

Chisholm School District School Board Meeting Agenda

Monday, November 14, 2022 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order	
II. Public Comment:	
Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.	
III. Recognition of Guests and Visitors	
IV. Approve Agenda	
V. Reports	
VI. Consent Agenda	
A. Minutes of the October 24, 2022, Regular Meeting	5
Attachments:	
SBM 10/24/2022	5
B. Payrolls for the month of October 2022, in the amount of \$636,903.47.	9
Attachments:	
Payroll Oct 2022	9
C. Accounts payable for the month of October 2022, in the amount of \$441,230.65.	10
Attachments:	
Accounts Payable Oct. 2022	10

VII. Action Agenda	
A. Motion to approve the MOU between ISD #695, Chisholm Public Schools, and Education Minnesota Chisholm concerning the duties, responsibilities, and payment for the position of Activities Director.	17
Attachments:	
AD MOU 2022-23	17
B. Motion to approve the hiring of Deborah Saari-Champion, to Job #202 Paraprofessional, Chisholm Elementary, effective November 2, 2022.	23
Attachments:	
Hire Deb Saari-Champion to Job #202	23
C. Motion to approve the hiring of Ryan Bennett to Job #202 Paraprofessional Vaughan Steffensrud, effective November 10, 2022.	25
Attachments:	
Hire R. Bennett to Job #202	25
D. Motion to approve the hiring of Pamela Pioski to Job #204 Technology Support Specialist, Chisholm Public Schools, effective November 14, 2022.	26
Attachments:	
Recommendation to Hire Job #204	26
E. Motion to approve Ramona Helmer's one-year professional leave of absence request beginning November 18, 2022.	27
Attachments:	
R. Helmer LOA	27
F. Motion to approve the hiring of Lori Ozzello, to Job #202 Paraprofessional, Vaughan Steffensrud, effective November 21, 2022.	28
Attachments:	
Hire L. Ozzello to Job #202	28
G. Motion to approve the hiring of Hannah Barney to Job #209, Activities and Community Education Assistant, Chisholm Public Schools, effective November 14, 2022.	
H. Motion to approve the hiring of Amber Toole to Job #202 Paraprofessional, Chisholm Elementary, effective November 21, 2022.	
I. Motion to approve the hiring of Joel McDonald to Job #208, Level II Assistant Boys' Basketball coach, effective November 7, 2022.	
J. Adopt a Resolution Canvassing the Return of Votes for the November 8, 2022, School District General Election	29
Attachments:	

Resolution Canvassing Votes General Election	29
ISD 695 - CHISHOLM ABSTRACT	30
K. Adopt a Resolution Canvassing the return of Votes for the November 8, 2022 School District Special Election	38
Attachments:	
Resolution Canvassing Votes Special Election	38
L. Adopt a Resolution authorizing Issuance of Certificates of election and directing the School District election clerk to perform other election-related duties	39
Attachments:	
Resolution Issuance of Certificates MC	39
Resolution Issuance of Certificates SL, CR, JCS	40
M. Motion to approve the resolution to accept donations	41
Attachments:	
11/22 Donation Resolution	41
N. Motion to approve the increase in the Co-op for Boys and Girls Hockey to include Victory Christian Academy.	
O. Motion to approve Policy #155 Outside Agencies Supporting Schools	42
Attachments:	
Policy 155 OUTSIDE AGENCIES SUPPORTING SCHOOLS	42
P. Motion to approve Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student	43
Attachments:	
Policy 211	43
Q. Motion to approve Policy 212 School Board Member Development	46
Attachments:	
Policy 212	46
R. Motion to approve Policy 213 School Board Committees	47
Attachments:	
Policy 213	47
S. Motion to approve Policy 214 Out-Of-State Travel by School Board Members	49
Attachments:	

