

Chisholm School District School Board Meeting Agenda

Monday, May 8, 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. InGensa Presentation

IV. Approve Agenda

V. Reports

VI. Consent Agenda

A. Minutes of the April 24, 2023, Regular Meeting 3

Minutes of the April 24, 2023, Special Meeting

Payrolls for the Month of April 2023 in the amount of \$660,682.51.

Accounts Payable for the Month of April 2023 in the amount of \$218,416.48.

Electronic Fund Transfers for the Month of April 2023 in the amount of \$1,500,805.60.

Attachments:

SBM 4/24/23 3

SBM 4/24/23 Special Meeting 5

AP April 2023 6

Payrolls for the Month of April 2023 11

Electronic Funds Transfer April 2023	12
VII. Action Agenda	
A. Motion to accept the resignation of Brian Vajdl, Transportation Foreman, Chisholm Public Schools, effective May 4, 2023.	13
Attachments:	
BV Resignation	13
B. Motion to approve payment to Frontline Education in the amount of \$6,079.71 for Applicant Tracking effective 7/1/2023 - 6/30/2024.	
Attachments:	
6/23 Frontline Applicant Tracking	14
C. Motion to approve the resolution to accept donations.	
Attachments:	
5/8/23 Donations	15
VIII. Discussion	
IX. Information	
A. School Board Self Evaluation Overview	16
Attachments:	
Chisholm_Overview 04.20.2023	16
B. Enrollment Numbers	
Attachments:	
May 2023 Enrollment	21
X. Adjourn	

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:03 P.M. on April 11, 2023, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Lappi, Casey, and Chair Rahja.

Public Comment: None

Recognition of Guests and Visitors: None

APPROVE AGENDA

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

REPORTS

Travis Vake addressed the board regarding the following: AD banquet will be at Valentini's May 29th at 6:00 PM. He will have a presentation at the next meeting.

Mike Fredeen addressed the board regarding the following: Lead Paint testing recap, Bus 1 Brake failure – tow and fixed, MASMS seminar, Holly Hoffman presented, Better yourself you better others, build relationships, Looking at a used 2013 Kobata F2080 with 661 hrs. & sweeper, Planning summer cleaning schedule with crew, Lift Van #12 Ram is fixed and back in service to haul students, Review concepts for new CE design and use of HS space.

APPROVE CONSENT AGENDA

Moved by Director Lappi supported by Director Randa Sauter to approve the consent agenda which consists of the Minutes of the April 11, 2023, Regular Meeting. Motion carried unanimously.

Personnel:

APPROVE HIRING TRAVIS VAKE

Moved by Director Corradi Simon supported by Director Rice to approve the hiring of Travis Vake to Job #224, Pep Club Advisor, effective August 29, 2023. Motion carried unanimously.

ACCEPT RESIGNATION FROM LORI WASELK

Moved by Director Casey, supported by Director Corradi Simon to accept the resignation from Lori Waselk, Paraprofessional, Elementary School, effective June 2, 2023. Motion carried unanimously.

ACCEPT RESIGNATION FROM DAVID PALLIN

Moved by Director Rice, supported by Director Corradi Simon to accept the resignation for the purpose of retirement from David Pallin, Custodian/Bus Driver, HS, effective June 2, 2023. Motion carried unanimously.

ACCEPT THE RESIGNATION FROM JENNIFER ZBACNIK MARTIN

Moved by Director Lappi, supported by Director Corradi Simon to accept the resignation from Jennifer Zbacnik Martin, Pep Club Advisor, effective June 2, 2023. Motion carried unanimously.

ACCEPT THE RESIGNATION FROM JESSE HANCOCK

Moved by Director Casey, supported by Director Randa Sauter to accept the resignation from Jesse Hancock, Special Education Teacher, HS, effective June 2, 2023. Motion carried unanimously. Motion carried unanimously.

Administrative Business:

TABLE PAYMENT TO RENAISSANCE

Moved by Director Rice supported by Director Casey to table the motion until a later date. Motion carried unanimously.

Discussion:

-Director Rice discussed the self-evaluation.³Will have copies of results at the next meeting.

Information:

-Enrollment numbers

ADJOURN

Moved by Director Lappi, supported by Director Corradi Simon to adjourn the meeting at 5:20 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

The Special Meeting of the School Board, Independent School District No. 695, was called to order at 5:30 P.M. on April 24, 2023, in the Elementary Board Room. Members present: Directors Sauter, Corradi Simon, Rice, Lappi, Casey, and Chair Rahja.

