

Chisholm School District School Board Meeting Agenda

Monday, February 27, 2023 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. Barb Darland, Darland Marketing Solutions-Communication and Branding Proposal

IV. Approve Agenda

V. Reports

VI. Consent Agenda

A. Minutes of the February 13, 2023 Regular Meeting 5

Attachments:

Minutes 2/13/23 5

VII. Action Agenda

A. Motion to approve the resignation for the purpose of retirement from Ann Marie Lubovich, Music teacher, effective June 2, 2023.

B. Motion to approve the hiring of Melissa Cappel to Job # 216, HR/ Payroll Specialist, effective March 13, 2023. 8

Attachments:

Recommendation to Hire M. Cappel 8

M.Cappo Contract	9
MC Amended contract	22
C. Motion to approve the hiring of Ebony Johnson to Job #215, Business Manager, effective February 27, 2023.	30
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EJ Amended contract	43
D. Motion to accept the resignation from Bailey Johnson, ECFE Classroom Assistant, effective March 3, 2023.	51
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E. Motion to approve the hiring of Brittany Ginde-Larson to Job #219, ECFE Classroom Assistant, effective February 27, 2023.	
F. Accept the American Indian Education AIPAC and District Compliance Documentation and Resolution of Concurrence as presented.	52
Attachments:	
Chisholm Compliance Doc MDE23	52
G. Motion to approve the Communication and Branding proposal in the amount of \$47,200.00 from Barbara Darland, Darland Marketing Solutions LLC as presented.	56
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Chisholm Public Schools Proposal 022223 (1)	56
H. Motion to approve Policy 401 Equal Employment Opportunity	60
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I. Motion to approve Policy 402 Disability Nondiscrimination	61
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Policy 402	61
J. Motion to approve Policy 403 Discipline, Suspension, and Dismissal of School Employees	62
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Policy 403	62
K. Motion to approve Policy 404 Employment Background Checks	65

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Policy 404	65
L. Motion to approve Policy 405 Veterans' Preference	68
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Attachments:	
Policy 406	70
N. Motion to approve Policy 407 Employee Right to Know - Exposure to Hazardous Substances	78
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O. Motion to approve Policy 408 Subpoena of a School District Employee	80
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Attachments:	
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Q. Motion to approve Policy 412 Expense Reimbursement	83
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R. Motion to approve Policy 807 Health and Safety	85
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Policy 807	85
VIII. Discussion	
IX. Information	
A. InGensa/ARI updates and meeting notes	88
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InGensa/ARI updates and meeting notes	88
B. IEA Site Visit Summary	105

Attachments:

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RPT23 Annual Program Review - Chisholm PS	106
Walking Working Surfaces - VS Elementary - January 2023	120
LTR23 Scheduling - Chisholm PS	124

C. Working Session 3/13/2023 4:00 PM

D. Taconite Tax Bill update	125
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Attachments:

Tax Taconite Bill Update	125
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E. Enrollment numbers

X. Adjourn

February 13, 2023

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on February 13, 2023, in the Elementary Board Room. Members present: Directors Sauter, Rice, Lappi, Corradi Simon, Casey, and Chair Rahja.

Public Comment: Adam Lantz, Chisholm Mayor addressed the board regarding a property both are interested in purchasing.

Recognition of Guests and Visitors: None

APPROVE AGENDA

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

APPROVE CONSENT AGENDA

Moved by Director Lappi supported by Director Rice and approved unanimously to approve the Consent agenda which consists of the Minutes from the January 23, 2023, Regular Meeting and the following for the Month of January: Accounts Payable in the amount \$736,820.50. Payrolls in the amount of \$603,107.77. Electronic Fund Transfers in the amount of \$1,021,808.37.

REPORTS

Superintendent Norman addressed the board regarding the following: Applied for a Small Schools Grant, LCP Grant finalist, will find out by the end of the Month, Jeff Anderson update regarding the 5 cent per ton taconite bill, should be introduced shortly, InGensa received feedback from staff, Went to the City council meeting regarding the purchase of a property.

Mike Fredeen addressed the board regarding the following: N wall of the auditorium has been repaired and will continue down the wall, There is a leak in the auditorium, Spotlight needs to be replaced since the bulb is no longer available, New concert shells are being installed, Power Takeoff rebates, Tour with MN Power of site, ARI design team looking at tunnels, One boiler is down at the VS, One is down at the CE, GPS communication system for the bus, Band room carpet replacement, IEA water testing soon.

Personnel:

HIRE TRAVIS VAKE

Moved by Director Casey supported by Director Randa to approve the hiring of Travis Vake to Job #194 Level II Assistant Boys' Baseball Coach for the 2022/2023 school year. Motion carried unanimously.

HIRE CHRISTINE OLSON

Moved by Director Corradi Simon supported by Director Casey to approve the hiring of Christine Olson to Job #217 Long Term Substitute, Vaughan Steffensrud, effective January 31, 2023, through April 13, 2023. Motion carried unanimously.

Administrative Business:

APPROVE THE RESOLUTION TO ACCEPT DONATIONS

Moved by Director Lappi supported by Director Rice to approve the resolution to accept donations. Being a resolution, a roll call vote was taken and carried as follows:

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

Against: None

SECOND READING POLICY 401 EQUAL EMPLOYMENT OPPORTUNITY

Chair Rahja presented the second reading of Policy 401 Equal Employment Opportunity

SECOND READING POLICY 402 DISABILITY NONDISCRIMINATION

Chair Rahja presented the second reading of Policy 402 Disability Nondiscrimination

SECOND READING POLICY 403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

Chair Rahja presented the second reading of Policy 403 Discipline, Suspension, and Dismissal of School District Employees

SECOND READING POLICY 404 EMPLOYMENT BACKGROUND CHECKS

Chair Rahja presented the second reading of Policy 404 Employment Background Checks

SECOND READING POLICY 405 VETERANS' PREFERENCE

Chair Rahja presented the second reading of Policy 405 Veteran's Preference

SECOND READING POLICY 406 PUBLIC AND PRIVATE PERSONNEL DATA AND FORM

Chair Rahja presented the second reading of Policy 406 Public and Private Personnel Data and Form

SECOND READING POLICY 407 EMPLOYEE RIGHT TO KNOW- EXPOSURE TO HAZARDOUS SUBSTANCES

Chair Rahja presented the second reading of Policy 407 Employee Right to Know-Exposure to Hazardous Substances

SECOND READING POLICY 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Chair Rahja presented the second reading of Policy 408 Subpoena of a School District Employee

SECOND READING POLICY 409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

Chair Rahja presented the second reading of Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations

SECOND READING POLICY 412 EXPENSE REIMBURSEMENT

Chair Rahja presented the second reading of Policy 412 Expense Reimbursement

SECOND READING POLICY 807 HEALTH AND SAFETY

Chair Rahja presented the second reading of Policy 807 Health and Safety

Discussion: Director Lappi and Rice discussed the MSBA Self Evaluation

Information:

- Food Shelf Donation Appreciation letters
- Staff Mental Health Survey
- Enrollment numbers

ADJOURN

Moved by Director Randa Sauter, supported by Director Lappi to adjourn the meeting at 6:04 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Recommendation to Hire

Position: Job #216 HR/Payroll Specialist

Posting duration: 1/16/2023-1/31/2023

Advertising Location: Indeed/Website

Number of Qualified: 4

Licensed Applications: NA

Interview committee Names: Adrian Norman, Mark Morrison, Joe Phillips, Mike Fredeen, Travis Vake, Brian Vajdl

Recommended for hire: **Melissa Cappo**

Supervisor: **Adrian Norman**

AGREEMENT BETWEEN INDEPENDENT
SCHOOL DISTRICT NO. 695

AND

Melissa Cappo

CONFIDENTIAL FINANCIAL ASSISTANT

March 13, 2023-June 30th 2023

July 1, 2023-June 30th 2024

July 1, 2024-June 30th 2025

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE “EMPLOYER” AND, MELISSA CAPPO, CONFIDENTIAL FINANCIAL ASSISTANT, HEREINAFTER REFERRED TO AS THE “EMPLOYEE.” THE EMPLOYEE IS HIRED AS AN “AT WILL” EMPLOYEE.

ARTICLE 1
PURPOSE AND AGREEMENT

Section 1,

It is the intent and purpose of the parties hereto to set forth herein the basic Agreement covering rates of pay, hours of work, and selected conditions of employment to be observed by the parties hereto.

ARTICLE II
RESPONSIBILITIES OF PARTIES

Section 1,

Each of the parties of this Agreement hereby acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement.

ARTICLE III
EMPLOYMENT DATE

Section 1,

Employment date is to be determined on the basis of total length of continuous employment by the Employer. The Employee’s date of employment is March 13, 2023. There will be a 90 day probationary period.

ARTICLE IV
NOTICE OF TERMINATION

Section 1.

Two weeks' written notice to terminate employment shall be given to the Employer by the Employee. If the Employee fails to do so, she shall forfeit all benefits including back pay for unused vacation provided by this Agreement.

Section 2. Notice of Separation.

The employee must provide in letterform a 90-day notice of separation from the district. The district will delay board action for 30-days before taking formal action. The employee may withdraw their notice anytime during the 30-day period. Withdrawal Notice must be in letterform and presented to the Superintendent Office.

ARTICLE 5
SICK LEAVE

Section 1.

The Employee shall earn sick leave at the rate of 2 working days for each month of service, accumulative to ninety (90) working days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to her illness which prevented her attendance at school and performance of duties on that day or days.

The Employer may require the Employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for payment of the Employee for sick leave is reserved to the Employer. In the event that a medical certificate will be required, the Employee will be advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the Employee. After the Employee has used all of her accumulated sick leave, she may be granted a leave of absence without pay not to exceed six (6) months without having name removed from payroll. After each six-month period has expired, the Employer shall review the case and decide whether any further leave shall be granted, not to exceed two (2) years and subject to a doctor's report for each six-month period. The Employee must request each leave of absence or extension in writing prior to eligibility.

Four (4) personal leave days shall be allowed for business, which cannot be conducted at any other time. One day (1) carryover will be allowed. These days may be taken either full days or half-days with prior approval from the Superintendent.

Section 3.

The Employer and the Employee agree to comply with the following Workmen's Compensation regulations. It is agreed that if the Employee of Independent School District No. 695 shall receive a compensable injury and have accrued benefits under either sick leave or vacation plan, the Employer shall pay the difference between the compensation received by the Employee and her regular monthly pay rate, same to be deducted from said accrued vacation or sick leave benefits; the School District will provide for the payments described in this section during the period of disability. It is understood that the additional payments made to the Employee over and above that paid by Workmen's Compensation shall not exceed the amount of credits which the Employee is entitled to from such accrued vacation or sick leave.

Section 4.

The Employer agrees to pay for the entire physical examination, if required by law.

ARTICLE VI
DEATH OR SERIOUS ILLNESS IN A FAMILY

Section 1.

In case of serious illness or death in the immediate family, three (3) days per occurrence will be allowed. According to the necessity and the distance traveled, extra time may be granted at the discretion of the Superintendent. Immediate family shall be defined as brother, sister, daughter, son, daughter-in-law, son-in-law, father, mother, wife or husband, grandchildren, grandparents, brother-in-law, son-in-law of either the Employee or her spouse. One day will be allowed for funerals of other close relatives - aunts, uncles, nieces, nephews and first cousins of the employee or employee's spouse. All days used will be deducted from sick leave accumulation.

ARTICLE VII
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

New Year's Eve	New Year's Day	Easter Monday
Labor Day	President's Day	Memorial Day
Thanksgiving Day	Good Friday	Independence Day
Christmas Day	Christmas Eve	Floating Holiday

The Employee will be given the Friday after Thanksgiving as a paid holiday. At such a time when Veteran's Day might become a school holiday in Chisholm, the Friday after Thanksgiving would no longer be given as a paid holiday.

Section 3.

When a paid holiday falls on the Employee's scheduled day off or during her vacation period, she shall receive an additional day's paid vacation.

Section 4.

To qualify for holiday pay for a holiday not worked, it is required that the Employee shall have worked her last scheduled work day or shift, prior to, and the first scheduled work day following the holiday, unless the Employee is absent before or after a holiday for such reasons as scheduled vacation, sick leave, jury duty or death in the immediate family. If the Employee is on sick leave prior to or after a holiday, the Employee must present a physician's statement certifying the illness.

ARTICLE VIII
VACATIONS

Section 1.

March 2023-June 30, 2023 the Employee shall receive ten (10) days of vacation prorated.

July 1, 2023-June 30, 2024 the Employee shall receive fifteen (15) days of vacation.

July 1, 2024-June 30, 2025 the Employee shall receive twenty (20) days of vacation.

All vacation must be approved by the Superintendent.

Section 2.

Upon termination of employment for any cause, the Employee shall be paid for any accumulated vacation credit, including prorated payments for periods of less than one year, unless he/she has failed to comply with Article IV, Section 1, or was unable to do so because of a serious emergency.

ARTICLE IX
HOURS OF WORK

Section 1.

The duty day is a basic eight (8) hour day, which may vary between the hours of 6:00 a.m. and 5:00 p.m., exclusive of lunch. The Confidential Financial Assistant will have a thirty (30) minute duty-free lunch period.

Section 3.