Policy 214	49
T. Motion to approve Policy 301 School District Administration	51
Attachments:	
Policy 301	51
U. Motion to approve Policy 302 Superintendent	52
Attachments:	
Policy 302	52
V. Motion to approve Policy 303 Superintendent Selection	54
Attachments:	
Policy 303	54
W. Motion to approve Policy 304 Superintendent Contract, Duties, and Evaluation	55
Attachments:	
Policy 304	55
X. Motion to approve Policy 305 Implementation	56
Attachments:	
Policy 305	56
Y. Motion to approve Policy 306 Administrator Code of Ethics	57
Attachments:	
Policy 306	57
VIII. Discussion	
IX. Information	
A. Resignation of Laura Rock, Paraprofessional Vaughan Steffensrud, effective October 29, 2022.	
B. Resignation of Don Quirk, Head Boys Swimming Coach, effective November 4, 2022.	
C. Enrollment	
X. Adjourn	

October 11, 2022

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on October 24, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Casey, Lappi, Chair Rahja and Superintendent Norman.

Public Comment: None

Recognition of Guests and Visitors:

APPROVE AGENDA

Moved by Director Sauter supported by Director Lappi to approve the October 24, 2022, agenda. Motion carried unanimously.

REPORTS

Superintendent Norman: BSU band will perform and work with the HS band.
KBJR news was on the campus today for the referendum.
The Dehler Videos are ready to go.

APPROVE CONSENT AGENDA

Moved by Director Sauter supported by Director Casey and approved unanimously to approve the Consent Agenda which consists of the Minutes from the October 11, 2022, Regular Meeting and Minutes from the October 12, 2022 Special Meeting.

Personnel:

HIRE LAURA ROCK

Moved by Director Corradi Simon supported by Director Rice to hire Laura Rock to job #202 Paraprofessional, Vaughan Steffensrud, effective October 24, 2022. Time of hire: 5:04 PM. Motion carried unanimously.

Administrative Business:

APPROVE THE ASSURANCE OF COMPLIANCE

Moved by Director Casey, supported by Director Lappi to approve the Assurance of Compliance with State and Federal Law Prohibiting Discrimination and to direct the Superintendent to submit the report as provided by Minnesota Statutes and Rules. Motion carried unanimously.

APPROVE THE APPLICATION FOR COOPERATIVE SPONSORSHIP OF GIRLS GOLF BETWEEN HIBBING PUBLIC SCHOOLS AND CHISHOLM PUBLIC SCHOOLS BEGINNING WITH THE 2022 SCHOOL YEAR

Moved by Director Casey, supported by Director Sauter, to approve the Application for Cooperative sponsorship of Girls Golf between Hibbing Public Schools and Chisholm Public Schools beginning with 2022 school year. Motion carried unanimously.

APPROVE THE APPLICATION FOR COOPERATIVE SPONSORSHIP OF BOYS GOLF BETWEEN HIBBING PUBLIC SCHOOLS AND CHISHOLM PUBLIC SCHOOLS BEGINNING WITH 2022 SCHOOL YEAR

Moved by Director Casey, supported by Director Corradi Simon, to approve the Application for cooperative sponsorship of Boys Golf between Hibbing Public Schools and Chisholm Public Schools beginning with 2022 school year. Motion carried unanimously.

ADOPT THE RESOLUTION FOR SUPPORTING DISTRICT APPLICATION TO MSHSL FOUNDATION FOR THE HIGH SCHOOL ACTIVITIES DEPARTMENT TO USE THE MSHSL FORM A GRANT TO OFFSET FINANCIAL REDUCTIONS PROVIDED FOR THE FREE AND REDUCED LUNCH STUDENTS AT CHISHOLM HIGH SCHOOL

Moved by Director Corradi Simon, supported by Director Lappi, to adopt the Resolution for Supporting District Application to MSHSL Foundation for the High School Activities Department to use the MSHSL Form A Grant to offset financial reductions provided for the Free and Reduced lunch students at Chisholm High School.

