

Chisholm School District School Board Meeting Agenda

Monday, June 22, 2020 at 5:00 PM
Regular Meeting
Teleconference

(US) +1 415-841-2323
PIN: ?588 389 050?#

I. Determination of Quorum and Call to Order

II. Public Comment:

Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.

III. Recognition of Guests and Visitors

IV. Approve Agenda

V. Approve Minutes

A. Approve the June 8, 2020, Regular Meeting Minutes

VI. Reports

VII. Correspondence

VIII. Consent Agenda

A. Approve Facility Use Request

Facility use request for the High School gym and girls locker room, June 23 through July 29, 2020, Mondays, Tuesdays, and Wednesdays, from 9a-12p, for open gym.
COVID guidelines attached.

B. Approve Payroll

6/15: \$242,541.75

6/30: \$680,359.11

Total: \$922,900.86

C. Approve Accounts Payable for \$153,950.45

D. Approve Weightlifting/Football Safety Plan

IX. Action Agenda

- A. Approve Joe Phillips 2020-2022 Contract
 - B. Approve the FY 21 Budget
 - C. Approve Posting for the Iron Range Youth in Action Advisor for the 2020-2021 School Year
 - D. Approve Posting for the Pep Club Advisor position for the 2020-2021 School Year
 - E. Approve Posting for One-Act Advisor for the 2020-2021 School Year
 - F. Approve Posting for Jr. high and Sr. high Drama Advisor for the 2020-2021 School Year
 - G. Approve Posting for the Yearbook Advisor position for the 2020-2021 School Year
 - H. Approve Posting for the Close-Up Co-Advisor position for the 2020-2021 School Year
 - I. Approve Posting for the Speech Co-Advisor position for the 2020-2021 School Year
 - J. Approve Posting for the Art Club Advisor position for the 2020-2021 School Year
 - K. Accept Cynthia Nehiba's Resignation as Dimensions Coordinator
 - L. Approve Posting for Dimensions Coordinator for the 2020-2021 School Year
 - M. Approve the Sterle & Company Contract
 - N. Approve the District's portion of \$2,500 to Central Range Collaboration IRRRB Matching Grant
- X. Discussion**
- A. Schedule Working Session
- XI. Information**
- A. Voluntary Eyewear Plan
 - B. Social Media Report Card
- XII. Adjourn**

Chisholm School District School Board Meeting Agenda

Monday, June 8, 2020 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order

Attendance Taken at 5:01 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Present. Superintendent Blanchard was in attendance

II. Public Comment:

III. Recognition of Guests and Visitors

There were no guests or visitors.

IV. Approve Agenda

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

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

V. Approve Minutes

A. Approve the May 26, 2020, Regular Meeting Minutes

It was moved by Cindy Rice and seconded by Clarice Sever to approve the May 26, 2020, regular meeting minutes. Motion Passed.

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

B. Approve the June 1, 2020, Working Session minutes

It was moved by Shelly Lappi and seconded by Cindy Rice to approve the June 1, 2020, working session minutes. Motion Passed.

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

VI. Reports

Superintendent Blanchard reported that the Community Foundation granted the football team money.

The gutters are being replaced and the project is anticipated to be completed by the end of June.

Dr. Blanchard gave an update on the technology for the upcoming school year.

She gave a short update the flooring project in the high school.

VII. Correspondence

A. Letter from the Family of Darcy Lucas

B. Card from the Family of Darcy Lucas

VIII. Consent Agenda

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

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

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

IX. Action Agenda

- A. Approve Nicholas Milani Continuing Education for a Master's Degree

It was moved by Clarice Sever and seconded by Jaclyn Corradi Simon to approve Nicholas Milani continuing education for a Master's Degree. Motion Passed.

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

- B. Approve INAC Contract Renewal

It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to approve the INAC 7/1/2020 to 6/30/2021 contract renewal at an increase of \$0.10 per meal. Motion Passed.

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

- C. Approve the Hire of Meagan Scipioni as a Special Education teacher

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to approve the hire of Meagan Scipioni as a special education teacher for the 2020-2021 school year at a BA+15 Step 4 for \$50,491 per year, time of hire 5:23p, June 8, 2020. Motion Passed.

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

- D. Approve the Hire of Debbie Jackson as a Special Education teacher

It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve the hire of Debbie Jackson as a special education teacher for the 2020-2021 school year at MA Step 3, \$53,651 per year, time of hire 5:25p, June 8, 2020. Motion Passed.

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

- E. Approve the Renewal for ARCC Membership

It was moved by Jaclyn Corradi Simon and seconded by Clarice Sever to approve the renewal for ARCC membership for fiscal year 21. Motion Passed.

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

- F. Approve the #SocialSchool4EDU Annual Payment

It was moved by Shelly Lappi and seconded by Bob Rahja to approve the annual payment to #SocialSchool4EDU for \$8,000 for fiscal year 21. Motion Passed.

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

- G. Approve FY 21 hourly rate increase for Para educator substitutes on Teachers on Call from \$10 per hour to \$14 per hour

It was moved by Clarice Sever and seconded by Bob Rahja to approve FY 21 hourly rate for TOC Para Educator substitutes from \$10.00 an hour to \$14.00 an hour.

Motion Passed.

- Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: Abstain (With Conflict), Sever: **Yea**
- H. Approve FY 21 daily rate increase for teachers from \$95.00 a day to \$100.00 a day
It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve FY 21 daily rate increase for teachers from \$95.00 a day to \$100.00 a day. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- I. Approve the FY 21 Vaaler Insurance Proposal
It was moved by Jaclyn Corradi Simon and seconded by Clarice Sever to approve the FY 21 Vaaler Insurance proposal. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- J. Approve Range Mental Health Contract for ADAPT Services
It was moved by Clarice Sever and seconded by Cindy Rice to approve the May 27, 2020 to December 31, 2020, Range Mental Health Contract to continue ADAPT services. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- K. Terminate Alicia Witte's Para Educator Position
It was moved by Clarice Sever and seconded by Jaclyn Corradi Simon to terminate Alicia Witte's para educator position at the Vaughan-Steffensrud elementary for the 2020-2021 school year. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- L. Accept Megan Zubich's Resignation
It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to accept Megan Zubich's resignation effective June 8, 2020. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- M. Accept Heather Tomczak's Resignation
It was moved by Shelly Lappi and seconded by Clarice Sever to accept Heather Tomczak's resignation effective June 8, 2020. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Nay**, Sever: **Yea**
- N. Approve Posting for a High School English Teacher for 2020-2021 School Year
It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve posting for a high school English teacher for the 2020-2021 school year. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**
- O. Approve Posting for a High School Art Teacher for 2020-2021 School Year
It was moved by Clarice Sever and seconded by Jaclyn Corradi Simon to approve posting for a high school art teacher for the 2020-2021 school year. Motion Passed.
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Nay**, Sever: **Yea**

X. Discussion

Rice discussed that she is disappointed to be losing the High School Art teacher, Tomczak, and that she would like to get more information about why the teacher is leaving after many years of service.

XI. Information

A. Monthly Teachers on Call Report

B. Facility Cleaning & Disinfecting

The board discussed cleaning and disinfecting guidelines for the upcoming school year regarding COVID 19.

Dr. Blanchard thanked the Minnesota Discover Center for the use of the large parking lot free of charge and to Diane Y. for her lilacs from her personal lilac tree for use at graduation.

XII. Adjourn

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to adjourn at 6:05p. Motion Passed.

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



Application for Use of School Facilities

The undersigned requests the rental privileges of the following school facilities:

Building: _____

Facilities: _____

Date: If the activity is a one day event, please complete: _____
(date)

OR

If the activity is to continue throughout the school year please complete:

_____ Beginning: _____ Ending: _____
(Day(s) of the month) (Month & Day) (Month, Day, & Year)
(i.e. , 1st & 2nd Mon)

Time: From: _____ .M. To: _____ .M.

Purpose: _____

Anticipated Attendance: _____ Admission Charge: _____

Name of Certified lifeguard who will be in charge: _____
(If swimming pool is to be used, a certified lifeguard must be present at all times.)

Organization: _____

Your official Connection: _____

The undersigned is authorized to make this request and assume full responsibility for any damages, breakage, or loss to furniture or equipment and for the observance of all rules and regulations, which relate to this permit. PLEASE READ AND OBSERVE CAREFULLY RULES AND REGULATIONS ON REVERSE SIDE OF THIS APPLICATION. Your cooperation in keeping this building clean and orderly at all times will greatly appreciate. We reserve the right to cancel any permits.

Signature: Pam Pioske

Address: _____

Telephone Number: _____

Date: _____

Special Requests or Remarks: _____

Board of Education
Independent School District No. 695
Chisholm, MN 55719

Date Approved: _____

RULES AND REGULATIONS

FIRST PRIORITY FOR USE OF SCHOOL FACILITIES IS GIVEN TO: All day and evening school activities, Community Education Programs, Parent-Teacher Associations within district, and City Recreation Department requests, when working with student groups.

<u>FEES TO BE CHARGED:</u>	\$50	for use of Kitchen
	\$75	for use of Gymnasium
	\$300	for Auditorium per performance
	\$100	for Auditorium for local organizations
	\$100	for use of Football Field Complex
	\$150	for use of Football Field with Field House
	\$ 40	for use of Jr. High Pool and other school gyms

In addition to the above fees, it is understood that the cost of cooks, custodial help, electrician, or other personnel needed, will be paid by the organization requesting the use of the facilities. The above charges will be on a one-day basis.

NOTE: Any fees are to be paid directly to the school district. These include such fees as: cost of cooks, custodial help, electrician, drivers, etc.

Applications by NON-SCHOOL ORGANIZATIONS OR GROUPS will be considered only if requested school facilities are available at that time.

All activities or meetings must end by 10:30 P.M. When group leaves, custodians should be notified so that doors may be locked immediately, lights turned out, and premises checked.

Use of large or heavy equipment on floors, as well as nailing of fixtures or other equipment to the walls or floors is NOT PERMITTED. Groups using facilities shall be held responsible for any damage to premises and breakage or loss of equipment, etc., which occurs while said group is on premises.

The use of INTOXICANTS and TOBACCO within the building is STRICTLY PROHIBITED.

CANCELED MEETINGS are to be reported immediately to the Superintendent's Office.

It will be understood that during holidays or when school is not in session, all scheduled activities are automatically canceled – unless formal request is made by organization and approved by Superintendent of Schools or Board of Education.