In the event of the death of an employee, unused vacation and accumulated compensatory time not paid to the employee shall be paid to his/her beneficiary or to the estate of the employee.

ARTICLE X
INSURANCE BENEFITS

Current District-Wide Medical Benefits

Note: District and employee contribution toward medical health insurance premiums will be established prior to the September 1 annual renewal.

APPENDIX "A"

RETIRED AND DISABLED EMPLOYEE COVERAGE

A. Retiring employees hired after January 1, 2016, who are qualified by P.E.R.A. requirements (age plus years of service) must either have served the School District for at least 15 years, or otherwise have 20 years of service or more with the School District immediately prior to retirement in order to qualify for the retiree plan.

Effective September 1, 2019 Veba/ Retiree Hospital/Medical Benefits shall be as follows:

**SCHEDULE E
VEBA MEDICAL**

RETIREE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 9/1/2021

	Total	District Share	Employee Share
Family 65-	\$2,091.00	\$1,247.17	\$843.83
Single 65-	\$851.50	\$613.25	\$238.25
Single RE Dependent	\$851.50	\$458.50	\$393.00

GROUP PLATINUM BLUE
RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 1/1/2022

	Total	District Share	Employee Share
Retired Employee	\$130.00	\$100.50	\$29.50
Retired Emp Dependent	\$130.00	\$64.50	\$65.50
RE Widow/Widower	\$130.00	\$0	\$130.00

(Any increases would be a 50/50 split.)
PRE-MACRA RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022

Share	Total	District Share	Employee
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Retired Employee \$91.50	\$254.00	\$162.50	
Retired Employee \$127.75	\$254.00	\$126.25	
Dependent			
RE Widow/Widower	\$254.00	\$0.00	\$254.00

(Any increases would be a 50/50 split.)

**POST MACRA SENIOR GOLD/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS**

Effective rates as of 1/1/2022

Share	Total	District Share	Employee
Retired Employee \$82.75	\$236.50	\$153.75	
Retired Employee \$118.75	\$236.50	\$117.75	
Dependent			
RE Widow/Widower	\$236.50	\$0	\$236.50

RETIREE/MEDICARE ELIGIBLE GROUP PRESCRIPTION PLAN (BLUE RX)

Effective rates as of 1/1/2022

	Total	District Share	Employee share
Retired Employee	\$178.00	\$110.50	\$67.50
Retired Emp Dependent	\$178.00	\$88.50	\$89.50

b) This is the plan for all future retirees covered by medical/retiree insurance.

C. Retirees, as defined in Section (A) above, and/or their dependents that are not eligible for Medicare, shall be continued on the active group level of benefits. The School District will contribute towards single and family coverage in accordance with the active employee Hospital/Medical Benefits Schedule. The district and retiree shall split premium increases 50/50.

D. Part-time employees who are eligible as active employees for hospitalization and medical insurance coverage shall qualify for the retiree plan.

E. The retired employee shall monthly remit to the School District Business Office that portion of the premium for which he/she is liable prior to the due date. Failure to comply with such procedure shall result in a termination of the plan for such employee.

F. Retiring employees not eligible for Medicare must have served the School District for at least 15 continuous years immediately prior to retirement in order to qualify for the following plan:

1. Retirees who are forced to leave for medical reasons shall be continued on the active level of benefits. The School District will contribute towards single and family coverage. The district and retiree shall split premium increases 50/50.

2. The School Board reserves the right to determine the eligibility of the employee applying for this benefit.

G. Each retiree, upon retirement, shall be given a copy of the rules for hospital and medical insurance coverage for retired employees.

ARTICLE XI
EMPLOYMENT AT WILL

Employee's position with the District is as an At-Will Employee. This employment agreement may be terminated by either party, by providing two weeks advance written notice to the other party.

In witness whereof I have subscribed by signature this ___ day of _____, 2023.

Confidential Financial Assistant

In witness whereof I have subscribed by signature this ___ day of _____, 2023.

Clerk, Board of Education

Chairman, Board of Education

March - June 30, 2023 Prorated \$63,700

July 1, 2023 - June 30, 2024 \$65,000

July 1, 2024 - June 30, 2025 \$66,300

AGREEMENT BETWEEN INDEPENDENT
SCHOOL DISTRICT NO. 695

AND

Melissa Cappel

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ARTICLE X
INSURANCE BENEFITS

Current District-Wide Medical Benefits

Note: District and employee contribution toward medical health insurance premiums will be established prior to the September 1 annual renewal.

All employees hired **after September 1, 2003** are not eligible for post-employment health benefits or the sick leave buy out. Instead, the district will make annual contributions to the MN State Retirement Systems Health care savings plan as follows:

Continuous Years of Service	Contribution	Sick Leave	Usage pro-rated on Annual
0-3 years	\$0	0-8 sick days	100%
4-9 years	\$500	9-13 sick days	75%
10-14 years	\$1000	14-18 sick days	50%
15-19 years	\$1500	19-23 sick days	25%
20-24 years	\$2000	24+ days	0%
25+ years	\$2500		

Compensation will be prorated at current year FTE for over .5 FTE.

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In witness whereof I have subscribed by signature this ____ day of _____, 2023.

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Chairman, Board of Education

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July 1, 2023 - June 30, 2024 \$65,000

July 1, 2024 - June 30, 2025 \$66,300

Recommendation to Hire

Position: Job #215 Business Manager

Posting duration: Posted-1/16/23-1/31/16

Advertising Location: Indeed/Website

Number of Qualified: 5

Licensed Applications: NA

Interview committee Names: Adrian Norman, Mark Morrison, Joe Phillips, Mike Fredeen, Travis Vake, Brian Vajdl

Recommended for hire: Ebony Johnson

Supervisor: Adrian Norman

AGREEMENT BETWEEN INDEPENDENT
SCHOOL DISTRICT NO. 695

AND

Ebony Johnson

Business Manager

February 27, 2023-June 30th 2023

July 1, 2023-June 30th 2024

July 1, 2024-June 30th 2025

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE "EMPLOYER" AND, EBONY JOHNSON, BUSINESS MANAGER, HEREINAFTER REFERRED TO AS THE "EMPLOYEE." THE EMPLOYEE IS HIRED AS AN "AT WILL" EMPLOYEE.

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Section 1,

It is the intent and purpose of the parties hereto to set forth herein the basic Agreement covering rates of pay, hours of work, and selected conditions of employment to be observed by the parties hereto.

ARTICLE II
RESPONSIBILITIES OF PARTIES

Section 1,

Each of the parties of this Agreement hereby acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement.

ARTICLE III
EMPLOYMENT DATE

Section 1,

Employment date is to be determined on the basis of total length of continuous employment by the Employer. The Employee's date of employment is March 13, 2023. There will be a 90 day probationary period.

ARTICLE IV
NOTICE OF TERMINATION

Section 1,

Two weeks' written notice to terminate employment shall be given to the Employer by the Employee. If the Employee fails to do so, she shall forfeit all benefits including back pay for unused vacation provided by this Agreement.

Section 2. Notice of Separation.

The employee must provide in letterform a 90-day notice of separation from the district. The district will delay board action for 30-days before taking formal action. The employee may withdraw their notice anytime during the 30-day period. Withdrawal Notice must be in letterform and presented to the Superintendent Office.

ARTICLE 5 SICK LEAVE

Section 1.

The Employee shall earn sick leave at the rate of 2 working days for each month of service, accumulative to ninety (90) working days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to her illness which prevented her attendance at school and performance of duties on that day or days.

The Employer may require the Employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for payment of the Employee for sick leave is reserved to the Employer. In the event that a medical certificate will be required, the Employee will be advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the Employee. After the Employee has used all of her accumulated sick leave, she may be granted a leave of absence without pay not to exceed six (6) months without having name removed from payroll. After each six-month period has expired, the Employer shall review the case and decide whether any further leave shall be granted, not to exceed two (2) years and subject to a doctor's report for each six-month period. The Employee must request each leave of absence or extension in writing prior to eligibility.

Four (4) personal leave days shall be allowed for business, which cannot be conducted at any other time. One day (1) carryover will be allowed. These days may be taken either full days or half-days with prior approval from the Superintendent.

Section 3.

The Employer and the Employee agree to comply with the following Workmen's Compensation regulations. It is agreed that if the Employee of Independent School District No. 695 shall receive a compensable injury and have accrued benefits under either sick leave or vacation plan, the Employer shall pay the difference between the compensation received by the Employee and her regular monthly pay rate, same to be deducted from said accrued vacation or sick leave benefits; the School District will provide for the payments described in this section during the period of disability. It is understood that the additional payments made to the Employee over and above that paid by Workmen's Compensation shall not exceed the amount of credits which the Employee is entitled to from such accrued vacation or sick leave.

Section 4.

The Employer agrees to pay for the entire physical examination, if required by law.

ARTICLE VI
DEATH OR SERIOUS ILLNESS IN A FAMILY

Section 1.

In case of serious illness or death in the immediate family, three (3) days per occurrence will be allowed. According to the necessity and the distance traveled, extra time may be granted at the discretion of the Superintendent. Immediate

family shall be defined as brother, sister, daughter, son, daughter-in-law, son-in-law, father, mother, wife or husband, grandchildren, grandparents, brother-in-law, son-in-law of either the Employee or her spouse. One day will be allowed for funerals of other close relatives - aunts, uncles, nieces, nephews and first cousins of the employee or employee's spouse. All days used will be deducted from sick leave accumulation.

ARTICLE VII
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

New Year's Eve	New Year's Day	Easter Monday
Labor Day	President's Day	Memorial Day
Thanksgiving Day	Good Friday	Independence Day
Christmas Day	Christmas Eve	Floating Holiday

The Employee will be given the Friday after Thanksgiving as a paid holiday. At such a time when Veteran's Day might become a school holiday in Chisholm, the Friday after Thanksgiving would no longer be given as a paid holiday.

Section 3.

When a paid holiday falls on the Employee's scheduled day off or during her vacation period, she shall receive an additional day's paid vacation.

Section 4.

To qualify for holiday pay for a holiday not worked, it is required that the Employee shall have worked her last scheduled work day or shift, prior to, and the first scheduled work day following the holiday, unless the Employee is absent

before or after a holiday for such reasons as scheduled vacation, sick leave, jury duty or death in the immediate family. If the Employee is on sick leave prior to or after a holiday, the Employee must present a physician's statement certifying the illness.

ARTICLE VIII VACATIONS

Section 1.

March 2023-June 30, 2023 the Employee shall receive ten (10) days of vacation prorated.

July 1, 2023-June 30, 2024 the Employee shall receive fifteen (15) days of vacation.

July 1, 2024-June 30, 2025 the Employee shall receive twenty (20) days of vacation.

All vacation must be approved by the Superintendent.

Section 2.

Upon termination of employment for any cause, the Employee shall be paid for any accumulated vacation credit, including prorated payments for periods of less than one year, unless he/she has failed to comply with Article IV, Section 1, or was unable to do so because of a serious emergency.

ARTICLE IX HOURS OF WORK

Section 1.

The duty day is a basic eight (8) hour day, which may vary between the hours of 6:00 a.m. and 5:00 p.m., exclusive of lunch. The Business Manager will have a thirty (30) minute duty-free lunch period.

Section 3.

In the event of the death of an employee, unused vacation and accumulated compensatory time not paid to the employee shall be paid to his/her beneficiary or to the estate of the employee.

ARTICLE X
INSURANCE BENEFITS

Current District-Wide Medical Benefits

Note: District and employee contribution toward medical health insurance premiums will be established prior to the September 1 annual renewal.

APPENDIX "A"

RETIRED AND DISABLED EMPLOYEE COVERAGE

A. Retiring employees hired after January 1, 2016, who are qualified by P.E.R.A. requirements (age plus years of service) must either have served the School District for at least 15 years, or otherwise have 20 years of service or more with the School District immediately prior to retirement in order to qualify for the retiree plan.

Effective September 1, 2019 Veba/ Retiree Hospital/Medical Benefits shall be as follows:

**SCHEDULE E
VEBA MEDICAL
RETIREE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 9/1/2021**

	Total	District Share	Employee Share
Family 65-	\$2,091.00	\$1,247.17	\$843.83
Single 65-	\$851.50	\$613.25	\$238.25
Single RE Dependent	\$851.50	\$458.50	\$393.00

**GROUP PLATINUM BLUE
RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$130.00	\$100.50	\$29.50
Retired Emp Dependent	\$130.00	\$64.50	\$65.50
RE Widow/Widower	\$130.00	\$0	\$130.00

**(Any increases would be a 50/50 split.)
PRE-MACRA RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$254.00	\$162.50	\$91.50

Retired Employee	\$254.00	\$126.25	
\$127.75			
Dependent			
RE Widow/Widower	\$254.00	\$0.00	\$254.00

(Any increases would be a 50/50 split.)