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

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

SECOND READING POLICY 212 SCHOOL BOARD MEMBER DEVELOPMENT

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

SECOND READING POLICY 213 SCHOOL BOARD COMMITTEES

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

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

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

SECOND READING POLICY 301 SCHOOL DISTRICT ADMINISTRATION

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

SECOND READING POLICY 302 SUPERINTENDENT

Chair Rahja presented the Second Reading of Policy 302 Superintendent

SECOND READING OF POLICY 303 SUPERINTENDENT SELECTION

Chair Rahja presented the Second Reading of Policy 302 Superintendent

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

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

SECOND READING OF POLICY 305 IMPLEMENTATION

Chair Rahja presented the Second Reading of Policy 305 Implementation.

SECOND READING OF POLICY 306 ADMINISTRATOR CODE OF ETHICS

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

SECOND READING OF POLICY 155 OUTSIDE AGENCIES SUPPORTING SCHOOLS

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

Discussion: Mike Fredeen updated the board on the construction at the VS, the new bus dropoff procedure and the heat is now on.
Travis Vake updated the board on the upcoming playoff games for FB, VB and Cross Country.

Information: -Resignation from Carol Augustson, Paraprofessional, Vaughan Steffensrud, effective October 26, 2022.
-Enrollment Numbers

ADJOURN

Moved by Director Corradi Simon, supported by Director Rice to adjourn the meeting at 5:15 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Adrian Norman III
Superintendent
Ext. 2900

Jennifer Crotteau
Counselor
Ext. 3904

Community Education
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

November 14, 2022

To: Adrian Norman
Superintendent

The following is a summary of payrolls for the month of October 2022.

October Payrolls

October 14 payroll	\$ 311,230.66
October 31 payroll	\$ 325,672.81

Total Payrolls	\$ 636,903.47
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Alex Kaczor
Business Manager
AK:kk



Summary of Payments Issued:	
OCTOBER Accounts Payable Checks	\$358,703.80
OCTOBER Accounts Payable Wires	<u>\$82,526.85</u>
Total Accounts Payable	\$441,230.65

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	36036	10	67228	10/31/2022	Check 1	3578		CLOSE UP FOUNDATION	USD	Yes	No	Yes	60812	202304	10/31/2022	5,500.00
Payment Total:																
5,500.00																

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		35990		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	10/18/2022	31,855.25
10		35994		Wire	1 06857		NORTHEAST SERVICE COOP - INSURA		No	No	No	10/27/2022	50,671.60
Bank Total:												\$82,526.85	
Report Total:												\$82,526.85	