CAFETERIS FACILITIES: Stoves may be used for making coffee and warming foodstuffs only when requested in application and approved by the Board of Education. A school cafeteria employee must be on duty at all times when kitchen is used and said organization shall pay her wages for the time she is on duty. The use of school dishes, kitchen utensils and equipment is NOT INCLUDED in rental permits for the use of the cafeteria.

SWIMMING POOL: A certified lifeguard must be present at all times when the pool is in use.

Organizations using school facilities when janitors are not regularly on duty (Friday evening, Saturday, and Sunday) must pay hourly wage to janitor(s) who are placed on duty for that time. Only one janitor is usually placed on duty, but if a large or moving group is participating in activity – two or more janitors will be posted.

The Board of Education reserves the right to accept or reject any or all applications for the use of buildings and to cancel any permits previously accepted.

Tax exempt city based organizations and activities which involve Chisholm students will be exempted at the discretion of the board.

Extra costs must be paid by the group if incurred by the Independent School District such as custodians, etc. The board reserves the right to waive any or all of these policies in a case as it sees fit.

Girls Varsity Basketball open gym

The purpose of this open gym is to offer students an opportunity to better their individual skills and promote better health. Open gym will not be used as a social gathering, it will be used as a workout session for Varsity players

- Only 9 students and one supervisor will be allowed in the gym.
- A covid-19 pre-check will be done everyday and a record will be kept.
- Purpose is to practice shooting, individual ball handling drills, and individual skill work.
- Since Basketball is a contact sport there will be no games or scrimmaging allowed. No contact among players.
- Each student will receive a basketball which will only be used by that one student. Equipment will not be shared.
- Basketballs will then be stored separately for those students.
- Only one student will be allowed in the locker room at a time to allow for washing hands.
- Hand sanitizer will be available in the gym.
- Players will practice social distancing, maintaining 6ft apart as much as possible.
- Face masks will be worn by the supervisor and also by the students.
- Parents not allowed due to the gym number limit.
- Open to girls in grades 10-12 due to limited space.

Chisholm Girls Varsity Volleyball open gym.

The purpose of this open gym is to offer students an opportunity to better their individual skills and promote better health. Open gym will not be used as a social gathering, it will be used as a workout session for Varsity players.

- Only 9 students and one supervisor will be allowed in the gym.
- A covid-19 pre-check will be done everyday and a record will be kept.
- Purpose is to practice serving, hitting, passing, individual ball handling and individual skill work.
- Volleyball is a non-contact sport. Minimal scrimmaging will be allowed, playing with only three to four girls on each side of the net. No contact among players.
- When scrimmaging, the ball will be cleaned regularly and students will be using hand sanitizer.
- Setter will be required to wear gloves.
- Each student will checkout a volleyball which will only be used by that one student.
- When serving, hitting, passing, students will only use their ball.
- Volleyballs will then be stored separately for those students.
- Only one student will be allowed in the locker room at a time to allow for washing hands.
- Hand sanitizer will be available in the gym.
- Players will practice social distancing remaining 6ft apart as much as possible.
- Face masks will be worn by the supervisor and also by the students.
- Parents not allowed due to the gym number limit.
- Open to girls Varsity volleyball players due to limited space.

2020 Chisholm High School Summer Workout Safety Plan (Weightlifting/Football)

Beginning on June 15th, in accordance with MSHSL, Phase I of the back to play plan begins, allowing the following:

June 15 – Aug 7, 2020 (with blackout dates of July 3,4,5)

Coaches CAN work with their student-athletes in person. These groups must follow the MDH, CDC, and NFHS rules.

Guidelines that must, and will, be followed by all Chisholm staff working with student-athletes during ALL phases include:

- No Locker Room Use
- No access to school facilities for bathrooms etc.
- Pods are 4 per football/soccer sized field, 3 per baseball field, 2 per ice rink, 1 per basketball/volleyball court
- Pods can be no greater than 10 including coaches
- Pods can't mix, needs to remain the same every day. Within the pod still need to maintain 6 feet of distance from the next person including a coach. No spotting or partner activities that cause distancing to be less than 6 feet

To summarize, student-athletes will be divided into "pods" of no larger than 10 per pod. This number includes coaches. Based on expected numbers (20-30 daily), myself, Coach Milani, and Coach Lewis will each join a pod of 9 student-athletes to form pods of 10. Students that are "leftover" will form their own pod. These will be upperclassmen that need less supervision or handling. These pods cannot mix once they are established. Once pods are designated, there will be stations around the football field/track allowing maximum distance between pods, while still maintaining 6 feet of distance within pods. Pods will rotate stations and complete all stations throughout the session, including stretches before and after the session to ensure health and safety beyond just the risk of COVID-19.

Once the state moves past Phase I, the following guidelines will be followed:

Phase II: Lower risk sports can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors. Examples: individual running events, throwing events, individual swimming, golf, skiing, weightlifting, and sideline cheer. Playing catch would be included as well (see NFHS rules).

Phase III: Moderate risk sports that involve close sustained contact but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR group sports OR sports that use equipment that can't be cleaned between participants. Examples: basketball, volleyball, baseball, softball, soccer, hockey, tennis, swimming relays, pole vault, high jump, long jump, 7 on 7 football.