POST MACRA SENIOR GOLD/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS

Effective rates as of 1/1/2022

Share	Total	District Share	Employee
Retired Employee	\$236.50	\$153.75	
\$82.75			
Retired Employee	\$236.50	\$117.75	
\$118.75			
Dependent			
RE Widow/Widower	\$236.50	\$0	\$236.50

RETIREE/MEDICARE ELIGIBLE GROUP PRESCRIPTION PLAN (BLUE RX)

Effective rates as of 1/1/2022

	Total	District Share	Employee share
Retired Employee	\$178.00	\$110.50	\$67.50
Retired Emp	\$178.00	\$88.50	\$89.50
Dependent			
RE	\$178.00	\$0	\$178.00
Widow/Widower			

RETIREE/MEDICARE ELIGIBLE PRESCRIPTION RATES AS FOLLOWS:

\$0, \$20, \$40, \$60, 25%

GAP		NO
DEDUCTIBLE		N/A
LEVEL 1	FORMULARY GENERIC	\$0
LEVEL 2	FORMULARY PREFERRED BRAND	\$20
LEVEL 3	FORMULARY BRAND	\$40
LEVEL 4	SPECIAL TIER	\$60
SUPPLEMENTAL DRUGS		25%
FORMULARY		4-LEVEL

B. All retirees qualifying under Section (A) and dependents eligible for parts A or B Medicare, or both, shall enroll in those parts of Medicare for which they are eligible and shall be offered a supplemental plan to Medicare which will make their level of benefits equal to the benefits of an active employee. The district and retiree shall split premium increases 50/50. Effective January 1, 2008 a new supplemental plan shall be offered to all qualifying retirees and their dependents. Each qualifying individual will carry a single supplemental plan covering both medical and prescription coverage. Conditions governing the new supplemental coverage include:

- a) All increases in both medical and prescription coverage will be split 50/50.
- b) This is the plan for all future retirees covered by medical/retiree insurance.

- C. Retirees, as defined in Section (A) above, and/or their dependents that are not eligible for Medicare, shall be continued on the active group level of benefits. The School District will contribute towards single and family coverage in accordance with the active employee Hospital/Medical Benefits Schedule. The district and retiree shall split premium increases 50/50.
- D. Part-time employees who are eligible as active employees for hospitalization and medical insurance coverage shall qualify for the retiree plan.
- E. The retired employee shall monthly remit to the School District Business Office that portion of the premium for which he/she is liable prior to the due date. Failure to comply with such procedure shall result in a termination of the plan for such employee.
- F. Retiring employees not eligible for Medicare must have served the School District for at least 15 continuous years immediately prior to retirement in order to qualify for the following plan:
1. Retirees who are forced to leave for medical reasons shall be continued on the active level of benefits. The School District will contribute towards single and family coverage. The district and retiree shall split premium increases 50/50.
 2. The School Board reserves the right to determine the eligibility of the employee applying for this benefit.
- G. Each retiree, upon retirement, shall be given a copy of the rules for hospital and medical insurance coverage for retired employees.

ARTICLE XI
EMPLOYMENT AT WILL

Employee's position with the District is as an At-Will Employee. This employment agreement may be terminated by either party, by providing two weeks advance written notice to the other party.

In witness whereof I have subscribed by signature this ____ day of _____, 2023.

Business Manager

In witness whereof I have subscribed by signature this ____ day of _____, 2023.

Clerk, Board of Education

Chairman, Board of Education

March - June 30, 2023 Prorated \$75,000

July 1, 2023 - June 30, 2024 \$76,500

July 1, 2024 - June 30, 2025 \$78,030 + \$5,000 upon completion of
Master's Degree : \$ 83,030

AGREEMENT BETWEEN INDEPENDENT
SCHOOL DISTRICT NO. 695

AND

Ebony Johnson

Business Manager

February 27, 2023-June 30th 2023

July 1, 2023-June 30th 2024

July 1, 2024-June 30th 2025

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE "EMPLOYER" AND, EBONY JOHNSON, BUSINESS MANAGER, HEREINAFTER REFERRED TO AS THE "EMPLOYEE." THE EMPLOYEE IS HIRED AS AN "AT WILL" EMPLOYEE.

ARTICLE 1
PURPOSE AND AGREEMENT

Section 1,

It is the intent and purpose of the parties hereto to set forth herein the basic Agreement covering rates of pay, hours of work, and selected conditions of employment to be observed by the parties hereto.

ARTICLE II
RESPONSIBILITIES OF PARTIES

Section 1,

Each of the parties of this Agreement hereby acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement.

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EMPLOYMENT DATE

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NOTICE OF TERMINATION

Section 1,

Two weeks' written notice to terminate employment shall be given to the Employer by the Employee. If the Employee fails to do so, she shall forfeit all benefits including back pay for unused vacation provided by this Agreement.

Section 2. Notice of Separation.

The employee must provide in letterform a 90-day notice of separation from the district. The district will delay board action for 30-days before taking formal action. The employee may withdraw their notice anytime during the 30-day period. Withdrawal Notice must be in letterform and presented to the Superintendent Office.

ARTICLE 5 SICK LEAVE

Section 1.

The Employee shall earn sick leave at the rate of 2 working days for each month of service, accumulative to ninety (90) working days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to her illness which prevented her attendance at school and performance of duties on that day or days.

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Sick leave allowed shall be deducted from the accrued sick leave days earned by the Employee. After the Employee has used all of her accumulated sick leave, she may be granted a leave of absence without pay not to exceed six (6) months without having name removed from payroll. After each six-month period has expired, the Employer shall review the case and decide whether any further leave shall be granted, not to exceed two (2) years and subject to a doctor's report for each six-month period. The Employee must request each leave of absence or extension in writing prior to eligibility.

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Section 4.

The Employer agrees to pay for the entire physical examination, if required by law.

ARTICLE VI DEATH OR SERIOUS ILLNESS IN A FAMILY

Section 1.

In case of serious illness or death in the immediate family, three (3) days per occurrence will be allowed. According to the necessity and the distance traveled, extra time may be granted at the discretion of the Superintendent. Immediate family shall be defined as brother, sister, daughter, son, daughter-in-law, son-in-law, father, mother, wife or husband, grandchildren, grandparents, brother-in-law, son-in-law of either the Employee or her spouse. One day will be allowed for funerals of other close relatives - aunts, uncles, nieces, nephews and first

cousins of the employee or employee's spouse. All days used will be deducted from sick leave accumulation.

ARTICLE VII
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

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ARTICLE VIII
VACATIONS

Section 1.

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July 1, 2023-June 30, 2024 the Employee shall receive fifteen (15) days of vacation.

July 1, 2024-June 30, 2025 the Employee shall receive twenty (20) days of vacation.

All vacation must be approved by the Superintendent.

Section 2.

Upon termination of employment for any cause, the Employee shall be paid for any accumulated vacation credit, including prorated payments for periods of less than one year, unless he/she has failed to comply with Article IV, Section 1, or was unable to do so because of a serious emergency.

ARTICLE IX
HOURS OF WORK

Section 1.

The duty day is a basic eight (8) hour day, which may vary between the hours of 6:00 a.m. and 5:00 p.m., exclusive of lunch. The Business Manager will have a thirty (30) minute duty-free lunch period.

Section 3.

In the event of the death of an employee, unused vacation and accumulated compensatory time not paid to the employee shall be paid to his/her beneficiary or to the estate of the employee.

ARTICLE X
INSURANCE BENEFITS

Current District-Wide Medical Benefits

Note: District and employee contribution toward medical health insurance premiums will be established prior to the September 1 annual renewal.

All employees hired **after September 1, 2003** are not eligible for post-employment health benefits or the sick leave buy out. Instead, the district will make annual contributions to the MN State Retirement Systems Health care savings plan as follows:

Continuous Years of Service	Contribution	Sick Leave	Usage pro-rated on Annual
0-3 years	\$0	0-8 sick days	100%
4-9 years	\$500	9-13 sick days	75%
10-14 years	\$1000	14-18 sick days	50%
15-19 years	\$1500	19-23 sick days	25%
20-24 years	\$2000	24+ days	0%
25+ years	\$2500		

Compensation will be prorated at current year FTE for over .5 FTE.

ARTICLE XI
EMPLOYMENT AT WILL

Employee's position with the District is as an At-Will Employee. This employment agreement may be terminated by either party, by providing two weeks advance written notice to the other party.

In witness whereof I have subscribed by signature this ____ day of _____, 2023.

Business Manager

In witness whereof I have subscribed by signature this ____ day of _____, 2023.

Clerk, Board of Education

Chairman, Board of Education

March - June 30, 2023 Prorated \$75,000

July 1, 2023 - June 30, 2024 \$76,500

July 1, 2024 - June 30, 2025 \$78,030 + \$5,000 upon completion of Master's Degree : \$ 83,030

Bailey Jacobson
9004 Zim Rd
Forbes, MN 55738

02/23/23

Dear Dawn,

Please accept this letter as my formal resignation from my position as ECFE aid at ISD 695, effective 03/03/23. However, I would like to stay on as a substitute for the program.

Thank you for everything you do.

Sincerely,
Bailey Jacobson

Annual Compliance Overview

Minnesota Statutes, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark or X next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all required items **by March 1** to: MDE.AnnualCompliance@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Chisholm ISD 695

The American Indian Parent Advisory Committee Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: 2/21/23

Date the AIPAC presented to the school board: _____

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson Date

Superintendent or Charter/Tribal School Director Date

Leanne Johnson February 21, 2023
AIPAC Chairperson Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

 X **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

 We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Leanne Johnson Leanne Johnson
AIPAC Chairperson Printed Name and Signature

2/21/23
Date

Chisholm ISD 695 pre-K to 6 Elementary School Proposal
Branding, Messaging, Strategic Communications Proposal

February 23, 2023

TO: Adrian Norman, Superintendent Chisholm Public School &
Chisholm Public Schools Board

FROM: Barbara Darland, Darland Marketing Solutions LLC

RE: **Chisholm Public Schools: Communications & Branding Proposal**

Thank you for considering Darland Marketing Solutions LLC for Branding and Strategic Communications for the Chisholm School District. We believe we can help you build on the success of your referendum and strengthen your district's reputation as you embark on the next chapter of Chisholm's story.

Our team of marketing professionals has vast experience spanning the public and private sector. With our knowledge and skills, we bring a broad perspective to support the Chisholm School District's vision for the future.

This proposal outlines our recommended approach and a budget estimate for your planning purposes. I am happy to answer any questions you may have.

We are asking that the Chisholm Public School Board vote on this proposal at its February 27, 2023 meeting.

Warm regards,



Barbara Darland
Darland Marketing Solutions LLC

Your Strategic Marketing Team



BARBARA DARLAND is a high-energy and positive-minded professional with strong creative, organizational, and project management skills. As a seasoned veteran in the marketing industry, her proven leadership abilities, expertise in coordinating complex projects and big-picture vision drive impressive results for her clients. Barb's passion for excellence, contagious enthusiasm, and a vast array of cross-industry skills are just a few exemplary assets she brings to any project she embarks on. Barb lives in Duluth with her husband. She is a founding member of the Duluth Central Alumni Association, which seeks to preserve the history of the historic high school. She also loves to golf.



SALLY CARLSON is a strategic writer and communicator. Her extensive background in content strategy, strategic planning and project management allows her to spearhead high-level projects. Sally holds an M.A. in Strategic Communication from the University of Minnesota, Twin Cities and has been the lead content strategist at Giant Voices, a Duluth-based strategic marketing firm, since 2015. She enjoys creating audience personas and writing powerful content that inspires take action. Sally has developed successful marketing and public relations strategies for clients in a variety of industries including natural resources, energy, healthcare, technology, economic development and tourism. Sally lives in Minneapolis with her husband, two daughters and a quirky dog.



MICHELLE VIPOND is a senior-level creative director with proven success in developing impactful design solutions across numerous channels. She has worked on a wide variety of brand development projects that included the evolution of, or creation of, unique and meaningful logos. One of her favorite projects was for the Youth Hockey Program in the Bloomington Jefferson district, and she's worked on many iconic and independent brands, including Target, 3M, St. Jude Medical, Famous Dave's BBQ, North Shore Federal Credit Union, Davanni's, and Greatbatch. Michelle's diverse portfolio includes online advertising, social posts, LDC motion graphics, and digital projects.

**CHISHOLM BLUESTREAKS LOGO:
CREATING A NEW VISION!**



This is an exciting time in Chisholm Public School's storied history. When the new elementary school becomes part of the new Chisholm School campus in the fall of 2025, children of all ages will become Bluestreaks. They will then proudly carry the Bluestreak Pride throughout their entire K12 academic careers. Let's create a new vision for these young people!

Collaborating with students, educators and staff in the modernizing of the logo will bring renewed excitement to the new campus and brand. The goal is to create a logo that everyone in the community can rally behind for decades to come.

Below are project details and timeline ending in August 2023. This fast timeline is meant to be rolled out over the 2023/2024 school year, so it is fully integrated for the 2025 preK-6 elementary school opening.

Logo: Project Details (March-August 2023):

- Preparation, planning, coordination, research, client communication
- Logo interview w/team: staff, students, board via zoom
- Logo development (2 designs) including recommended colors, fonts, tone and feel
- Virtual presentation of logo ideas
- Selection of logo by Bluestreaks team
- Logo revision - one round
- Virtual presentation of final logo for approval
- Creation of all new collateral, including logo style sheet, printer-ready files for letterhead, envelopes and business cards and email template, if desired
- Public roll out of the new logo via press release, local media, email, social media

Additional Expenses Outside Scope:

- Mileage and incidental costs for in-person meetings
- Printing, postage, video production expenses, etc. are not included in this proposal

Brand/Logo Investment:

\$20,000

**CHISHOLM BLUESTREAKS COMMUNICATIONS PLAN:
IT'S TIME TO SHARE THE GOOD NEWS!**

The communications plan leading up to the opening of the new preK-6 elementary school is a longer, more involved public process.