Discussion: It was decided by show of hands to interview candidates B, D and E. Interviews will be on May 5th, 2023, starting at 8:30 AM in the Chisholm Elementary Board Room.

ADJOURN

Moved by Director Lappi, supported by Chair Rahja to adjourn the meeting at 6:03 P.M. Motion carried unanimously.

Summary of Payments Issued:

APRIL Accounts Payable Checks	\$154,353.57
APRIL Accounts Payable Wires	<u>\$64,062.91</u>
Total Accounts Payable	\$218,416.48

ISD 695-Chisholm

Void Payment Listing with Detail

Batch Co	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Curr	Print	Recon	Void	You No	Period	Void Dt	Amount
0695	36772	10	67980	04/24/2023	Check	1	00668	JENNIFER FLEMING	USD	Yes	No	Yes	62029	202310	04/25/2023	(193.00)
													62029	202310	04/24/2023	193.00
Payment Total:																
0.00																

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
10		36735		Wire	1 06857		NORTHEAST SERVICE COOP - INSUR		No	No	No	04/05/2023	63,911.66
10		36749		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	04/14/2023	151.25
Bank Total:												\$64,062.91	
Report Total:												\$64,062.91	

ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	36734	67944	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	04/05/2023	1,322.67
		36745	67951	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	04/14/2023	2,213.62
		36744	67952	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	04/14/2023	791.81
		36742	67953	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	04/14/2023	2,090.07
		36738	67945	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	04/05/2023	2,959.00
		36739	67946	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	04/05/2023	350.00
		36740	67947	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	04/05/2023	11,537.00
		36750	67958	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	04/17/2023	6,343.58
		36771	67979	Check	1	3938		CITY OF HIBBING	Yes	No	No	USD	04/20/2023	38.00
		36746	67954	Check	1	2668		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	04/14/2023	1,034.08
		36732	67941	Check	1	3841		CREATIVE LEARNING SYSTEMS	Yes	No	No	USD	04/05/2023	29,875.00
		36752	67959	Check	1	10255		DEX MEDIA	Yes	No	No	USD	04/17/2023	139.00
		36741	67948	Check	1	3672		ELIZABETH CARROLL	Yes	No	No	USD	04/05/2023	66.99
		36773	67981	Check	1	3929	R1	GIPPER MEDIA INC	Yes	No	No	USD	04/25/2023	830.14
		36756	67960	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	04/17/2023	403.90
		36761	67969	Check	1	04376		ISD #2142 ST LOUIS COUNTY	Yes	No	No	USD	04/17/2023	3,162.53
		36768	67973	Check	1	3928		JEANNE JUGOVICH	Yes	No	No	USD	04/18/2023	291.30
		36774	67982	Check	1	00668		JENNIFER FLEMING	Yes	No	No	USD	04/18/2023	193.00
		36769	67974	Check	1	3935		JENNIFER ROLLE	Yes	No	No	USD	04/25/2023	134.30
		36766	67975	Check	1	3830		KATRINA SWALBY	Yes	No	No	USD	04/18/2023	54.82
		36776	67984	Check	1	3715		KRISTEN HOHEISEL	Yes	No	No	USD	04/18/2023	243.75
		36759	67961	Check	1	3927		KYLE E FAIRBANKS	Yes	No	No	USD	04/17/2023	198.00
		36760	67962	Check	1	3931		LINDA RISANEN	Yes	No	No	USD	04/17/2023	86.00
		36733	67942	Check	1	3926		LOU AMISTADI	Yes	No	No	USD	04/05/2023	5,292.00
		36775	67983	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	04/27/2023	2,573.65
		36767	67976	Check	1	3861		MASC	Yes	No	No	USD	04/18/2023	440.00
		36765	67977	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	04/18/2023	16,435.30
		36737	67949	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	04/05/2023	2,137.11
		36757	67963	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	04/17/2023	1,100.00
		36763	67971	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	04/18/2023	12,000.00
		36743	67955	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	04/14/2023	3,101.67
		36781	67943	Check	1	06375		MN POWER	Yes	No	No	USD	04/05/2023	15,805.56
		36751	67964	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	04/17/2023	6,873.00
		36736	67950	Check	1	06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	04/05/2023	8,951.00
		36747	67956	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	04/14/2023	12.87
		36748	67957	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	04/14/2023	246.00
		36762	67970	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	04/17/2023	2,100.61
		36754	67965	Check	1	2019	R1	PITNEY BOWES INC	Yes	No	No	USD	04/17/2023	74.69
		36753	67966	Check	1	1968		SCHOOL NURSE SUPPLY, INC	Yes	No	No	USD	04/17/2023	143.61
		36770	67978	Check	1	3936		SETH KERSTEN	Yes	No	No	USD	04/18/2023	158.28
		36764	67972	Check	1	1808		ST LOUIS CTY AUDITOR	Yes	No	No	USD	04/18/2023	655.48

ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	36758	67967	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	04/17/2023	1,320.47
		36755	67968	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	04/17/2023	11,173.71
Bank Total: 10														
Report Total: \$154,353.57														
Report Total: \$154,353.57														



CHISHOLM
I.S.D. 695

300 3rd Ave. SW
Chisholm, MN 55719
Tel: (218) 254-5726
Fax: (218) 254-3741
Web: chisholm.k12.mn.us

Adrian Norman III
Superintendent

Mark C. Morrison
7-12 Principal

Karla Winter
Pre K-6 Principal

Jennifer Crotteau
Counselor

Travis Vake
Activities Director

Mike Fredeen
Building & Grounds
Manager

May 8, 2023

To: Adrian Norman
Superintendent

The following is a summary of payrolls for the month of April 2023.

April Payrolls

April 14 payroll	\$ 322,406.06
April 28 payroll	\$ 338,276.45

Total Payrolls	\$ 660,682.51
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Alex Kaczor
Business Manager
AK:kk

INDEPENDENT SCHOOL DISTRICT NO. 695
 CHISHOLM PUBLIC SCHOOLS
 CHISHOLM, MN 55719

April 2023

SUMMARY OF ELECTRONIC FUND TRANSFERS

Amount	From	To	Purpose
\$ 92.10	Park State Bank	Bremer Bank	Direct Deposit Payment
\$ 83.05	Park State Bank	Merchant Bankcard	Community Ed. - Web Store Monthly Charges
\$ 608.65	Park State Bank	Trans First Bank	Activities Office - Monthly Service Charge
\$ 21.80	Park State Bank	Gateway Services - R Schools Today	Activities Office - Monthly Service Charge
\$ 1,500,000.00	PMA Financial Network	Park State Bank	Operating Transfer
\$ -	Park State Bank	MN State Retirement System	Health Care Savings Plan
\$ -	PMA Financial Network	U.S. Bank	Debt Service Transfer
\$ -	MN Liquid Asset Fund	Park State Bank	Investment to Cash
Total -			
\$ 1,500,805.60			

May 4, 2023

AS OF May 4, 2023, I, Brian Vajdl
Submit my Resignation from ISO 695.

Sincerely,
Brian Vajdl
BVajdl

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

Start Date: 7/1/2023
Due Date: 7/31/2023

PAYMENT INFORMATION

Please send checks to:

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

To make payment via ACH/EFT:

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

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

Please send remittance advice to Billing@FrontlineEd.com.

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

Qty	Description	Start	End	End User	Rate	Amount
1	Applicant Tracking, unlimited usage for internal employees	7/1/2023	6/30/2024	15092 Chisholm ISD 695	\$6,079.71	\$6,079.71

Your timely payment is important to maintain a continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. Therefore, we are unable to address questions based on PO#. If information is needed about your PO#, please contact your organization's financial department.

SUBTOTAL \$6,079.71

TOTAL DUE \$6,079.71
by 7/31/2023

At the Independent School District No. 695 Board meeting held on May 8th, 2023 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 23-05-8

RESOLUTION ACCEPTING DONATION OF \$100.00 FROM COURTNEY AND JASON WORLIE FOR SENIOR CLASS PROM.

Independent School District No. 695 must accept donations by way of a Resolution.

IT IS HEREBY RESOLVED by Independent School District No. 695 to accept the above list of donations.

The motion to adopt the foregoing Resolution was duly supported by Director _____, and upon being put to a vote, carried as follows:

FOR ADOPTION: Director
 Director
 Director
 Director
 Director
 Director

ABSTAINING:

AGAINST ADOPTION:

ABSENT:

Passed and adopted this 8th day of May 2023.

BY ORDER OF THE SCHOOL BOARD

School District Clerk



School Board Self-Evaluation

<i>School District and Evaluation Year</i>	
Chisholm	2023
Chisholm	2017

Prepared by:

Gail Gilman

Director of Strategic Planning and Board Leadership

Minnesota School Boards Association

1900 West Jefferson Avenue

St. Peter, MN 56082-3015

Office: 507-934-2450 or 800-324-4459

Desk: 507-934-8130

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ggilman@mnmsba.org





School Board Self-Evaluation Framework for Governance

The School Board Self-Evaluation results reflect the collective responses of the board team (board members and superintendent). These results build a profile of the board’s work in five standards (Conduct and Ethics, Vision, Structure, Accountability, Advocacy and Communication) of board practice proven to support student achievement.