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	35995	67218	Check	1	00010		A-1 REFRIGERATION SERVICE	Yes	No	No	USD	10/31/2022	142.00
		35927	67120	Check	1	3759		AARON JOHN JAMNICK	Yes	No	No	USD	10/04/2022	150.00
		36041	67219	Check	1	3759		AARON JOHN JAMNICK	Yes	No	No	USD	10/31/2022	100.00
		35912	67121	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	10/04/2022	3,208.82
		35957	67169	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	10/11/2022	827.11
		36025	67220	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	10/31/2022	1,139.51
		35908	67122	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	10/04/2022	635.85
		36015	67221	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	10/31/2022	485.00
		35895	67123	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	10/04/2022	1,136.14
		35996	67222	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	10/31/2022	1,136.14
		35896	67124	Check	1	00428		ARCC	Yes	No	No	USD	10/04/2022	8.55
		35979	67204	Check	1	00428		ARCC	Yes	No	No	USD	10/04/2022	18,384.81
		35997	67223	Check	1	00428		ARCC	Yes	No	No	USD	10/31/2022	155.00
		35989	67205	Check	1	3882		ARROWHEAD CONFERENCE	Yes	No	No	USD	10/18/2022	60.00
		35985	67206	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	10/18/2022	1,188.57
		35962	67170	Check	1	2985	REMIT	AVEANNA HOME HEALTH	Yes	No	No	USD	10/11/2022	3,880.00
		36033	67224	Check	1	2985	REMIT	AVEANNA HOME HEALTH	Yes	No	No	USD	10/31/2022	12,400.00
		35998	67225	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	10/31/2022	1,907.73
		35887	67125	Check	1	00720		BERG PIANO SERVICE	Yes	No	No	USD	10/04/2022	107.00
		35931	67126	Check	1	3870		BIG FROG CUSTOM T-SHIRTS & MOF	Yes	No	No	USD	10/04/2022	600.00
		35937	67160	Check	1	3887		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	10/06/2022	2,794.00
		35938	67161	Check	1	3887		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	10/06/2022	11,050.00
		35939	67162	Check	1	3887		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	10/06/2022	272.75
		35971	67171	Check	1	3717		BRADY BOEHM	Yes	No	No	USD	10/11/2022	140.94
		35932	67127	Check	1	3871		BRIAN SKADSEM	Yes	No	No	USD	10/04/2022	50.00
		35919	67128	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	10/04/2022	2,855.28
		36029	67226	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	10/31/2022	105.00
		35941	67166	Check	1	2471		CHARLES GLUMACK	Yes	No	No	USD	10/07/2022	90.00
		35977	67202	Check	1	2471		CHARLES GLUMACK	Yes	No	No	USD	10/13/2022	90.00
		35980	67207	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	10/18/2022	5,301.66
		35999	67227	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	10/31/2022	9,100.69
		35930	67129	Check	1	3868		CHISHOLM JUNIOR VOLLEYBALL	Yes	No	No	USD	10/04/2022	360.00
		35998	67130	Check	1	01525		CHISHOLM TIRE SHOP	Yes	No	No	USD	10/04/2022	150.00
		36020	67229	Check	1	2241		COLOSIMO PATCHIN KEARNEY ET AL	Yes	No	No	USD	10/31/2022	156.00
		36031	67230	Check	1	2929		COMMITTEE FOR CHILDREN	Yes	No	No	USD	10/31/2022	6,987.00
		35986	67208	Check	1	2668		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	10/18/2022	1,046.34
		36043	67231	Check	1	3775		COOKS COUNTRY CONNECTION	Yes	No	No	USD	10/31/2022	264.00
		35915	67131	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	10/04/2022	2,828.50
		36027	67232	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	10/31/2022	1,323.00
		35920	67132	Check	1	3164		DAVID TAUS	Yes	No	No	USD	10/04/2022	101.25
		35913	67133	Check	1	2485		DAVIS LAMPPA	Yes	No	No	USD	10/04/2022	130.00