Our anticipated vision is to engage the media to share the good news of Chisholm Public Schools' construction and programming on a quarterly basis from 2023-2025 (12 total quarters).

In doing so, we will be in monthly contact with the Superintendent so we can garner the information we need to prepare for public media releases and/or events. We will develop a list of topics and content that can be used throughout the existing Chisholm Public Schools' current social channels and website as well.

Your partner, InGensa, believes in sharing the good news on a more regular basis as well, so they will be financially offsetting the overall investment (see below).

Communications Plan: Project Details (March 2023-December 2025):

- Project Management: preparation, planning, coordination, client communication
- Interviews: 1-3 interviews per quarter
- Content creation: 1 article, 1 press release, 1 e-newsletter per quarter
- PR/Media Outreach: sharing articles and press releases with local media outlets, amplifying stories with social media post and web content recommendations

Additional Expenses Outside Scope:

- Mileage and incidental costs for in-person meetings
- Printing, postage, video production expenses, etc. are not included in this proposal
- Crisis communication assistance
- Sponsorship coaching

<u>Communications Investment:</u>	\$38,000
InGensa Contribution:	-\$10,800
Total Chisholm Public Schools 3-year Investment:	\$27,200
Total Overall Post-Referendum Chisholm Public Schools Investment:	\$47,200

401 EQUAL EMPLOYMENT OPPORTUNITY

Chisholm Public Schools Independent School District No. 695

Board Policy 401

Series: 400-Employees/Personnel

Subject: 410 Equal Employment Opportunity

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minnesota Statutes section 363A.03, subdivision 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with Superintendent of Schools.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

402 DISABILITY NONDISCRIMINATION POLICY

Chisholm Public Schools Independent School District No. 695

Board Policy 402

Series: 400-Employees/Personnel

Subject: 402 Disability Nondiscrimination Policy

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Adrian Norman, Superintendent of Schools, 300 SW 3rd Avenue, Chisholm MN 55719, 218-254-5726, anorman@chisholm.k12.mn.us. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

Chisholm Public Schools Independent School District No. 695

Board Policy 403

Series: 400-Employees/Personnel

Subject: 403 Discipline, Suspension, and Dismissal of School District Employees

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.

- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
 - 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
 - 2. Provide directives to the employee to correct the conduct or performance.
 - 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 - 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 - 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

404 EMPLOYMENT BACKGROUND CHECKS

Chisholm Public Schools Independent School District No. 695

Board Policy 404

Series: 400-Employee/Personnel

Subject: 404 Employment Background Checks

Adopted/Revised:

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes

section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

405 VETERAN'S PREFERENCE

Chisholm Public Schools Independent School District No. 695

Board Policy 405

Series: 400-Employees/Personnel

Subject: 405 Veteran's Preference

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions ~~or~~ if a 100-point hiring system is not used for filling a

teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's Superintendent.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes section 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

406 PUBLIC AND PRIVATE PERSONNEL DATA

Chisholm Public Schools Independent School District No. 695

Board Policy 406

Series: 400-Employees/Personnel

Subject: 406 Public and Private Personnel Data

Adopted/Revised: February 27, 2023

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data are not public and are not accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as

defined in 45 Code of Federal Regulations section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations Parts 160, 162, and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minnesota Statutes section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency

requirement that requires the entire address to be public;

- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority determines is the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant

or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes section 122A.20, subdivision 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes chapter 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- Q. Protected health information, as defined in 45 Code of Federal Regulations Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the

school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts)Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

Chisholm Public Schools Independent School District No. 695

Board Policy 407

Series: 400-Employee/Personnel

Subject: 407 Employee Right to Know – Exposure to Hazardous Substances

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Statutes section 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogen" means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Chisholm Public Schools Independent School District No. 695

Board Policy 408
Series: 400-Employee/Personnel
Subject: 408 Subpoena of a School District Employee
Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

Chisholm Public Schools Independent School District No. 695

Board Policy 409

Series: 400-Employees/Personnel

Subject: 400 Employee Publications, Instructional Materials, Inventions, and Creations

Adopted/Revised: February 27, 2023

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for _____ [school district should select time] thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None

412 EXPENSE REIMBURSEMENT

Chisholm Public Schools Independent School District No. 695

Board Policy 412

Series: 400 Employees/Personnel

Subject: 412 Expense Reimbursement

Adopted/Revised: February 27, 2023

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. 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.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district

purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

807 HEALTH AND SAFETY POLICY

Chisholm Public Schools Independent School District No. 695

Board Policy 807

Series: 800 Buildings and Sites

Subject: 807 Health and Safety Policy

Adopted/Revised: February 27, 2023

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

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

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

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

IV. PROGRAM AND PLANS

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

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

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

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

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

V. BUDGET

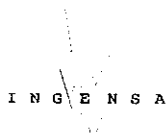
The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed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

VI. ENFORCEMENT

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

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

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy ~~806~~ (Crisis Management Policy)



CHISHOLM PUBLIC SCHOOLS ISD NO. 695
SCHOOL BOARD REPORT – PROCESS SUMMARY
2.27.23

Purpose: This report will be provided at the monthly Board meetings to keep School Board members informed about the facility design and construction process.

1. Communications

- Administrative Design Team Kick-off meeting notes are attached.
- User Group notes from meeting on February 1 and 8 are included.

2. Design Process

- Administrative Design Team Kick-off meeting took place on January 27, 2023. See attached notes.
 - District representatives: Robbie Albert, Teresa Allen, Mark Morrison, Bob Rahja, Adrian Norman, Joe Phillips, Mike Fredeen, Travis Vake, Karla Winter
 - The roles and responsibilities of this team will be to review the information from the user groups and make the final decisions on feasibility and implementation of the recommendations from the user groups. Also, part of this group’s role will be to answer questions and bring information back to stakeholders.
 - Building Plan Discussion and review of draft plan and space program to provide an understanding of the overall building and all spaces that will be included in the design of the new building.
 - The User Group schedule was shared with the Design Team for assistance with scheduling and meeting space along with information about upcoming school tour opportunities.
 - Project timelines were shared with the team.
- User Group meetings were held with stakeholders on February 1 and 8. See attached notes.
 - InGensa and ARI representatives met with Vaughan staff on February 1 and Chisholm Elementary staff on February 8 to gather their ideas and recommendations for the new school and gain a better understanding of how they use their space. See attached meeting notes.
- Facility Tours
 - The team of Mike Fredeen, Brian Vjadjl, Bob Rahja and Adrian Norman toured the Grand Rapids Transportation and Maintenance facility on February 15.
 - A group of staff toured the Grand Rapids East Elementary School on February 15 where they were able to see a new two-story elementary school and explore design ideas for classroom and community spaces.
 - A small group of Early Childhood and Kindergarten teachers and Ms. Winters toured the Hibbing Early Learning Center on February 21, 2023.
 - A group of staff toured the Laurentian Elementary School in Eveleth on February 22 where they will had another opportunity to view a new school and gather ideas and recommendations for their spaces and new school.
 - Teams will meet a second time in March to review changes to the plans and provide further feedback, followed by a potential third meeting in March.



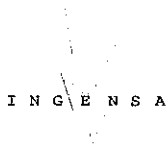
CHISHOLM PUBLIC SCHOOLS ISD NO. 695
SCHOOL BOARD REPORT – PROCESS SUMMARY
2.27.23

3. Finance

- Baird finalized the sale of the bonds on Tuesday, January 10, 2023. They were able to sell the bonds at a rate of 3.98%, which was 1.01% under the pre-election structured rate of 4.99%. This will save the community \$3,413,758 over the maturity of the bonds.

4. Project Timeline

- Updates will be provided at future meetings. Tentative timelines are as follows; however these are fluid and may change based on lead times and construction schedules.
 - Design: January-September 2023
 - Bidding & Negotiation: October 2023
 - Construction Start: Spring 2024
 - Occupancy: Fall 2025
 - Elementary Demolition and Site Work: Spring/Summer 2026



CHISHOLM PUBLIC SCHOOLS – ISD NO. 695

DESIGN TEAM MEETING NOTES

1-27-2023

Meeting Time: 1:00-2:30

Location: Elementary School Board Room

Introductions

- InGensa/ARI Team Members and Roles: Luke Pfothenauer, Rochelle Van Den Heuvel – InGensa, Katie Hildenbrand, Karl Larsen - ARI
- ISD 695 : Robbie Albert, Teresa Allen, Mark Morrison, Bob Rahja, Adrian Norman, Joe Phillips, Mike Fredeen, Travis Vake, Karla Winter
- Roles & Responsibilities of team – We will take information from the user groups and bring it back to the Design team to make the final decisions on feasibility and implementation of the recommendations from the user groups. Also, part of your role will be to answer questions and bring information back to stakeholders

Building Plan Discussion

- Katie with ARI reviewed the draft of the plan and explained that there will be a lot of give and take with the recommendations from the stakeholders that will be implemented into the final plan
 - Any revisions or feedback?
 - There are questions about the electrical, mechanical, and custodial.
 - Questions about the bus garage
 - Will try to work with the existing architecture and bring in some modern architecture with the needed educational spaces.
- Space program was reviewed with the team to provide an understanding of all spaces that will be included in the design of the new building.
 - Need IT/network room
 - Need a Curriculum Coordinator office
 - Nurse (does the district go to K-12 office)
 - Cafeteria/commons needs to be programmed for 300-350 students

User Group Discussion

- The schedule was shared with the Design Team for feedback. Members will send Rochelle recommendations for any other people that should be added to the groups.

Tours

- Schools: Rock Ridge, Grand Rapids East, Hibbing EC? February 15 – GR and Hibbing
- February 22 – Rock Ridge
- Who should attend? Invite all who want to attend
- Times and dates (can you get subs)? Wednesday afternoons
- Transportation to and from tours – bus



CHISHOLM PUBLIC SCHOOLS – ISD NO. 695

DESIGN TEAM MEETING NOTES

1-27-2023

Timelines

- Updates will be provided at future meetings. Tentative timelines are as follows; however these are fluid and may change based on lead times and construction schedules.
 - Design: January-September 2023
 - Bidding & Negotiation: October 2023
 - Construction Start: Spring 2024
 - Occupancy: Fall 2025
 - Elementary Demolition and Site Work: Spring/Summer 2026

Questions:

1. What if supply chains stop and prices skyrocket? The district would look at the options at that time and would consider design alternatives that might allow the project to continue to move forward.
2. What if we need to adjust the school year? The district will either work within the school calendar year or work with MDE to adjust the number of school days for the year.
3. How will we handle traffic flow on the road in front of school – Could potentially open road for bus and traffic flow and then close it during active construction. We will work with the City on alternatives if necessary.
4. The Vaughan – How soon could the district look at selling it? Best case scenario would be to retain occupancy until they can move into the new school.



**CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.1.2023**

Project Management In Attendance: Katie Hildenbrand, Karl Larsen, Luke Pfothenauer, Rochelle Van Den Heuvel

The purpose of today is to kickoff the design process with the stakeholders. These meetings are an opportunity to learn about how the staff currently use the spaces and what the wishes and dreams are for the new facility.

Main Office/Admin/Curriculum/Nurse/Commons Area: Karla, Debbie

Main Office/Reception

- One main station with seating for a student guest away from main station
- Student seating area with privacy, yet within sight of Admin assistant
- Guest seating area for parents
- Make sure traffic flow doesn't allow parents to enter school when students come into office
- Need secure entrance with video and buzzer system
- Would like large counter for workspace
- Secure place for 5-6 file cabinets (special ed) with ability to lock cabinets or door
- 1 staff bathroom
- Counter for copier/printer area
- Custodians deliver mail and Debbie puts mail in teacher boxes. Team will decide where they want mail slots (office or workroom)
- Like connection from front desk to principal's office

Conference Room

- Table and chairs for up to 12 people
- Monitor for presenting.
- Hospitality counter for coffee with sink and undercounter fridge

Nurse's area

- Assume 1 full-time nurse
- Would like 2-3 cots in the main area with curtains for separation.
- Nurse's station with desk
- Handicap accessible toilet room with sink outside (make appropriate height for kids)
- 10' run for eye exams
- Private changing table area (can this go inside toilet room?)

Counselor/Curriculum/Itinerate Staff

- Check and Connect person – itinerate staff
- Curriculum Coordinator/Dean needs office with desk and chairs

Principal's Office

- Need separate conference table and chairs for 4
- Desk and chair
- Storage cabinets
- Two doors for entrance/exit



CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.1.2023

Workroom

- Separate workroom for staff to maintain confidentiality – away from parent and student access
- 3 copier machines
- Large storage for paper and supplies
- Counter workspace

Lounge

- refrigerator
- 2 microwaves
- Pop machine
- Soft seating (couch & chairs)
- Tables and chairs for 15
- Upper and lower cabinets with counter

Lunchroom: Cindy, Mike, Tanya, Jill, Nick

- ARI did the renovation on the kitchen in 2004 so Katie has the plan if needed for reference. Katie will work with team regarding inventory. Cindy should give inventory list to be moved to new building to Adrian and he will funnel it to Katie. ARI will work existing equipment into the design as much as possible. ARI may bring in a kitchen designer if needed. Assume they will have 7-8 kitchen staff.