Phase IV: High-risk sports that involve close sustained contact between participants, lack of significant protective barriers, and a high probability that respiratory particles will be transmitted between participants. Examples: wrestling, football, competitive cheer, dance.

Summary of Phase II:

Once Phase II begins, student-athletes will be permitted to weightlift in accordance with school policy and the ability to use our facility. The pod system will still be in place to ensure the safety of our participants. That means that there will be session times for each pod in 1-hour increments beginning at 8 AM. If there are more than 20 athletes, exceeding the limit for myself and Coach Lewis, my volunteer coaches that have been screened and permitted to supervise our athletes have committed their time to supervise the upperclassmen in the "extras" pod. Coach Jensen has also committed to supervising a possible afternoon session with a limit of 9 student-athletes to accommodate CDC and MDH guidelines of social distancing.

Within the weight room, student-athletes will be required to maintain 6-feet of distance. This means that participants will not be able to make contact with one another, including spotting. When an athlete begins a set (bench, squat, row, etc.), he or she must finish their entire set before another athlete can use the same bench or machine. Before the next athlete can begin use, the previous participant must clean the entire surface of the equipment with cleaning materials and disinfectants. This is something that should be done at all times anyway, but our coaches will ensure that it is done with extra care to keep our student-athletes safe. Furthermore, when one session is finished, the pod will clean all surfaces of the weight room before the next pod is allowed to begin their session. This ensures that all surfaces should be cleaned a minimum of two times during each session, with other more critical machines being cleaned countless times between each use.

Summary of Phase III:

Once Phase III begins, nothing will change in terms of our weightlifting program. We will follow the same guidelines presented in Phase II inside the weight room. Specific to myself as the football coach, we will begin to participate in 7-on-7 football activities. During this time, players will still be required to maintain 6-feet of distance between and during plays. I will provide multiple footballs for use to ensure that after each play we can give them a clean ball. The ball from the previous play will then be given to me to clean while the next play is happening. I will wear gloves while handling the dirty/clean football to ensure that I am also safe and to keep my players safe. We will still abide by the maximum number of 10 participants, including myself.

Summary of Phase IV:

Once Phase IV begins, nothing will change in terms of our weightlifting program and my 7-on-7 guidelines in accordance with Phase II and Phase III. Specific to myself as the football coach, once we are allowed to begin practicing for our 2020 season, we will continue to be diligent in cleaning all equipment between uses. Each student will be given their own helmet, pads, and practice equipment, but to ensure the continued safety of our athletes, we will require our athletes to clean their pants/jerseys regularly and disinfect their gear after EACH practice. We will provide the necessary equipment required for each athlete to clean their shoulder pads and helmets between each use. This is a step that they will not be used to but something we are willing and able to do to make sure all of our players are healthy and safe. Once all of our athletes have left the facility, coaches will also clean all surfaces of the facility with disinfectants and cleaners to ensure that when they come back the following day, it will be a clean and safe environment. These guidelines for our players also apply to our coaches in cleaning their own equipment daily and on a regular basis. All of this is dependent on the state's and even our school's allowance to begin participating in Fall Activities, including football.

IN THE EVENT OF ILLNESS:

In the event of a student-athlete contracting COVID-19, all other athletes within close proximity will be required to self-quarantine for a 14-day period. With the pod structure in place, that means that only that pod would need to be placed under quarantine for the required amount of time. This structure allows other student-athletes to continue to

participate while still holding their health and safety as our top priority. If a pod with a coach is infected, that does mean the coach will also need to stay away from team activities for a two week period. This plan and execution is not only applicable if a student-athlete (or coach) tests positive for the virus. If a person is showing symptoms of the virus, that pod will also be shut down until the individual gets tested. If results are negative, the pod may resume workouts. If they test positive, the two-week period begins at that time. Even within pod structure, as stated earlier, 6-feet of distance is still required among coaches and athletes to ensure our best chances of remaining healthy. Along with these guidelines, all student-athletes and their guardians will need to complete a waiver form allowing them to participate under the circumstances and knowing the possible risks involved. I and Coach Lewis will keep these records until further notice.

Thank you for your time and consideration in allowing us to make our student-athletes better and healthier while keeping safety our number one priority.

Nick Milani

AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 695

AND

JOE PHILLIPS

DISTRICT TECHNOLOGY DIRECTOR

JULY 1, 2020- JUNE 30, 2022

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE “EMPLOYER,” AND JOE PHILLIPS, DISTRICT TECHNOLOGY DIRECTOR, HEREINAFTER REFERRED TO AS THE “EMPLOYEE.” THE EMPLOYEE IS HIRED AS AN “AT WILL” EMPLOYEE.

ARTICLE I
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 July 1, 2017

ARTICLE IV
NOTICE OF TERMINATION

Section 1. 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.

If the Employee fails to do so, he shall forfeit all benefits including back pay for unused vacation provided by this Agreement.

Section 2. Notice of Termination

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

ARTICLE V
SICK LEAVE

Section 1.

The Employee shall earn sick leave at the rate of two (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 his illness which prevented his 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 so advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the Employee. After the Employee has used all of his accumulated sick leave, he shall 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 agree as to whether any further leave shall be granted, not to exceed five (5) 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 that cannot be conducted at any other time. Personal days may be taken as either full days or half days. Seventy-two (72) hour prior request and approval of the superintendent is required.