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	35970	67172	Check	1	3556	DAWN SAVELA	Yes	No	No	USD	10/11/2022	151.88
		35905	67134	Check	1	10255	DEX MEDIA	Yes	No	No	USD	10/04/2022	135.00
		36012	67233	Check	1	10255	DEX MEDIA	Yes	No	No	USD	10/31/2022	135.00
		36040	67234	Check	1	3754	DONALD W LALONDE	Yes	No	No	USD	10/31/2022	100.00
		36000	67235	Check	1	02569	ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	10/31/2022	534.71
		35906	67135	Check	1	1566	ESC SYSTEMS	Yes	No	No	USD	10/04/2022	990.65
		35944	67173	Check	1	03018	EXCEL BUSINESS SYSTEM	Yes	No	No	USD	10/11/2022	5,361.07
		36001	67236	Check	1	03018	EXCEL BUSINESS SYSTEM	Yes	No	No	USD	10/31/2022	5,282.26
		35925	67136	Check	1	3748	FLUENCY & FITNESS	Yes	No	No	USD	10/04/2022	872.00
		35952	67174	Check	1	1767	FRABONI WHOLESAL INC	Yes	No	No	USD	10/11/2022	133.00
		35969	67175	Check	1	3532	HEARTLAND BUSINESS SYSTEMS LL	Yes	No	No	USD	10/11/2022	6,516.00
		36014	67237	Check	1	1392	HIBBING CHRYSLER CENTER	Yes	No	No	USD	10/31/2022	30.00
		35923	67137	Check	1	3366	HIBBING GIRLS SWIM CLUB	Yes	No	No	USD	10/04/2022	100.00
		36048	67238	Check	1	3883	HIBBING HIGH SCHOOL	Yes	No	No	USD	10/31/2022	105.00
		36028	67239	Check	1	2705	HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	10/31/2022	337.00
		36037	67240	Check	1	3678	IDSHOP	Yes	No	No	USD	10/31/2022	174.42
		36045	67241	Check	1	3785	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	USD	10/31/2022	124.25
		36004	67242	Check	1	04226	ISD #0318 GRAND RAPIDS	Yes	No	No	USD	10/31/2022	50.00
		35899	67138	Check	1	04300	ISD #0701 HIBBING	Yes	No	No	USD	10/04/2022	11,599.00
		35900	67139	Check	1	04395	ISD #2711 MESABI EAST SCHOOL	Yes	No	No	USD	10/04/2022	175.00
		35953	67176	Check	1	1842	ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	10/11/2022	4,458.89
		36016	67243	Check	1	1842	ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	10/31/2022	23,210.03
		35914	67140	Check	1	2487	JEFFREY VLATKOVICH	Yes	No	No	USD	10/04/2022	100.00
		35928	67141	Check	1	3778	JEFFREY PERUNOVICH	Yes	No	No	USD	10/04/2022	150.00
		35934	67142	Check	1	3876	JEFFREY V PASSERI	Yes	No	No	USD	10/04/2022	100.00
		35968	67177	Check	1	3456	JEFFREY ZUPETZ	Yes	No	No	USD	10/11/2022	130.00
		35966	67178	Check	1	3329	JENNIFER ZBACNIK MARTIN	Yes	No	No	USD	10/11/2022	74.92
		36013	67244	Check	1	1154	JOHNSON CONTROLS	Yes	No	No	USD	10/31/2022	3,515.43
		35945	67179	Check	1	03553	JUBILEE FOODS	Yes	No	No	USD	10/11/2022	137.25
		36003	67245	Check	1	03553	JUBILEE FOODS	Yes	No	No	USD	10/31/2022	287.18
		35916	67143	Check	1	2711	JW PEPPER	Yes	No	No	USD	10/04/2022	260.25
		36042	67246	Check	1	3761	KAJA KIMBERLY GAMS	Yes	No	No	USD	10/31/2022	40.00
		35967	67180	Check	1	3368	KATHLEEN M VAKE	Yes	No	No	USD	10/11/2022	60.00
		36046	67247	Check	1	3830	KATRINA SWALBY	Yes	No	No	USD	10/31/2022	119.10
		36022	67248	Check	1	2301	KRISS PREMIUM PRODUCTS INC	Yes	No	No	USD	10/31/2022	1,886.87
		36038	67249	Check	1	3715	KRISTEN HOHEISEL	Yes	No	No	USD	10/31/2022	225.00
		36024	67250	Check	1	2409	KURT SCHNEIDER	Yes	No	No	USD	10/31/2022	100.00
		35901	67144	Check	1	05206	L & M FLEET SUPPLY	Yes	No	No	USD	10/04/2022	98.73
		36005	67251	Check	1	05206	L & M FLEET SUPPLY	Yes	No	No	USD	10/31/2022	436.05
		35972	67181	Check	1	3827	LAKE SUPERIOR COLLEGE	Yes	No	No	USD	10/11/2022	2,450.04
		35975	67182	Check	1	3879	LESLIE PAPERFUHS	Yes	No	No	USD	10/11/2022	90.00