Cafeteria/Commons

- Table storage to be determined
- Plan to seat 650-700 total students per day. Currently serve approximately 400 (160 PK-3) hot meals per day. District will need to determine number of students per period and number of lunch periods. Tentatively planning for 200 per lunch period.
- There will be one shared cafeteria space K-12
- Elementary lunch periods are 20 minutes and HS is 25 minutes. Assuming 3 periods per day at new school.
- Nice cleanable floor surface will be installed
- Request for baby changing tables in restrooms off commons

Kitchen

- Delivery area
 - Mid-sized refrigerator truck delivers once a week. Currently delivers to both schools.
 - Milk delivered twice a week.
 - Would be ideal to have freezer/cooler and dry storage next to delivery entrance
- Like cooler close to the prep area and the line as well so it is accessible to both areas.
- Garbage
 - Black large, round, city bins currently used for disposal. Location preferred out back entrance. Potentially 4-5 bins. All for garbage.
 - Recycle area - cardboard is removed by staff. Would like designated recycling area.



**CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.1.2023**

Kitchen (cont'd)

- Serving Lines
 - Plan for 2 serving lines. (2 servers, 2 cashiers)
 - Will have more choices for high school students with new menu
 - Salad bar is prepackaged due to COVID and is on the line
 - Like designated serving line area
 - Include area large enough for ala carte items
- Similar layout to Laurentian
- Prep station with sink
- Similar equipment – steam kettles, coolers, freezer, steamer, ovens, griddle (some may come over from existing schools)
- Plumbing for steamer should be lower for ease of working and transporting
- Storeroom off the kitchen
- Dish return area
 - Soak and Turbo sink
 - Would like tall dishwasher to accommodate sheet pans. Review option of conveyor
 - 3 compartment sink to be large enough to soak a sheet pan
 - Look into instant hot water or own hot water system
- Office
- Bathroom
- Breakroom for kitchen staff
- Backup generator
- Have existing garbage disposal. Check with Brian B on disposal parts.

Preschool: Megan, Karen

- Potentially separate entry or outdoor access

ECFE Parent room

- Hard surface floor

Early Childhood/Headstart Classrooms (2 PreK, 1 Headstart, 1 Flex or future Head Start)

- Lots of storage – would like shared storage between classrooms (liked MIB)
 - Closet with shelving – Shared
- Toilet rooms in each classroom with small, manual flush toilets
 - no locks and light switches on inside
- Handwashing sink outside toilet room
- Would like EC gym
- Prefer hard surface floors
- Use 3 kidney tables
- 30 minute lunch period
- Early childhood special ed teacher – in the classroom and small group space
- Open concept – with cubbies
- May do shared teaching – review opportunity to share space

CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.1.2023

Kindergarten: Jessica Rice

- 2 Kindergarten rooms at 1,200 sf
- Would like storage closet with shelves that could be shared with other K teacher
- Prefer hard surface floors
- Will have two doors
- Put sinks outside of toilet room – one handwashing sink
- Open cubbies/lockers with shelves for boots, a few hooks and upper shelf. Decision on location to be determined after tours.
- Sometimes collaborate as two classes in one area. Review opportunity for shared space.

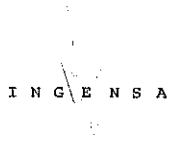
1-3 Grade: Jeff Hancock, Chelsy Schmitz, Jen Showalter, Tara, Cindy Nelson, Ms. Jam, Kristen Copp, Abigail

- Enough outlets and access to technology in each classroom
- Current classrooms have bathrooms in K-2.
- Like the thought of single stall bathrooms
 - Would like bathrooms and drinking fountains in or near classrooms
 - Would like some privacy area with a mirror – don't like MIB layout out in open
- SmartBoard – currently portable – will this stay the same?
- Lots of built-in storage and cupboards
- Would like regular bulletin boards, magnetic bulletin boards and white boards
 - Possibly closet doors with whiteboards
- Lockers/cubbies – need to fit backpacks, coat, boots, shelf. Location recommendation to be determined at future meetings
- Having different heights, levels of workspaces built in for students
- Desk and chair
- 4 smaller classrooms at 450 sf.
- Do not want glass walls to the hallways
- Doors open into classroom if possible
- No glass on doors
- Will/can there be an indoor play space?

Special Education/Title: Debbie Jackson, Megan Scipioni, Beth Sullivan, Darlene Esler, Tara Anderson

Classrooms

- Currently have three special ed classrooms at Vaughan – one used for extra movement/small motor skills classroom, and 2 at the Elementary
- Would like 3 full size classrooms and one small classroom (Beth) – has lift
 - EBD Room – full size classroom 15-18 students throughout the day
 - Call button – needs to be around others for support
 - Like having some space
 - Bathroom/drinking fountain/sink in classroom if possible
 - Two classrooms for 4-6 grade (Megan and Darlene) would like to be together w/dividing wall
 - Would like quiet space within classroom – shared between two classrooms w/windows and doors into each room
 - Small classroom for Beth



**CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.1.2023**

Special Education/Title Classrooms (cont'd):

- Handicapped accessible
- Needs space for swing and wheelchair-bound
- Would prefer bathroom, sink and drinking fountain in classrooms
- Would like shower and toilet
- Would like washer and dryer
- OT/PT small classroom
- Speech small classroom or office with desk, chair and small table with chairs and carpet
- Determine location of equipment - Nurse to house Hoyer lift, changing station, sink?
- One sensory room with dimmable lighting
- Built in storage in all classrooms
- Sensory walk in hallways
- Lighting – ability to control

ECSE room - 3 special ed staff in Vaughan and 2 at CE

- Teacher goes into classroom at times and also takes kids out of classroom
- Storage
- Need sink
- Lower and upper cabinets
- Hard surface flooring

Gymnasium/Commons

- Bleachers at ground level
- Baby changing area
- Need cheer room and cheer space
- Would like indoor play space

Music: Schedule an alternative date and time



CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023

Project Management In Attendance: Katie Hildenbrand, Karl Larsen, Luke Pfothenhauer, Rochelle Van Den Heuvel

The purpose of today is to kick off the design process with the stakeholders. These meetings are an opportunity to learn about how the staff currently use the spaces and what the wishes and dreams are for the new facility.

Music: Ryan Freitas was unable to attend. Confirm with Mark Morrison on how the high school music rooms are being used. Do we need an elementary music classroom or can elementary music be taught in the existing HS rooms.

- Elementary band can be taught in the existing band room
- Provide “general music” classroom at the elementary

Transportation: Brian Vajdl, Mike Fredeen

Vehicles

- Currently have 9 busses that are 71 passenger
- 4 vans
- 2 suburbans
- 2 pickup trucks with plows and one pickup without plow
- 1 almost full-size tractor and 2 Kabuto mower tractors
- 1 cargo trailer
- Would like storage for all vehicles

Bus Garage

- Space for employee, student and coaches parking at bus garage. Or could drop off at the school first then bring bus to garage.
- Have 7 part-time drivers and 12 custodians/bus drivers
- Need hydraulic floor lift at new space. Currently have in-floor lift.
- Wash bay inside with floor drain and electric commercial pressure washer – currently wash inside and outside.
- Employee breakroom/lockers/bathroom
- 1 office space with desk, chair and visitor chairs, files
- Storage room with racks for parts, oils, Def, oil barrels
- Tool crib with workbench area
- Good lighting
- Ideal to pull in one door and pull out another door for drive-in and drive-out
- Will need some space for Maintenance equipment on the school site if the bus garage is off campus



CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023

Maintenance: Mike Fredeen, Joe Novak-Chief Boiler, Joe Phillips-Technology

- Would like storage building on-site for mowers and small tractors
- 1 chief boiler person – serves all 3 buildings – Joe Novak
 - Keeps tools in truck
 - Office is in elementary
 - Parks truck in elementary
- Maintenance foreman – Ron LaPlant
- 2 grounds/maintenance
- Custodians: 2 at Elementary, 4 at High School, 2 at Vaughan
- 1 open position and sports driver
- Joe will need central location for everything. Currently keeps tools in truck.
- Would like bathroom with shower
- Truck – garage space if possible to park inside
- Storage for tools and supplies
- Chemical storage and pool supplies
- Pumps/filters storage
- Big enough boiler room for storage, filters, pallet salts, belts, toilet parts, boilers, office space, shelving, hooks to hang extra parts.
- Loading dock near storage and mechanical space with OH doors for deliveries, pallets, etc.
- Tie maintenance space into mechanical space
- Boiler Space/Sizing
 - Central location
 - Distribution? Where does the mechanical room belong?
 - Joe Novak’s space belongs on campus and preferably not underground
 - Have pool on a stand-alone – allowing the boilers to heat if possible
 - Convert HS to hot water and have one boiler plant that serves entire building
 - Possibly look at putting boiler system on back side of building. Evaluate location further.
 - Eliminate the underground – follow the same piping path to the high school
 - Would like to be able to replace air handlers (if additional funding is available)
- Moving from manual to electronic controls
- Investigate what needs to happen with Auditorium – 1981 AHU at Auditorium is old
- Would like to work with Johnson for controls
- Add centralized water softener system to support entire system
- Could be located under the building with access from and OH door
- OK with the AHU on the Mezzanine
- Do not like the thought of the boilers on a second level because of the water – potential leakage
- Liked Mt. Iron school for mezzanine for air handlers. Does not like boilers on mezzanine.
- Shower bays at Mt. Iron high school are garbage. Don’t get same brand. Katie will look at specs to determine brand so we don’t purchase them.
- Recommends full AC in new gymnasium

CHISHOLM ELEMENTARY SCHOOL

USER GROUP MEETING NOTES

2.8.2023

Facility & Grounds: Mike, Ron, Kent, Ryan, Doug

- Janitors' closets need room for floor scrubbers, janitor's bucket and mop, supplies.
- Get supplies once a year and store them in each of the buildings. Each building has storage room. 12'x12'
- Each floor has one or two janitors' closets on every floor
- Would like custodial storage closet near the gymnasium. Doors should be wide enough (42") to fit a floor scrubber through them.
- They like newer double doors with removable or no door jamb.
- Mechanisms are going bad in all doors in high school. Look at replacing all doors
- Would like loading dock near kitchen area
- Would prefer to have a carpenter shop on site
 - Bathroom with shower, shower not truly necessary, needed for emergency situation
 - Office area for 4 people
 - Product and chemical storage room (size of classroom with wide doors)
 - Breakroom
 - Prefer new lockers that fit into wall
- Need enough space for snow removal and storage
- Sidewalks are wide enough to get a plow truck through to help with snow removal
- Need enough space around loading dock so a box truck can pick up
- Area for 6 large garbage cans 120 gallons
- Recycle area for cardboard
- Support bus garage being on site due to quick access to busses for evacuations and staff who work as bus drivers and maintenance staff. Maintenance crew is skeleton – every minute counts.
- Would be nice to have all track and field equipment at the track
- If bus garage is off site, would like carpenter shop and cold storage on site.

Activities/Athletics: Travis, Mark, Mike, Nick

- Two new full locker rooms. Two spaces for changing with hooks and benches. Access to bathrooms. Would prefer four full locker rooms
 - Yes, want showers in locker rooms. Would like a couple individual use showers in each as well
 - Would like 10 showers per locker room total (6-8 traditional and 2 individual)
- Referee room with bathroom and shower
- Currently referee's change in teacher's office
- Training room with ice and water. Room for a table
- Concession storage (2 groups use concessions). Current concession/concession storage are in good shape. (Hoop Club and Closeup)
- Network connection and power in gym for cameras – Live Stream
- One space for coach's office
- Need P.E. storage
- Need activity storage for football, baseball, basketball, volleyball
- Could have shared bathroom/shower between PE office, coaches and referees



**CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023**

Activities/Athletics (cont'd)

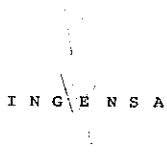
- Two PE teachers – district to determine which grade levels are taught in each gym.
 - One office for PE teachers to share
- Small shed outside near field for equipment storage – football and baseball
- AD's office – place to lock up money. Should be close to gym
- Community Ed/AD secretary space – nice to be in HS building – near AD's office
- Like the way the gym is set up at Rapids Middle School
- Band 5-6 can be taught in band room
- Choir room used two hours per day and can be used for elementary music remaining hours
- Will want trophy cases around gym space.
- Volleyball would like new nets
- Would like new basketball nets
- Need space for cheer practice with white board, bulletin board, room for safety mats, barrel roller, trampoline, higher ceilings. Varsity sport with 26 cheerleaders – August – mid-March. Could share with community ed classes as well. Cheer uses it from 3:00-5:00 daily
- Trophy cases?
- Like option of full size gyms
- Green space – football practice field
 - Football locker rooms? Small shed/garage for cold storage
- Where would baseball storage go? Which gym will they practice in? old gym?
- Boys storage could stay in the old gym

Information Technology: Joe, Mike

- Joe does network support and K-6 and Pam covers more high school technology
- Network closets on each floor.
- New IT service – main network switch and fiber comes into the elementary
- Need to relocate main network switch and has 10G fiber that will need to come into the new building. Work with Northeast Service Coop.
- Joe will need office space with a desk, chair, storage cabinets, work counter space, counter space for repairs.
- Pam is currently in a large room in the library. Makes sense to have the offices separate and keep Pam in HS.