The data on the following page is organized in a color-coded, horizontal-stacked bar chart that shows the board team’s results at the level of the five standards. The explanation for the color code is just above the data chart.

Analyzing your Results: Looking at Data

Start with the following page, which shows your district’s aggregated data for each of the five standards. Identify standards that capture strengths, growth areas and or divergent perspectives, then work through the benchmarks and indicators for those standards.

Here is a simple protocol for your use:

Step 1: What do you see?

- Describe what you see in the data, identify where it is located to the group. This is not about interpretation at this stage, only what you see.
- List the descriptions on chart paper.

Step 2: What does the data suggest?

- Discuss what the data suggests and try to generate different interpretations. Ask clarifying questions of one another to increase clarity and understanding of one another’s perspectives.
- List responses on the chart paper

Step 3: Identify goal areas from the lists generated.

Step 4: Build two to three goals using the S.M.A.R.T. goal framework.

- **S** = Simple: Is it clear and easy to understand?
- **M** = Measurable: Is it clear what the school board will use to indicate successful performance?
- **A** = Achievable: Is it within the scope of the board’s sphere of control/responsibility?
- **R** = Realistic: Will successful performance on this goal benefit the school district?
- **T** = Time-bound: Is it clear what the school board will see and when?

Measurable Progress for Goals Identified Above:

- Indicates or signals change
- Indicators can be assessed or observed
- Examples include:
 - Measurements
 - Specific activities
 - Behavioral change
 - Shift or reallocation of school district resources



School Board Self-Evaluation

MSBA believes your school district will find it beneficial to drill down to individual items under the benchmarks. If your board team would like to dig deeper into the School Board Self-Evaluation and data, MSBA provides an opportunity to use your evaluation data as an in-district in-service for a fee. During this 2-3 hour in-service, MSBA staff will provide your school board with more in-depth individualized data and reports designed for the board's ongoing improvement. MSBA staff will lead the conversation on the individualized report and assist your school board with discussion and setting board team improvement goals.

If your board team would like to dig deeper into the self-evaluation and data, contact Gail Gilman (ggilman@mnmsba.org) or call (1-800-324-4459) for the cost associated with this board in-service and to arrange a date for an MSBA staff member to facilitate.

Thank you for your time and thoughtful efforts in completing the School Board Self-Evaluation.

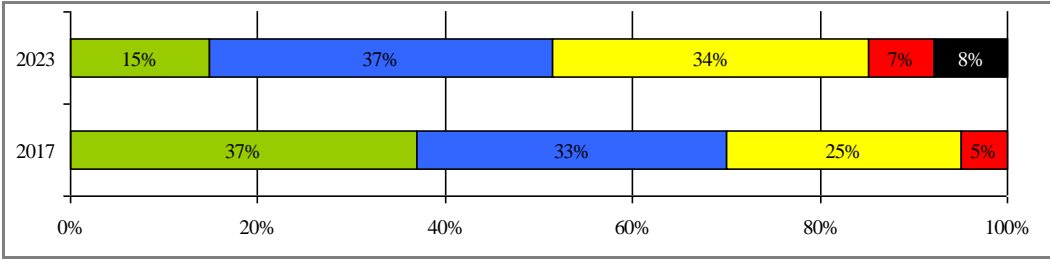
MSBA looks forward to serving your school board and being the association, "Where Minnesota School Boards Learn to Lead."



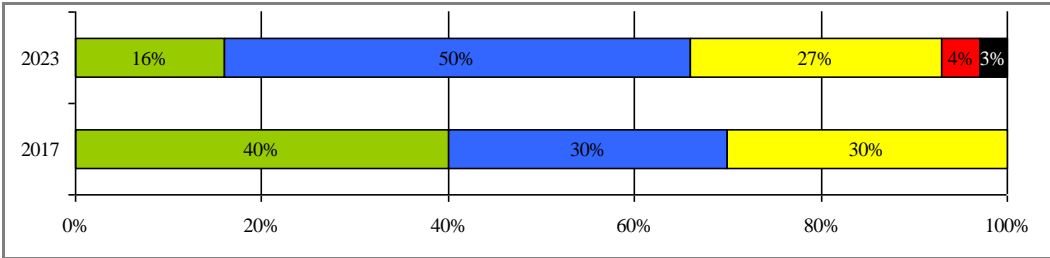
Framework for Governance: Aggregate Data