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	35964	67183	Check	1	3154		LINDA L MANICK	Yes	No	No	USD	10/11/2022	21.88
		35954	67184	Check	1	2232		LOWE'S	Yes	No	No	USD	10/11/2022	716.63
		35993	67217	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	10/27/2022	2,473.88
		35946	67185	Check	1	05971		MARY'S LAKE STREET FLORAL	Yes	No	No	USD	10/11/2022	91.00
		35992	67216	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	10/24/2022	16,732.00
		35917	67145	Check	1	2860		MENARDS - VIRGINIA	Yes	No	No	USD	10/04/2022	112.82
		35959	67186	Check	1	2860		MENARDS - VIRGINIA	Yes	No	No	USD	10/11/2022	270.84
		36030	67252	Check	1	2860		MENARDS - VIRGINIA	Yes	No	No	USD	10/31/2022	388.39
		35907	67146	Check	1	1649		MF ATHLETIC	Yes	No	No	USD	10/04/2022	80.30
		35933	67147	Check	1	3875		MICHAEL J SINKO	Yes	No	No	USD	10/04/2022	490.00
		35981	67209	Check	1	1584		MID-AMERICAN RESEARCH CHEMICAL	Yes	No	No	USD	10/18/2022	16,433.83
		36034	67253	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	10/31/2022	25.74
		35936	67163	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	10/06/2022	2,141.36
		35984	67210	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	10/18/2022	15.00
		36019	67254	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	10/31/2022	15.00
		35943	67168	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	10/07/2022	430.60
		35983	67211	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	10/18/2022	1,850.90
		36017	67255	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	10/31/2022	693.05
		36006	67256	Check	1	06336		MN INDUSTRIES	Yes	No	No	USD	10/31/2022	388.66
		35894	67119	Check	1	06375		MN POWER	Yes	No	No	USD	10/04/2022	8,158.28
		35956	67187	Check	1	2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	10/11/2022	1,126.50
		36007	67257	Check	1	06450		MN UI FUND	Yes	No	No	USD	10/31/2022	9,851.68
		36039	67258	Check	1	3753		MOBYMAX EDUCATION LLC	Yes	No	No	USD	10/31/2022	1,599.00
		35982	67212	Check	1	1590		MOCK TRIAL PROGRAM	Yes	No	No	USD	10/18/2022	300.00
		35929	67148	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	10/04/2022	50.00
		35978	67203	Check	1	2812		MOTION PICTURE LICENSING CORP	Yes	No	No	USD	10/17/2022	554.36
		35911	67149	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	10/04/2022	37.07
		36023	67259	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	10/31/2022	244.15
		35926	67150	Check	1	3751		NICOLE SCOFIELD	Yes	No	No	USD	10/04/2022	60.00
		35947	67188	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	10/11/2022	935.00
		36008	67260	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	10/31/2022	1,730.00
		35935	67164	Check	1	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	USD	10/06/2022	8,101.60
		35963	67189	Check	1	3003		NORTHERN STAR FOOD EQUIPMENT	Yes	No	No	USD	10/11/2022	922.50
		36021	67261	Check	1	2269		PITNEY BOWES RESERVE ACCOUNT	Yes	No	No	USD	10/31/2022	3,000.00
		35902	67151	Check	1	07730		PORTABLE JOHN	Yes	No	No	USD	10/04/2022	369.00
		35910	67152	Check	1	2252	R1	POWERSCHOOL GROUP LLC	Yes	No	No	USD	10/04/2022	3,192.54
		35955	67190	Check	1	2252	R1	POWERSCHOOL GROUP LLC	Yes	No	No	USD	10/11/2022	7,155.00
		35903	67153	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	10/04/2022	33.97
		35948	67191	Check	1	08310		RANGE CORNICE AND ROOFING CO	Yes	No	No	USD	10/11/2022	454.00
		36009	67262	Check	1	08310		RANGE CORNICE AND ROOFING CO	Yes	No	No	USD	10/31/2022	7,634.00
		35974	67192	Check	1	3877		RAQUEL HANSON	Yes	No	No	USD	10/11/2022	25.00