Elementary Technology

- Classrooms
 - Enough outlets and access to technology in each classroom
 - Elementary students have iPads K-3. Interactive screens on carts in K-3 and mounted in 4-6
 - Would like classroom audio enhancement system
 - Would like hard wired (Cat6) video capability from computer to screen and network run in ceiling for projection unit.
 - Install 2 data ports per classroom and one in the center of the ceiling.
 - Currently have WiFi access points in each classroom – can be relocated to new school
- New Intercom systems throughout both buildings



CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023

Elementary Technology (cont'd)

- Currently using Carehawk for bells and paging
 - Access control is a different – nothing talks to each other now.
- Intrusion detection – currently have an alarm and monitoring system. Will need to tie into same system. Use TruePortal.
- Use Exact Vision for video storage
- Cameras are due for an upgrade
- Will need Network/Server room -New server purchased summer of 2022 will be relocated to elementary
 - 1 network rack
 - 1 server rack
 - Climate control room – central location
 - Main network closet currently next to HS principal's office
- Phones will be IP based. Working with CTC company and Polycom phones
- Outlets higher at the front of the classroom for mounted boards
- Cameras in gym – would like live feed to tvs in concession area
- HS tech office should be more accessible to parents, near HS classrooms. Needs storage for keyboards, Chromebooks, and workspace for repairs
- John Champa – Life security/fire alarm

Community Education: Pam Pioske, Hannah Barney

- Currently located in the high school. Have a classroom space available for instruction.
- Some classes are in a classroom, some in a gym. Would like a larger classroom with storage.
- Used the high school library for a lot of the classes
- Drivers training class
- Would like to be close to the main office
- Currently Community Ed/AD secretary
- Office space – ideally closer to the main office where people don't need to walk through the school.
 - Should have easy access for community members to register and pay for classes.
 - Desk, small table with chairs
 - Cupboards, storage, counter space, file space for athletics
 - Need area big enough to meet with a couple of parents
- In charge of after school care program. Currently in the library at the Vaughan. Would be nice to have their own space. For K-6 and there are 12-20 students. After school until 5:30.
 - Parents come into school to sign kids out.
 - Storage for toys
 - Refrigerator for drinks, snacks



CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023

Robotics: Teresa Allen

- May be getting a grant for a smart lab/studio space
 - Shared classroom with journalism, broadcasting (studio)
 - Journalism and broadcasting would use studio
 - Recording /studio 4' x 6'
 - Will be offering in the future.
 - Cabinets and rolling tool chests
 - Large robots at least 4 feet tall
 - Basic robotics and Advanced robotics
- Ideally would like a classroom space and a studio space
 - K-6 Integrated science classroom?
- Would like separate elementary SmartLab
- Makes sense to have the two spaces separate
- Provide additional power, electrical, power tools,
- 1,000 sf space for - classroom, design, testing, workshop
 - Need location for practice runs
- 1st Robotics – Senior High School creates 1 bot together
- Review option of incorporating into CTE space – old FACS classroom?

Elementary Physical Education: Katie Dewhurst

- 4-6 Gym M-W-F – K-3 Tuesday-Thursday
- Having a full gym will be nice – more space in general
 - Currently have no windows in gyms. Would like windows in new gym
- Always outside for PE – would like green space
- Outdoor basketball court
- Nets for soccer
- Football
- Storage for volleyball, basketballs, dodge balls
- Request office with window, desk, computer, storage, close to the gym

4-5-6 Teachers: Stephanie. Jensen, Robbie Albert, Jim Kne, Marisa Pessenda , Amy Rossini, Natalie Yaroscak , Myia Paradis,

Classrooms

- Doors that open in and no windows in the doors
- Good ventilation and temperature control
- Operable windows in the classrooms
- Would like a sink in every classroom
- Currently 5th & 6th switch classes
- 4th grade has desks and bins
- Like flexible seating and work spaces for students
- Desk and chair for teacher – open to mobil station
- Closet for teacher personal storage



**CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023**

Classrooms (cont'd)

- Prefer to have lockers located in the hallways or locker bays. Like the built in options, combination of bay and hallway.
 - Short lockers that kids can reach
- Storage, cabinets with doors and counter space in all classrooms
- Built in cubbies or bookshelves for classroom libraries
- Magnetic white boards on two walls
- Bulletin boards – rectangular shaped
- Interactive boards on walls – currently mounted 4-6 and portable K-3
- Hard surface on floors in classrooms

Toilet Rooms

- No windows into the bathrooms
- group toilet rooms vs. individual stalls

General Spaces

- Would like assembly space for large group presentations perhaps in the commons area
- Science is in dedicated classroom with sink and countertop spaces, lab stations
- May add art as a special in the future. Would like a flex space where teachers could take their students to do art. Currently art is in the classroom,
- Music is in separate classroom
- STEM/Smart lab (currently in the Media Center) Would like close to the Science classroom
- Teacher storage/curriculum room
- Large workroom for copy machine on each floor centrally located
- Teacher lounge with refrigerator and microwave
- Staff bathrooms accessible on each level
- Window blinds
- Bulletin boards in hallways
- Seating areas in hallways, small group spaces
- Teacher parking lot spaces close to school
- Four square and hopscotch courts
- More natural light
- Special Needs spaces – PT/OT, What storage needs does Title have?

Administration

- Disperse Library space – books outside classrooms on bookshelves

Superintendent's Assistant

- Fireproof vault or room
 - Financials in fireproof vault
 - HR files have to be in fireproof location
- 2-(3 drawer) lateral files for agendas and minutes
- Student files
- 2 (4 drawer) Personnel files

CHISHOLM ELEMENTARY SCHOOL
USER GROUP MEETING NOTES
2.8.2023

Superintendent's Assistant (cont'd)

- 1 (3 drawer) lateral file for contracts
- Color copier – has to print for board meetings
- Desk, chair
- Typewriter station
- Small table for at least 2 people
- 4 screens
- Needs a lot of counter space for prepping board packets
- Small breakroom for refrigerator and microwave
- Bathroom
- Area for handouts at the board room
- Bulletin board
- Like the board room set up – set up a bulletin board for display of board minutes
 - Small table for agendas and handouts at board meetings
- White board in Superintendent's office
 - Small table with 4-6 chairs in Superintendent's office



Date: February 21, 2023
Site Visit: 7

Your District recently had a site visit completed by IEA. Please see below for the progress of the tasks and IEA's notes from the visit. Please contact us with any questions.

Annual Program Review

IEA completed the annual program review process. Each plan was signed to acknowledge the review process and a report was compiled outlining IEA's findings and recommendations.

A site visit schedule was also created for the upcoming year. Both documents were sent to the District for review.

Aerial Lift Training

IEA completed hands-on aerial lift training with, Joe and Mike. A copy of the training record was filed within the Aerial Lift management plan.

Community Right-to-Know (Tier II)

IEA completed the annual Tier II reporting, required by the Department of Homeland Security & Emergency Management.

The report was submitted through the Tier II software to the State, a copy was printed and will be filed in the Community Right-to-Know management plan and a copy was sent to the local fire department. The invoice from the State was sent to the District for payment.

Hazardous Waste Reporting

No waste was reported to have been removed in 2022. IEA completed the reporting for the High School, noting such. IEA also reactivated the ID number in preparation for the summer lab cleanout. Documents will be filed within the hazardous waste management plan.

Management Plan Organization

All plan contacts were updated to, Mike Fredeen.

IEA emailed instructions to Brian and Jamie to complete his annual automotive lift training. IEA sent instructions to Mike and Joe to complete hazardous waste training.

IEA emailed Lisa with an audiogram authorization memo to distribute to Ron, Ryan and Kent. Once completed scan a copy to IEA to update internal tracking documents and save the original in their personnel file.

IEA emailed Lisa with a template to use to replace the currently outdated annual notifications on the District website.



To: Adrian Norman and Mike Fredeen
Chisholm Public Schools

From: Taylor Dickinson, CSP I Virginia & Brainerd Regional Manager
IEA, Inc.

Subject: EH&S Annual Program Review

Date: February 21, 2023

On the above date, the Institute for Environmental Assessment (IEA) conducted a review of the District's Environmental, Health and Safety (EH&S) programs. The purpose of this evaluation was to take inventory of the program content and to provide the District a record of our findings, as well as recommendations. This report will be utilized to prioritize site visit time in the upcoming year.

You may locate a full report of your programs, IEA findings and recommendations in Appendix A. For your convenience we have summarized pertinent information in tables below.

- **Table 1** Projects needing to be completed on a regular frequency
- **Table 2** Regularly occurring items, such as audiogram offerings, respirator tracking and training requirements
- **Table 3** Program recommendations

Please feel free to contact us with any questions or concerns you may have.

Table 1:

	Required/Recommended Frequency	Date Last Completed	Due to be Completed
Lead-in-Water Testing	Every 5 Years (<i>MN Statute</i>)	February 2023	February 20228
Radon Testing	Every 5 Years and/or After Construction (<i>EPA Recommendation</i>)	Never Completed	Recommended Winter 2022/2023
AHERA Third Year	Every 3 Years (<i>AHERA</i>)	October 2020	October 2023
Bleacher Certifications	Every 5 Years (<i>MN Statute</i>)	September 2018	September 2023
LOTO Specific Energy Control Procedures	OSHA requires procedures to be up-to-date	Never Completed	ASAP

Table 2:

	Employee(s) Affected	Date Last Completed	Due to be Completed
Respirator Medical Evaluations	Jake and Ryan Joe	Not Done February 2023	February 2025
Respirator Fit Tests	Jake, Ryan and Joe	Not Done	
Automotive Lift Training	Jaimie and Brian	Brian – Feb. 2023 Jaime – Not Done	Brian – Feb. 2024 Jaime

Table 3:

Program	Program Requirements	Recommendation at Annual Review
Aerial Lifts	Management plan, inventory of lifts, training for operators, annual inspection documentation and process for operators to complete a pre-use inspection.	Provide IEA with a copy of the recently completed inspection report.
Asbestos	Management plan, 2-hour initial awareness training and annual training records for maintenance/custodial staff members.	IEA recommends Mike complete AHERA designated person training. A link was provided.
Automotive Lifts	Management plan, inventory of lifts, annual training for operators, annual inspection documentation and pre-use inspection procedures in place.	Ensure the lift is inspected annually. Provide IEA with a copy of the inspection report for filing. Jamie in the auto shop has not completed training and was provided with a link to do so.
Eyewash/Shower Stations	MNOSHA requires that eyewash/shower stations are present (meeting specific criteria), flushed weekly and an annual inspection done annually.	Ensure all stations are flushed weekly.
Chemical Hygiene	Management plan, annual training records for CHO, annual fume hood inspection record, annual Science Safety Checklist, up-to-date chemical inventory and corresponding Safety Data Sheet compilation.	IEA recommends ensuring all chemical containers are labeled and that SOP's are completed for chemicals that are deemed "excessive risk".
Confined Space	Management plan, awareness training for people working around confined spaces, documentation of the reclassification form being completed for PRCS, inventory of confined spaces and assessments of spaces, including spaces being labeled.	Ensure employees are completing temporary reclassification forms when needed.
Crisis Management	Written program in place that is up-to-date	IEA recommends ensuring the plan is up-to-date, reviewed annually and annual training provided to employees.
Silica	Exposure monitoring data for staff members who could potentially be exposed to silica.	IEA recommends that exposure monitoring be completed in the art room due to the silica hazard presented by the ceramics class.
Electrical Safety	Management plan - District needs to outline what staff members do for electrical work in house and ensure they have the proper MNDLI licenses. Training records are required for awareness level. District is also responsible for having an NFPA 70E arc flash hazard assessment completed.	To be compliant with NFPA, IEA recommends a 70E arc flash assessment be completed within the districts buildings.