■ Always
 ■ Most of the time
 ■ Some of the time
 ■ Never
 ■ Don't know

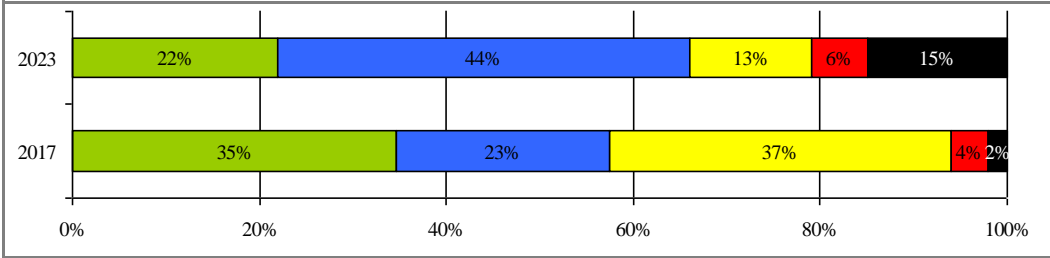
Standard 1
Conduct and Ethics:
 Provide responsible school district governance



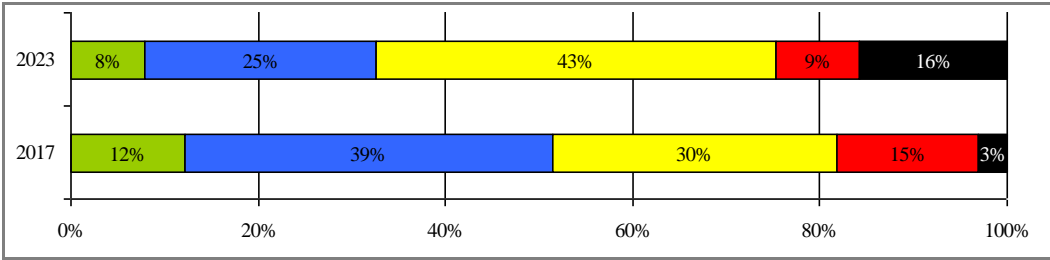
Standard 2
Vision:
 Set and communicate high expectations for student learning with clear goals and plans for meeting those



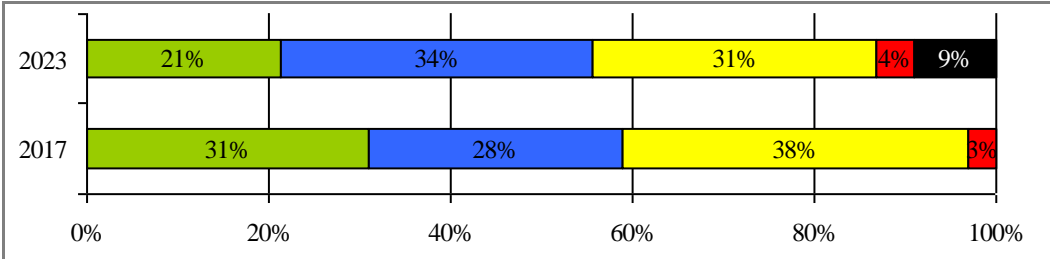
Standard 3
Structure:
 Create conditions district-wide for student and staff success



Standard 4
Accountability:
 Hold school district accountable for meeting student learning expectations



Standard 5
Advocacy and Communication:
 Engage local community and represent the values and expectations they hold for their schools



2022-2023 Enrollment

Grade	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
VPK	13	13	13	13	14	14	16	14	14
KG	47	47	47	48	47	45	46	45	45
1st	48	46	46	48	46	44	45	45	45
2nd	48	48	49	47	49	50	50	50	50
3rd	44	43	42	44	41	42	42	42	42
4th	52	52	52	51	52	52	53	53	53
5th	39	39	38	39	38	38	38	38	38
6th	46	46	46	46	47	46	47	47	47
7th	46	45	45	46	45	46	46	44	45
8th	76	75	75	76	74	74	74	73	73
9th	60	59	58	60	57	55	55	55	55
10th	57	58	58	57	58	54	54	53	53
11th	52	53	53	52	52	52	52	51	51
12th	43	41	40	43	40	40	40	40	40

Total	671	665	662	670	660	650	658	650	651