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 his 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 periods 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 employee's pre-employment physical examination, as required by the Employer.

Section 5.

The Employee, if working during Christmas Break, will be allowed to come to work at 8:00 and work until noon on both Christmas and New Year Eve. These two half-days are not to be considered as extra holiday, vacation time or be used for the purpose of achieving over time. This is at the discretion of the superintendent.

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 and sister-in-law of either the Employee or his 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 Day	Easter Monday	Labor Day
President's Day	Memorial Day	Thanksgiving Day
Good Friday	Independence Day	Christmas Day

The Employee will be given the Friday after Thanksgiving. 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 2.

The Employee when required to work on any of the above-mentioned holidays shall be allowed to exchange the day for another with the permission of the superintendent.

Section 3.

When a paid holiday falls on the Employee's scheduled day off or during his vacation period, he 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 his last scheduled workday or shift, prior to, and the first scheduled workday 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.

ARTICLE VIII
VACATIONS

Section 1.

The Employee shall receive fifteen (15) days of vacation annually. For the year one only, 5 days will be available after 3 months of employment, 5 days after 6 months and 5 days after 9 months of employment. Vacation time must be taken in half or full days. All vacation time must be submitted 5 days in advance and approved by the Superintendent.

Starting July 1, 2019, the Employee shall receive eighteen (18) days of vacation annually.

ARTICLE IX
HOURS OF WORK

Section 1.

This is a salary position. The workday will vary based on the specific needs of the district. A typical duty day is a basic eight (8) hour day exclusive of a 30-minute lunch break.

Section 2.

The Technology Director will be expected to attend meetings and/or conferences outside of the typical day. All requests to attend said meetings must be submitted to the superintendent for approval.

Section 3.

In the event of the death of an employee, all severance pay and unused vacation shall be paid to his beneficiary or to the estate of the employee.

ARTICLE XI
INSURANCE BENEFITS

CONSUMER HEALTH DIRECTIVE PLAN (VEBA #831)

Effective September 1, 2016, the District shall pay \$742.50 toward single premiums and \$1565.17 toward family premiums of the Consumer Health Directive Plan (CHDP) #831 VEBA. Also, effective September 1, 2016, the district will contribute 65% (\$1295) of the single deductible and 65% (\$2590) of family deductible for the 2016-2017 SY. Future contributions are to be negotiated with each new contract. The District shall make two (2) bi-annual contributions into the employee's VEBA account. The District shall make the first 50% contribution on September 1st of each year and the second 50% contribution on February 1st of each year. In order for the employee to be eligible for the VEBA deductible contribution the employee must be a participating member in the health plan. Effective on September 1, 2017, the rates will change based on a 10% increase in medical premiums.

At the September 1, 2016 renewal any premium savings or increases will be applied 50/50 to the district and employee share.

The District shall also allow for hardship requests from the employee who may incur a medical/prescription bill that exceeds the balance in an individual's VEBA account. The employee will have to provide evidence of charges by submitting the EOB (explanation of benefit) statement receipt from the medical provider or pharmacy. Upon receipt of such proof, the District will take action to deposit an amount to cover the shortage or the balance of the annual contribution whichever is less. In no instance will the District contribute more than the prescribed annual allowance as stated in this section.

The District shall pay the monthly fee to administer VEBA accounts.

Section 2. Dental Insurance:

The District will provide and pay 90% of the premiums and the employee 10% of premium for the single or family dental health care program.

Section 3. Life Insurance:

The Employer will provide and pay for the premiums for a Life Insurance Program for the Employee as follows:

Basic Insurance per employee \$50,000.00

Active Employees retain the option to purchase more life insurance at his own expense as per the policy of the insurance carrier.

Section 4. Long-Term Disability Policy: 100% paid by the School District. Copy of this policy is on file in the Business Office in the Sr. High.

Section 5. Health Care Savings Plan Contribution: The district agrees to contribute to the MN State Retirement System's Health Care Savings Plan outlined under the following formula:

Continuous Yrs. Of Service	Contribution	Sick Leave Usage	Prorated on Annual
0-3 yrs.	\$0	0-8 sick days	100%
4-9 yrs.	\$500	9-13 sick days	75%
10-14 yrs.	\$1000	14-18 sick days	50%
15-19 yrs.	\$1500	19-23 sick days	25%
20-24 yrs.	\$2000	24+ days	0%
25+ yrs.	\$2500		

Sick Day exclusions: Maternity Leave, Parental Leave and Workmen's Compensation Claims. The maximum district contribution is capped at \$35,000. The district reserves the right to determine the payment schedule.

ARTICLE XII
DURATION OF AGREEMENT

Except as otherwise provided, this Agreement shall continue in full force and effect until June 30, 2022. If a successor agreement is not reached by the termination of this Agreement, then this agreement is to remain in effect until a new agreement has been reached.

In witness where of I have subscribed by signature this ____ day of _____, 20__.

District Technology Director

In witness where of we have subscribed our signatures this ____ day of _____, 20__.