<p>Employee RTK /SDS</p>	<p>Management plan with occupational hazard assessment, annual training for staff members, up-to-date chemical inventory and respective Safety Data Sheets.</p>	<p>IEA recommends the Wood Shop complete a chemical inventory and that the custodial compilations at the VS Elementary and Chisholm Elementary be updated from MSDS to SDS. The Carpenter's Shop also needs an inventory and SDS compilation.</p>
<p>Fall Protection/Walking Working Surfaces</p>	<p>Management plan, periodic walking/working surface inspection documentation, fall hazard assessment and compliance with OSHA fall protection rules. If PFAS is used, inventory and annual inspection of components.</p>	<p>Ensure employees are trained if they are going to use the scaffold.</p>
<p>Hazardous Waste</p>	<p>Management plan, evaluation of waste streams, documentation of disposals, reporting documentation, weekly inspection documentation (when necessary) and DOT training records for those signing manifests.</p>	<p>Mike and Joe need to complete hazardous waste training and were provided with links to do so.</p>
<p>Hearing Conservation</p>	<p>Management plan and noise monitoring records. When employees are required to be enrolled in the hearing conservation program, employees need to be offered audiograms annually and receive training.</p>	<p>IEA recommends audiograms are offered to Ron, Kent and Ryan. The form was emailed to Lisa for distribution.</p>
<p>Hoists</p>	<p>Management plan, inventory of hoists and slings, monthly inspection of hoists one ton or less, annual sling inspections, ANSI compliant theater inspections and recommended annual inspections of hoist systems by a third party.</p>	<p>It is best practice to have the hoists inspected by an outside vendor annually. State statute requires hoist systems less than one ton be inspected monthly. IEA recommends in-house inspections occur on the hoop hoists and auditorium stage curtain monthly. A blank form is provided within the program.</p>
<p>Indoor Air Quality (IAQ)</p>	<p>Management plan, annual notification documentation, training records for maintenance/custodial staff members and annual walkthrough documentation.</p>	<p>An updated notification was not published for IAQ this year.</p>
<p>Lead-in-Water</p>	<p>Management plan, testing records for testing conducted every five years and notification of testing to parents/students/staff members.</p>	<p>An updated notification was not published for LIW this year. Testing was recently completed and results have not been received from the lab yet.</p>
<p>LOTO</p>	<p>Management plan including a list of authorized people, specific energy control procedures for dual sourced equipment, annual training records for authorized people, awareness training records for affected people and annual periodic inspections of procedures with authorized people completed annually.</p>	<p>IEA recommends the district have specific energy control procedures created for equipment within the district. After that has been completed, then the program can be completed and training provided. IEA can provide a proposal for the assessment.</p>

<p>Machine Guarding/Industrial Arts Safety</p>	<p>Management plan, inventory of shop equipment, assessment of machine guarding hazards and training records for staff members.</p>	<p>There are numerous machine guarding modifications needed in the shops. IEA recommends these items are addressed.</p>
<p>Playground Safety</p>	<p>Management plan, documentation of playground audits (initially and recommended annually), monthly in-house inspections and training records for those completing the inspections.</p>	<p>IEA recommends the District increase the attention to playground safety. An in-house person should be trained on playground safety inspections and in-house inspections should be completed on a regular basis. IEA will work on this program in the coming year.</p>
<p>Radon</p>	<p>Management plan, testing reports for testing conducted every five years (recommendation) and documentation of the MDH reporting form being submitted.</p>	<p>IEA recommends the district conduct radon testing per EPA, MDH and MDE recommendations.</p>
<p>Respiratory Protection</p>	<p>Management plan, respiratory hazard assessment and awareness training records. If employees are required to be enrolled in the program: medical evaluation (every two years), annual fit test and annual training documentation.</p>	<p>Ryan and Jake need to complete their medical evaluations online. Once completed, Ryan, Jake and Joe all need to be fit tested. IEA also recommends ensuring they have the appropriate cartridges as IEA did not select them.</p>
<p>Safety Committee</p>	<p>Management plan and documentation of meeting minutes.</p>	<p>IEA recommends having quarterly safety committee meetings and filing the minutes within the program.</p>

Appendix A

Management Plan Observations, Findings and Recommendations

Program	Status	MP M/Y	Training Record Participants	Program Requirements	Reccomendation at Annual Review
!Annual Training	IEA provides in-person training to the maintenance/custodial and transportation groups and an online training modules for administrative/teaching, shop, science and art staff			OSHA has numerous requirements regarding annual training for employees.	
3D Printers					
AEDs	MP Current - Inventory filed within - No training records on file	Feb-21		Management plan, inventory of AED's, documentation of monthly inspections and registered with a State database. Ensure supplies are not expired.	
Aerial Lifts	MP Current - Annual inspection records, inventory of lift and training records maintained within	Feb-23	(2017) Kent, Carol, Mike, Loretta, Deborah, Phil, jake, Kris, Tom and Chris (2021)Ron, Kent, Jake, Ryan (2023) Joe and Mike	Management plan, inventory of lifts, training for operators, annual inspection documentation and process for operators to complete a pre-use inspection.	Provide IEA with a copy of the recently completed inspection report.
Asbestos	MP Current - Annual notifications and annual maintenance/custodial awareness training records filed within	Feb-23		Management plan, 2-hour initial awareness training and annual training records for maintenance/custodial staff members.	IEA recommends Mike complete AHERA designated person training. A link was provided.

**Chisholm Public Schools
Health Safety Programs**

February 2023

AHERA	Master copies located in the District Office - Building binders are located at the High School and VS Elementary offices - Third year completed October 2020, due October 2023			Annual notification, trained Designated Person, Third Year inspection every three years and periodic inspections every six months. If district has separate buildings, copies of the buildings specific records should be maintained at each location's office.	
Automotive Lifts	MP Current - Inventory and inspection records filed within	Feb-23	Brian 2/21/2023; Jamie (auto shop) not done	Management plan, inventory of lifts, annual training for operators, annual inspection documentation and pre-use inspection procedures in place.	Ensure the lift is inspected annually. Provide IEA with a copy of the inspection report for filing. Jamie in the auto shop has not completed training and was provided with a link to do so.
AWAIR	MP Current - Blank safety suggestion form, safety inspection reports, annual training records and eyewash/shower inspections filed within	Apr-22		Management plan, annual training records for staff members and safety audit reports.	
<i>Eyewash/Shower Stations</i>	Records are filed within the AWAIR program - IEA inspects stations annually	n/a		MNOSHA requires that eyewash/shower stations are present (meeting specific criteria), flushed weekly and an annual inspection done annually.	Ensure all stations are flushed weekly.
<i>First Aid Kits</i>	(IEA has never inspected)	N/A		Determine if kits are necessary, if present, ensure they are fully stocked and inspected.	

**Chisholm Public Schools
Health Safety Programs**

February 2023

B3 Benchmarking	IEA completes reporting - completed through December 2021	N/A		Each public school or school district reporting on behalf of a public school must enter and maintain monthly utility consumption data into the Minnesota B3 benchmarking program for all buildings under its custodial control.	
Bleacher Safety	MP Current - Certification and inspection records maintained within - Bleachers due to be certified in September 2023	Apr-22		Management plan containing list of bleacher systems, training on bleacher safety with custodial staff that cleans and operates systems and certification documentation for bleachers every five years.	
Bloodborne Pathogens	MP Current - Annual training records and post-exposure packet filed within	Feb-21		Management plan, procedures for exposure, annual training records for staff members, procedures for Hepatitis B vaccinations and consent/declination records for the vaccination series.	Previously the Hep B vaccination process was being handled by the Business Office, however it appears that the process is no longer functioning. Ensure all employees are offered the vaccine, that their forms are maintained in their personnel files and that there is follow through ensuring they are provided with directions for obtaining when they request.

**Chisholm Public Schools
Health Safety Programs**

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Chemical Hygiene	MP Current - Science safety checklists, fume hood checks and emergency numbers filed within	Oct-20		Management plan, annual training records for CHO, annual fume hood inspection record, annual Science Safety Checklist, up-to-date chemical inventory and corresponding Safety Data Sheet compilation.	IEA recommends ensuring all chemical containers are labeled and that SOP's are completed for chemicals that are deemed "excessive risk".
Community RTK	MP Current - Reports maintained within	Feb-23		Management plan and documentation of the completion of Tier II reports and the mailing to the respective fire department.	
Chainsaw Safety	No chainsaws are owned or operated				
Chlorine Gas	District does not utilize chlorine gas				
Compressed Gas	MP Current - Annual assessments maintained within	Feb-23		Management plan, annual compressed gas inspections and annual training documentation.	
Confined Space	MP Current - Inventory of spaces, assessments of spaces, awareness training records and a blank reclassification form are maintained within	Feb-23		Management plan, awareness training for people working around confined spaces, documentation of the reclassification form being completed for PRCS, inventory of confined spaces and assessments of spaces, including spaces being labeled.	Ensure employees are completing temporary reclassification forms when needed.
Crisis Management	IEA has not reviewed the District's plan			Written program in place that is up-to-date	IEA recommends ensuring the plan is up-to-date, reviewed annually and annual training provided to employees.
<i>Emergency Maps</i>				Emergency maps outlining exit routes must be posted for building occupants.	

Chemical Exposure					
Formaldehyde	Formaldehyde no longer present at the buildings				
Methylene Chloride	IEA has not yet assessed for Methylene Chloride			Exposure monitoring data for staff members who could potentially be exposed to methylene chloride.	
Silica	District has not completed exposure monitoring.			Exposure monitoring data for staff members who could potentially be exposed to silica.	IEA recommends that exposure monitoring be completed in the art room due to the silica hazard presented by the ceramics class.
DOT Regulations				In regard to transportation vehicles - Drug and alcohol testing, recordkeeping, vehicle inspections, etc.	
Electrical Safety				Management plan - District needs to outline what staff members do for electrical work in house and ensure they have the proper MNDLI licenses. Training records are required for awareness level. District is also responsible for having an NFPA 70E arc flash hazard assessment completed.	To be compliant with NFPA, IEA recommends a 70E arc flash assessment be completed within the districts buildings.
Employee RTK /SDS	MP Current - Training records and occupational hazard assessment filed within	February 2023		Management plan with occupational hazard assessment, annual training for staff members, up-to-date chemical inventory and respective Safety Data Sheets.	IEA recommends the Wood Shop complete a chemical inventory and that the custodial compilations at the VS Elementary and Chisholm Elementary be updated from MSDS to SDS.

**Chisholm Public Schools
Health Safety Programs**

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<p align="center">Fall Protection/Walking Working Surfaces</p>	<p>MP Current - WWS inspection and awareness training records filed within - Fall hazard assessments not yet completed (will wait until after construction)</p>	<p align="center">Feb-23</p>		<p>Management plan, periodic walking/working surface inspection documentation, fall hazard assessment and compliance with OSHA fall protection rules. If PFAS is used, inventory and annual inspection of components.</p>	<p>Ensure employees are trained if they are going to use the scaffold.</p>
<p align="center">Hazardous Waste</p>	<p>MP Current -Blank MPCA weekly inspection form, documentation and evaluations filed within</p>	<p align="center">Feb-23</p>		<p>Management plan, evaluation of waste streams, documentation of disposals, reporting documentation, weekly inspection documentation (when necessary) and DOT training records for those signing manifests.</p>	<p>Mike and Joe need to complete hazardous waste training and were provided with links to do so.</p>
<p align="center">Hearing Conservation</p>	<p>MP Current - Noise monitoring reports are maintained within</p>	<p align="center">Feb-23</p>		<p>Management plan and noise monitoring records. When employees are required to be enrolled in the hearing conservation program, employees need to be offered audiograms annually and receive training.</p>	<p>IEA recommends audiograms are offered to Ron, Kent and Ryan. The form was emailed to Lisa for distribution.</p>
<p align="center">Hoists</p>	<p>MP Current - Inventory and blank monthly inspection checklist filed within</p>	<p align="center">Feb-23</p>		<p>Management plan, inventory of hoists and slings, monthly inspection of hoists one ton or less, annual sling inspections, ANSI compliant theater inspections and recommended annual inspections of hoist systems by a third party.</p>	<p>It is best practice to have the hoists inspected by an outside vendor annually. State statute requires hoist systems less than one ton be inspected monthly. IEA recommends in-house inspections occur on the hoop hoists and auditorium stage curtain monthly. A blank form is provided within the program.</p>

**Chisholm Public Schools
Health Safety Programs**

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Indoor Air Quality (IAQ)	MP Current - Annual walkthrough reports, IAQ assessments, annual maintenance/custodial training records and annual notification records are filed within	Feb-23		Management plan, annual notification documentation, training records for maintenance/custodial staff members and annual walkthrough documentation.	An updated notification was not published for IAQ this year.
Integrated Pest Management (IPM)	MP Current - Estimated application schedule, annual notification documentation and Ecolab documentation filed within	Feb-23		Management plan, annual notification documentation, copies of the pesticide applicator's license and copies of the Safety Data Sheets of the products used.	
Lead-in-Paint	MP Current - Annual maintenance/custodial awareness training records and analysis records maintained within	Feb-23		Management plan and annual awareness training documentation for maintenance/custodial staff working around lead paint.	
Lead-in-Water	MP Current - Testing reports and annual notification maintained within	Feb-23		Management plan, testing records for testing conducted every five years and notification of testing to parents/students/staff members.	An updated notification was not published for LIW this year. Testing was recently completed and results have not been received from the lab yet.
LOTO				Management plan including a list of authorized people, specific energy control procedures for dual sourced equipment, annual training records for authorized people, awareness training records for affected people and annual periodic inspections of procedures with authorized people completed annually.	IEA recommends the district have specific energy control procedures created for equipment within the district. After that has been completed, then the program can be completed and training provided. IEA can provide a proposal for the assessment.

