy 304

Series: 300-Administration

Subject: 207 Public Hearings

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

305 POLICY IMPLEMENTATION

Chisholm Public Schools Independent School District No. 695

Board Policy 305

Series: 300-Administration

Subject: 305 Policy Implementation

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

306 ADMINISTRATOR CODE OF ETHICS

Chisholm Public Schools Independent School District No. 695

Board Policy 306

Series: 300-Administration

Subject: 306 Administrator Code of Ethics

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board's policies.
 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
 8. Accepts academic degrees or professional certification only from duly accredited institutions.
 9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

To Karla Winter

Today 10-12-22 I am turning in
my 2 week notice. My last day of work
will be Oct. 26, 2022.

Thank you
Carol Augustson

Enrollment Summary as of 10/19/2022 Total Records: 5

School	-2	-1	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Chisholm Elementary							52	39	46							137
Chisholm High School										46	76	60	56	52	42	332
Vaughan Steffensrud		20	48	46	48	44										260
Enrollment			1													1
District Total		20	49	46	48	44	52	39	46	46	76	60	56	52	42	730