Chairman, Board of Education

Clerk, Board of Education

APPENDIX “B”

SALARY SCHEDULES

<u>Annual Salary</u>	2020-2021	\$64,260 with a signing bonus of \$500
	2021-2022	\$65,544.80

Adopt FY 21 Budget June 22, 2020

FUND	REVENUE	EXPENDITURES	-OVER/+ UNDER	
01 GENERAL	\$9,223,795.00	\$9,373,979.00	-\$150,184.00	
02 FOOD SERVICE	\$290,233.00	\$290,233.00	\$0.00	
03 PUPIL TRANSPORTATION	\$345,385.00	\$313,085.00	\$32,300.00	
04 COMMUNITY SERVICE	\$207,217.00	\$175,479.00	\$31,738.00	
05 CAPITAL EXPENDITURES	\$631,514.00	\$985,682.00	-\$354,168.00	
06 BUILDING CONSTRUCTION	\$0.00	\$75,000.00	-\$75,000.00	
07 DEBT REDEMPTION	\$822,819.00	\$813,681.00	\$9,138.00	
09 TRUST FUND	\$0.00	\$0.00	\$0.00	
45 OPEB IRREVOCABLE TRUST	\$60,000.00	\$285,820.00	-\$225,820.00	
47 OPEB DEBT SERVICE	\$496,238.00	\$495,948.00	\$290.00	
Totals	\$12,077,201.00	\$12,808,907.00	-\$731,706.00	over budget
		restricted	\$ 340,000.00	Windows
		restricted	\$ 121,000.00	Computers
		revenue in Fy 19	\$ 75,000.00	Blinds
			-\$195,706.00	
Fund 01	\$9,373,979-9,223,795 =		-\$150,184.00	
Fund 03	\$313,085-\$345,385 =		\$32,300.00	
Fund 05	\$985,682-\$631,514=		-\$354,168.00	
	Total 01, 03, 05		-\$472,052.00	over budget
6/22/2020	restricted funds	\$	340,000.00	windows
		\$	121,000.00	computers
01,03,05	over budget		(\$11,052)	

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

IRON RANGE YOUTH IN ACTION ADVISOR

Applications are being taken for one (1) Iron Range Youth In Action Advisor for the 2020-2021 school year. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

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

INTERNAL/EXTERNAL JOB POSTING

PEP CLUB ADVISOR

Applications are being taken for one (1) Pep Club Advisor for the 2020-2021 school year. Duties as assigned by building principal. Salary as per Extra-curricular schedule, \$1,072.96. Applications are due in the Superintendent's Office Wednesday, June 10, 2020, by 3:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: May 27, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

ONE ACT ADVISOR

Applications are being taken for one (1) one-act advisor for the 2020-2021 school year. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

HIGH SCHOOL & JUNIOR HIGH DRAMA

Applications are being taken for one (1) high school and junior high drama advisor for the 2020-2021 school year. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

YEARBOOK ADVISOR

Applications are being taken for one (1) Yearbook Advisor for the 2020-2021 school year.
Duties as assigned by the building principal. Salary as per Extra-curricular schedule.
Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m.
Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: Tuesday, June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL POSTING

CLOSE-UP CO-ADVISOR

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

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

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

Applications are being taken for one (1) Close-Up Co-Advisor for the 2020-2021 school year. Duties as assigned by the Athletic Director. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: Tuesday, June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

SPEECH CO- ADVISOR

Applications are being taken for one (1) Speech co-advisor for the 2020-2021 school year. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL JOB POSTING

ART CLUB ADVISOR

Applications are being taken for one (1) Art Club Advisor for the 2020-2021 school year. Duties as assigned by the building principal. Salary as per Extra-curricular schedule. Applications are due in the Superintendent's Office Wednesday, June 30, 2020, by 2:00 p.m. Interested people should apply or update their applications.

Dr. Janey Blanchard
Superintendent

Posted: Tuesday, June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER

June 11, 2020

Cynthia Nehiba
25990 W Hart Lake Road
Goodland, MN 5742

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

Dear Superintendent Blanchard and Chisholm School Board,

Please accept my resignation from the Dimensions Coordinator position. I have served the Dimensions program for 16 years. It has been a pleasure to provide classes and to work for the gifted and talented students of our district. I am so proud of these students! The program has had many changes and successes over the years. I feel we have made a difference for our young learners. I will be available to the new coordinator and provide whatever direction he or she may ask of me.

Thank you for always being supportive of this important program.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Nehiba". The signature is written in a cursive, flowing style.

Cynthia Nehiba

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL POSTING

POSITION: Dimensions Coordinator

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

DUTIES: Planning, organizing, and coordinating the Gifted Student Program.

RATE OF PAY: As per the master contract.

TERMS OF CONTRACT: 2020-2021 school year. Hours will be according to the needs of students in the program, some after school and some during school.

DUE DATE: Tuesday, June 30, 2020, applications are due in the Superintendent's Office by 2:00 P.M.