**Chisholm Public Schools
Health Safety Programs**

February 2023

Machine Guarding/Industrial Arts Safety	MP Current - Old machine guarding assessments and training records filed within	Feb-23		Management plan, inventory of shop equipment, assessment of machine guarding hazards and training records for staff members.	There are numerous machine guarding modifications needed in the shops. IEA recommends these items are addressed.
MPCA Air Emission Calculations	Calculations are complete and on file - The district does not need an air permit	2016		MPCA requires potential-to-emit calculations be completed to determine if/when an air permit is required.	
Pharmaceutical Waste				Process for handling and disposing of waste.	
PIT's (forklifts)	The District does not own/operate a PIT				
Playground Safety	MP Current - Annual playground audits and blank inspection forms filed within	Feb-23		Management plan, documentation of playground audits (initially and recommended annually), monthly in-house inspections and training records for those completing the inspections.	IEA recommends the District increase the attention to playground safety. An in-house person should be trained on playground safety inspections and in-house inspections should be completed on a regular basis. IEA will work on this program in the coming year.
Personal Protective Equipment (PPE)	MP Current - Hazard assessment and annual training records filed within	Feb-23		Management plan, hazard assessment documentation and annual training records for staff members.	
Radon				Management plan, testing reports for testing conducted every five years (recommendation) and documentation of the MDH reporting form being submitted.	IEA recommends the district conduct radon testing per EPA, MDH and MDE recommendations.

**Chisholm Public Schools
Health Safety Programs**

February 2023

Respiratory Protection	MP Current -Voluntary user forms and hazard assessment filed within	Feb-23	Voluntary user forms are filed within - Ryan and Jake are CPO's, Joe is a boiler operator	Management plan, respiratory hazard assessment and awareness training records. If employees are required to be enrolled in the program: medical evaluation (every two years), annual fit test and annual training documentation.	Ryan and Jake need to complete their medical evaluations online. Once completed, Ryan, Jake and Joe all need to be fit tested. IEA also recommends ensuring they have the appropriate cartridges as IEA did not select them.
Safety Committee	MP Current	Feb-23		Management plan and documentation of meeting minutes.	IEA recommends having quarterly safety committee meetings and filing the minutes within the program.
Top Screen	District does not have propane tanks in excess of 60,000 lbs, therefore a Top Screen is not required				
UST/AST	MP Current - Inventory maintained within	Feb-23		Management plan, inventory of tanks, ensure tanks are being properly inspected and if applicable, Class A, B and C operator training documentation.	
Welding/Cutting/Brazing	MP Current	Feb-23		If employees are conducting hot work outside of designated areas - A management plan, documentation of hot work permits and training documentation.	



Walking/Working Surfaces Inspection

Client	Chisholm Public Schools	Building:	VS Elementary
IEA Assessor	Jason Hayes	Date	01-03-2023

Location(s) Inspected:	Throughout
All work sites are clean, sanitary and orderly	Yes
All work surfaces are kept dry	Yes
All aisles and passageways are kept clear	Yes
All aisles and passageways are appropriately marked	N/A
Guardrails and handrailings are in place	Yes
There are no observed tripping hazards	Yes
Floor openings are guarded by a secure cover, a guardrail or equivalent on all sides (except at entrances to stairways and ladders)	Yes
Toe boards are installed around the edges of permanent floor openings (where persons may pass below the opening)	N/A
Signs are posted, when appropriate, showing the elevated surface load capacity	N/A
Permanent means of access and egress are provided to evaluated storage and work surfaces?	N/A
Required headroom is provided where necessary	Yes
Snow and ice hazards are cleared	Yes



Walking/Working Surfaces Inspection

Location(s) Inspected:	Boiler Room
All work sites are clean, sanitary and orderly	No
All work surfaces are kept dry	Yes
All aisles and passageways are kept clear	Yes
All aisles and passageways are appropriately marked	Yes
Guardrails and handrailings are in place	Yes
There are no observed tripping hazards	Yes
Floor openings are guarded by a secure cover, a guardrail or equivalent on all sides (except at entrances to stairways and ladders)	No
Toe boards are installed around the edges of permanent floor openings (where persons may pass below the opening)	N/A
Signs are posted, when appropriate, showing the elevated surface load capacity	N/A
Permanent means of access and egress are provided to evaluated storage and work surfaces?	N/A
Required headroom is provided where necessary	Yes
Snow and ice hazards are cleared	Yes



VS Boiler Room – Sump hole presents a trip hazard. IEA recommends covering the openings or marking them in a highly visible way.



VS Boiler Room – There is a water leak coming from the wall under an electrical panel, at the base of the stairs at the entrance to the boiler room. This presents a trip hazard, as well as an electrocution hazard for anyone accessing the panel. IEA recommends finding a permanent solution to the problem.



Walking/Working Surfaces Inspection

Walking/Working Surfaces Inspection



To: Adrian Norman and Mike Fredeen
Date: February 21, 2023

IEA Contact: Taylor Dickinson, CSP – Virginia & Brainerd Regional Manager
(218) 410-9521 | taylor.dickinson@ieasafety.com

The following scope items have been coordinated through your EHS contract with IEA. Please review the listed activities and the proposed schedule for completion below.

Month/Year	Planned Scope Activity
2023	
July	<ul style="list-style-type: none"> Complete a playground inspection Create a customized monthly inspection record Train in-house personnel to complete monthly inspections Update the annual notification wording and send to Lisa for the website
August	<ul style="list-style-type: none"> Preparation time for annual training session Conduct annual maintenance/custodial training Conduct transportation staff training Provide online training modules to each department Ensure Safety Suggestion Forms are present in each break room
September	<ul style="list-style-type: none"> Meet with CHO to review management plan Conduct fume hood check Complete Science Safety Checklist Complete compressed gas assessments
October	<i>*AHERA Third Year inspection due to be completed (pending proposal approval)</i>
November	<ul style="list-style-type: none"> Complete annual emergency eyewash/shower inspections Assess Safety Data Sheet compilations at all departments Inspect first aid kits throughout Complete methylene chloride hazard assessments
December	<ul style="list-style-type: none"> Conduct IAQ walkthrough of Chisholm High School Conduct walking/working surface inspection in Chisholm High School
2024	
January	<ul style="list-style-type: none"> Conduct IAQ walkthrough of Chisholm Elementary and VS Elementary Conduct walking/working surfaces inspection in Elementary schools
February	<ul style="list-style-type: none"> Complete annual program review letter Complete site visit scheduling letter for FY 24-25 Complete Tier II reporting Complete hazardous waste reporting
March	<ul style="list-style-type: none"> Enter B3 Benchmarking data for 2023
April	<ul style="list-style-type: none"> AHERA 6-month periodic surveillance inspection – Round 1
May	
June	

**IEA did not have contract time to assist the district in completing updated fall hazard assessments, assessing tank & DOT compliance or job hazard analyses with staff.*

Office of the Revisor of Statutes

HF 2012 as introduced - 93rd Legislature (2023 - 2024) Posted on 02/20/2023 12:21 pm

KEY: stricken = removed, old language. underscored = added, new language.[Version List](#) [Authors and Status](#)Jump to page/line #

Current Version - as introduced

- 1.1 A bill for an act
 1.2 relating to taxation; taconite production tax; modifying the distribution of the
 1.3 taconite production tax; amending Minnesota Statutes 2022, section 298.28,
 1.4 subdivisions 5, 7a.
 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Minnesota Statutes 2022, section 298.28, subdivision 5, is amended to read:
 1.7 Subd. 5. **Counties.** (a) 21.05 cents per taxable ton ~~for distributions in 2015 through 2023,~~
 1.8 ~~and 26.05 cents per taxable ton for distributions beginning in 2024,~~ is allocated to counties
 1.9 to be distributed, based upon certification by the commissioner of revenue, under paragraphs
 1.10 (b) to (d).
 1.11 (b) 10.525 cents per taxable ton shall be distributed to the county in which the taconite
 1.12 is mined or quarried or in which the concentrate is produced, less any amount which is to
 1.13 be distributed pursuant to paragraph (c). The apportionment formula prescribed in subdivision
 1.14 2 is the basis for the distribution.
 1.15 (c) 1.0 cent per taxable ton of the tax distributed to the counties under paragraph (b)
 1.16 shall be paid to a county that received a distribution under this section in 2000 because there
 1.17 was located in the county an electric power plant owned by and providing the primary source
 1.18 of power for a taxpayer mining and concentrating taconite in a different county.
 1.19 (d) 10.525 cents per taxable ton ~~for distributions in 2015 through 2023, and 15.525 cents~~
 1.20 ~~per taxable ton for distributions beginning in 2024,~~ shall be paid to the county from which
 1.21 the taconite was mined, quarried or concentrated to be deposited in the county road and
 1.22 bridge fund. If the mining, quarrying and concentrating, or separate steps in any of those
 2.1 processes are carried on in more than one county, the commissioner shall follow the
 2.2 apportionment formula prescribed in subdivision 2.
- 2.3 **EFFECTIVE DATE.** This section is effective the day following final enactment.
- 2.4 Sec. 2. Minnesota Statutes 2022, section 298.28, subdivision 7a, is amended to read:
 2.5 Subd. 7a. **Iron Range school consolidation and cooperatively operated school**
 2.6 **account.** (a) The following amounts must be allocated to the commissioner of Iron Range
 2.7 resources and rehabilitation to be deposited in the Iron Range school consolidation and
 2.8 cooperatively operated school account that is hereby created:
 2.9 (1) ~~(i) for distributions beginning in 2015 through 2023,~~ ten cents per taxable ton of the
 2.10 tax imposed under section ~~298.24,~~ and
 2.11 ~~(ii) for distributions beginning in 2024, five cents per taxable ton of the tax imposed~~
 2.12 ~~under section 298.24;~~
 2.13 (2) the amount as determined under section 298.17, paragraph (b), clause (3); and
 2.14 (3) any other amount as provided by law.
 2.15 (b) Expenditures from this account may be approved as ongoing annual expenditures
 2.16 and shall be made only to provide disbursements to assist school districts with the payment
 2.17 of bonds that were issued for qualified school projects, or for any other school disbursement
 2.18 as approved by the commissioner of Iron Range resources and rehabilitation after consultation
 2.19 with the Iron Range Resources and Rehabilitation Board. For purposes of this section,
 2.20 "qualified school projects" means school projects within the taconite assistance area as
 2.21 defined in section 273.1341, that were (1) approved, by referendum, ~~after~~ April 3, 2006;
 2.22 and (2) approved by the commissioner of education pursuant to section 23B.71.

- ~~2.23~~
2.25 (c) Beginning in fiscal year 2019, the disbursement to school districts for payments for
2.26 bonds issued under section [123A.482](#), subdivision 9, must be increased each year to offset
2.27 any reduction in debt service equalization aid that the school district qualifies for in that
2.28 year, under section [123B.53, subdivision 6](#), compared with the amount the school district
2.29 qualified for in fiscal year 2018.
2.30 (d) No expenditure under this section shall be made unless approved by the commissioner
of Iron Range resources and rehabilitation after consultation with the Iron Range Resources
and Rehabilitation Board.
- 2.31

EFFECTIVE DATE. This section is effective the day following final enactment.

Office of the Revisor of Statutes

HF 1779 as introduced - 93rd Legislature (2023 - 2024) Posted on 02/15/2023 09:11 am

KEY: ~~stricken~~ = removed, old language. underscored = added, new language.

[Version List](#) [Authors and Status](#)



Jump to page/line #

Current Version - as introduced

- 1.1 A bill for an act
- 1.2 relating to taxation; minerals; modifying distributions to the Iron Range school
- 1.3 consolidation and cooperatively operated school account; amending Minnesota
- 1.4 Statutes 2022, section 298.28, subdivision 7a.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Minnesota Statutes 2022, section 298.28, subdivision 7a, is amended to read:
- 1.7 Subd. 7a. **Iron Range school consolidation and cooperatively operated school**
- 1.8 **account.** (a) The following amounts must be allocated to the commissioner of Iron Range
- 1.9 resources and rehabilitation to be deposited in the Iron Range school consolidation and
- 1.10 cooperatively operated school account that is hereby created:
- 1.11 (1)(i) for distributions in 2015 through ~~2023~~ 2033, ten cents per taxable ton of the tax
- 1.12 imposed under section 298.24; and
- 1.13 (ii) for distributions beginning in ~~2024~~ 2034, five cents per taxable ton of the tax imposed
- 1.14 under section 298.24;
- 1.15 (2) the amount as determined under section 298.17, paragraph (b), clause (3); and
- 1.16 (3) any other amount as provided by law.
- 1.17 (b) Expenditures from this account may be approved as ongoing annual expenditures
- 1.18 and shall be made only to provide disbursements to assist school districts with the payment
- 1.19 of bonds that were issued for qualified school projects, or for any other school disbursement
- 1.20 as approved by the commissioner of Iron Range resources and rehabilitation after consultation
- 1.21 with the Iron Range Resources and Rehabilitation Board. For purposes of this section,
- 1.22 "qualified school projects" means school projects within the taconite assistance area as
- 2.1 defined in section 273.1341, that were (1) approved, by referendum, after April 3, 2006;
- 2.2 and (2) approved by the commissioner of education pursuant to section 123B.71.
- 2.3 (c) Beginning in fiscal year 2019, the disbursement to school districts for payments for
- 2.4 bonds issued under section 123A.482, subdivision 9, must be increased each year to offset
- 2.5 any reduction in debt service equalization aid that the school district qualifies for in that
- 2.6 year, under section 123B.53, subdivision 6, compared with the amount the school district
- 2.7 qualified for in fiscal year 2018.
- 2.8 (d) No expenditure under this section shall be made unless approved by the commissioner
- 2.9 of Iron Range resources and rehabilitation after consultation with the Iron Range Resources
- 2.10 and Rehabilitation Board.
- 2.11 **EFFECTIVE DATE.** This section is effective the day following final enactment.