Please send applications to: Dr. Janey Blanchard, Supt.
Chisholm Public Schools
300 SW 3rd Avenue
Chisholm, MN 55719

Clarice Sever
Clerk

Posted: June 23, 2020

AN EQUAL OPPORTUNITY EMPLOYER



June 15, 2020

To the Members of
the Board
Independent School District 695
Chisholm, MN

We are pleased to confirm our understanding of the services we are to provide to the Independent School District 695 for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, including the related notes to the financial statements, and budgetary statements, which collectively comprise the entity's basis financial statements of the District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Net OPEB Liability and Related Ratios – (OPEB) GASB 74
3. Schedule of Investment Returns – GASB 74
4. Schedule of Employer's Share of Net Pension Liability and Schedule of Employer Contributions and Notes (TRA)
5. Schedule of Employer's Share of Net Pension Liability and Schedules of Employer Contributions and Notes (PERA)

We have also been engaged to report on supplementary information other than RSI that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- In a separate written report accompanying our auditor's report on the financial statements
 1. Uniform Reporting Standards Compliance Table
- In a report combined with our auditor's report on the financial statements
 1. Combining individual and nonmajor funds statements and schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District, and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the governing board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct effect on the financial statements or to major programs. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors are limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statement; compliance with laws, regulations, contract, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws and regulations, contracts and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defines. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implanting systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is used with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishment and maintenance of process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluation the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspections.

The audit documentation for this engagement are the property of Sterle & Co, Ltd and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to the District's cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sterle & Co's personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the aforementioned parties. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately mid-late September 2020, and to issue our reports no later than December 31, 2020. Jeff Sterle is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs except that we agree that our gross fee, including expenses, will not exceed \$15,700. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Our invoices for our fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to the Independent School District 695 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Sterle & Co., Ltd

RESPONSE:

This letter correctly sets forth the understanding of the Independent School District 695.

Management Signature:

By: _____

Title: _____

Governance Signature:

By: _____

Title: _____

Dr. Janey Blanchard
Superintendent/4-6 Principal
Ext. 2900

Simone Zunich
Business Manager
Ext. 2904

Jennifer Crotteau
Counselor
Ext. 3904

Community Ed Office
Ext. 3132



Mark C. Morrison
Sr. High Principal
Ext. 3900

Jeffrey S. Hancock
Pre K-6 Principal
Ext. 1900; Pre K-3

Jamie Steinberg
Activities Director
Ext. 3902

June 22, 2020

Dear IRRRB Board,

Please accept this letter as our intention to continue with the process of collaboration to improve opportunities for students, operate efficiently, along with leveraging community and regional resources.

Based on input from Superintendent Dr. Janey Blanchard and the Chisholm Board of Education and other community leaders, we are interested in pursuing what options may exist via collaboration with other area school districts.

Sincerely,

Dr. Janey Blanchard, Superintendent
Robert Rahja, BOE Chair

Committed to high expectations
300 3rd Ave. SW
Chisholm, MN 55719
(218) 254-5726 • (218) 254-3741 Fax

2020 Blue Cross Vision Plans



Large group rates – 51+

January 1, 2020 – December 31, 2020

*Voluntary
Payroll deduction*

**per month*

Voluntary monthly premiums *	EYEWEAR ONLY		EXAM AND EYEWEAR			
	Value Enhanced		Value Standard		Premier Enhanced	
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2
2-Tier						
Employee	\$5.85	\$5.41	\$6.35	\$5.91	\$7.70	\$7.20
Employee + family	\$14.05	\$13.08	\$15.30	\$14.33	\$18.27	\$17.18
3-Tier						
Employee	\$5.85	\$5.41	\$6.35	\$5.91	\$7.70	\$7.20
Employee + one dependent	\$10.96	\$10.16	\$11.92	\$11.11	\$14.39	\$13.48
Employee + two or more dependents	\$16.85	\$15.72	\$18.36	\$17.24	\$21.84	\$20.56
4-Tier						
Employee	\$5.85	\$5.41	\$6.35	\$5.91	\$7.70	\$7.20
Employee + spouse	\$11.69	\$10.82	\$12.70	\$11.82	\$15.40	\$14.40
Employee + one or more children	\$11.31	\$10.58	\$12.34	\$11.61	\$14.58	\$13.76
Employee + spouse + children	\$18.35	\$17.12	\$19.99	\$18.76	\$23.78	\$22.38

Non-voluntary monthly premiums	EYEWEAR ONLY		EXAM AND EYEWEAR			
	Value Enhanced		Value Standard		Premier Enhanced	
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2
2-Tier						
Employee	\$4.07	\$3.80	\$4.38	\$4.11	\$5.21	\$4.90
Employee + family	\$9.88	\$9.30	\$10.61	\$10.04	\$12.38	\$11.73
3-Tier						
Employee	\$4.07	\$3.80	\$4.38	\$4.11	\$5.21	\$4.90
Employee + one dependent	\$7.65	\$7.16	\$8.23	\$7.74	\$9.73	\$9.18
Employee + two or more dependents	\$11.88	\$11.22	\$12.76	\$12.09	\$14.81	\$14.05
4-Tier						
Employee	\$4.07	\$3.80	\$4.38	\$4.11	\$5.21	\$4.90
Employee + spouse	\$8.14	\$7.60	\$8.76	\$8.22	\$10.41	\$9.80
Employee + one or more children	\$8.01	\$7.58	\$8.59	\$8.17	\$9.90	\$9.42
Employee + spouse + children	\$12.93	\$12.20	\$13.89	\$13.16	\$16.12	\$15.30

Large group underwriting guidelines

- Minimum enrollment requirement of 15 contracts. ELFF electronic enrollment summary required.
- Rates guaranteed for 36 months. Minimum enrollment requirement must be met annually.
- If employer contribution is less than or equal to 80% of the total premium, Voluntary rates apply.
- Rates include 10 percent commissions.
- Group must be headquartered in Minnesota.

6-15-20

- * Frames every 12 months*
- 1. implementation consultation*
- 2. forms*
- 3. provide materials*

41

to ins committee 6-5-20

March - May 2020 - Social Media Review – Chisholm

Your average daily Facebook reach is **1,934 per day** & your community is seeing **3.2 posts per day!**

Facebook Page Likes



Facebook Daily Reach



Instagram – 550 Followers, added 27 in last three months

Twitter – 46 Followers, added 5 in last three months

Top Facebook Posts:

- 5/27 – Video: virtual senior honor banquet and recognition video
4,374 Reached, 2,584 Views, 170 Likes, 54 Loves, 53 Comments, 36 Shares
 - “This is a wonderful tribute. Congratulations to the CHS Class of 2020...” – Sharon Lind
- 5/20 – Due to construction, the graduation ceremony will be moving to MN Discovery Center parking lot.
4,275 Reached, 39 Likes, 14 Comments, 19 Shares
- 3/1 – PSA: Wash belonging before returning to school.
3,654 Reached, 61 Likes, 4 Loves, 3 Comments, 37 Shares
- 5/25 – Join our team!
2,993 Reached, 27 Likes, 2 Loves, 8 Comments, 18 Shares
- 3/5 – Cherry band students traveled to CHS for a joint rehearsal.
2,700 Reached, 153 Likes, 15 Loves, 18 Comments, 16 Shares
 - “Great picture!” – Holly Baumgard

Keep it Up & Improvement Suggestions:

- Social media has become increasingly important during this challenging time in our history. It will continue to be an essential way to connect and engage with your students, fellow staff, and community.
- We will continue sharing stories to celebrate the district. Remind the staff that they can still submit content through the social media email address (socialmedia@chisholm.k12.mn.us) throughout the summer.
- We loved to see how the community pulled together to celebrate the seniors with our #SeniorSpotlight posts. There were many thoughtful comments on each feature. What an awesome community!
- Encourage your staff and board members to follow along on all of the district's channels (Facebook, Instagram, YouTube, and Twitter) and double-tap, retweet, like, comment, and share. The world deserves to see how your community is banding together to get through this unprecedented situation!

#SocialSchool4EDU is always open for feedback! Concerns, complaints, and suggestions welcomed at andrea@socialschool4edu.com

See comparison chart on page 3 below.

	MINNESOTA School District	District Enrollment	Facebook DAILY Reach	Facebook Page Likes	Facebook Posts/Day	Instagram Followers	Twitter Followers
1	Mankato	8,400	3,459	5,691	2.7	1,530	1,479
2	Owatonna	5,300	3,257	2,869	2.7	211	1,286
3	Alexandria	4,214	3,053	4,448	2.5	1,440	440
4	North Branch	2,600	2,232	3,993	1.6	801	658
5	Hibbing	2,392	4,561	3,758	3.1	1,200	218
6	ROCORI	2,075	1,149	2,488	1.4	1,020	1,166
7	Proctor	1,800	2,898	2,560	1.7	1,030	509
8	Rockford	1,723	1,555	1,907	1.9	569	196
9	Crookston	1,284	1,076	1,390	1.3	259	144
10	Esko	1,250	2,085	1,360	1.8	924	145
11	Cass Lake-Bena	1,245	2,509	1,717	1.1	314	81
12	Spectrum H.S.	740	1,031	1,522	1.3	445	62
13	Chisholm	736	1,934	2,139	3.2	550	46
14	ISD 917	675	287	456	0.5	165	51
15	Maranatha Christian	645	2,827	2,534	3.2	858	576
16	Kaleidoscope Charter	600	802	1,372	2.5	326	233
17	Achieve Language Academy	470	242	464	1.2	140	25
18	Wheaton	385	629	738	0.9	323	64
19	Rothsay	300	1,053	1,132	1.4	229	35

Latest Social Media Report Card for Chisholm

1 message

Heidi Feller <hefeller1169@gmail.com>

Wed, Jun 17, 2020 at 8:39 AM

To: jblanchard@chisholm.k12.mn.us, cmikkola-rahja@chisholm.k12.mn.us, Social Media <socialmedia@chisholm.k12.mn.us>

Janey,

I hope you and your entire district are doing well. I know it isn't easy, but the work you are doing to communicate with your community is making a difference. We have compiled your latest social media report card, but when you review it, you'll notice a few changes.

[Chisholm Social Media Report Card for March-May 2020](#)

We have invested in a new analytics software program. The main differences are:

- Facebook reach is now reported as a PER DAY average. In the past, Facebook's reach was reported as a PER WEEK average. The value will appear lower, but the daily total is the reason.
- The charts are coming directly from our new software program. We realize the numbers are small. The important thing to note is the trends that the charts show. The Facebook Daily Reach chart shows average daily reach throughout the last 90 days.
- The comparison chart is now located on the third page of the report. We want to make sure you don't miss that!

I encourage you to share this report with your leadership team, school board, and even your staff. Everyone deserves to see the difference social media is making to connect our school community right now.

Reach out with any questions!

Heidi Feller
Chief Inspirational Officer
[#SS4EDU](#)
608-393-0471