ISD 695-Chisholm
Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	36002	67263	Check	1	03061	R1	REALLY GOOD STUFF, LLC	Yes	No	No	USD	10/31/2022	47.40
		35922	67154	Check	1	3313		REGION 7A	Yes	No	No	USD	10/04/2022	235.00
		35942	67167	Check	1	3878		ROGERS, ARLENE	Yes	No	No	USD	10/07/2022	466.10
		35921	67155	Check	1	3269		ROSE S ANTILLA	Yes	No	No	USD	10/04/2022	176.25
		35940	67165	Check	1	3817		SAMANTHA TREJO	Yes	No	No	USD	10/06/2022	250.00
		35961	67193	Check	1	2981	R2	SANTANDER LEASING LLC	Yes	No	No	USD	10/11/2022	51,418.00
		35904	67156	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	10/04/2022	224.22
		35949	67194	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	10/11/2022	11.63
		36010	67264	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	10/31/2022	217.71
		35965	67195	Check	1	3250		SFM	Yes	No	No	USD	10/11/2022	2,551.00
		36044	67265	Check	1	3779		SHOAN J NELSON	Yes	No	No	USD	10/31/2022	1,131.00
		35958	67196	Check	1	2859	REMIT	SHRED IT USA	Yes	No	No	USD	10/11/2022	1,304.96
		35950	67197	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	10/11/2022	404.29
		36011	67266	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	10/31/2022	482.76
		35918	67157	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	10/04/2022	7,510.74
		35960	67198	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	10/11/2022	3,015.41
		35987	67213	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	10/18/2022	3,729.37
		36032	67267	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	10/31/2022	6,258.97
		35924	67158	Check	1	3675		TERRY GARRITY	Yes	No	No	USD	10/04/2022	107.00
		36047	67268	Check	1	3874		THE ATP GROUP INC	Yes	No	No	USD	10/31/2022	1,342.45
		36026	67269	Check	1	2432		THOMAS R HAFDAHL	Yes	No	No	USD	10/31/2022	128.00
		35991	67215	Check	1	2416		TRAVIS VAKE	Yes	No	No	USD	10/20/2022	500.00
		35976	67201	Check	1	3787		TRES INC	Yes	No	No	USD	10/11/2022	12,994.75
		36035	67270	Check	1	3509		TYLER PLATT	Yes	No	No	USD	10/31/2022	100.00
		35951	67199	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	USD	10/11/2022	187.69
		35973	67200	Check	1	3847	R1	VC3	Yes	No	No	USD	10/11/2022	887.00
		35909	67159	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	USD	10/04/2022	122.00
		36018	67271	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	USD	10/31/2022	164.20
		35988	67214	Check	1	3881	R1	WEX HEALTH INC	Yes	No	No	USD	10/18/2022	145.75

Bank Total: 10

\$358,703.80

Report Total:

\$358,703.80

**MOU between ISD #695, Chisholm Public Schools and Education
Minnesota Chisholm concerning the duties, responsibilities and
payment for the position of Activities Director**

DUTIES AND FUNCTIONS:

The Activities Director is in charge of all athletic activities, both boys and girls, within the school system. He/She is directly responsible for the financial operation of the entire sphere of the athletic program:

1. The AD shall be responsible to the Superintendent, High School Principal and Business Manager for the administration and supervision of the interscholastic athletic program for the school system, and will report to the High School Principal as his/her direct supervisor.
2. The AD shall be responsible for the scheduling of all athletic contests coordinating the program with other activities. He/She is to contact and select game officials and sign contracts following procedures set forth by the business department.
3. The AD shall monitor each participant's compliance to all requirements set forth by the MSHSL and school policies. He/She shall be responsible for developing and sending eligibility reports for all sports according to the High School League requirements.
4. The AD shall be responsible for the purchase, inventory, and care of all athletic equipment and supplies. A system of current inventory, issuing, and checking in and storage of equipment and supplies will be kept. These duties may be delegated to coaches, but it is still his/her ultimately responsibility to maintain these records.

5. The AD will be responsible for the following tasks:
 - a. Develop an athletic budget in collaboration with the Business Office
 - b. Recommend purchases on large equipment items
 - c. Approve supplies and other equipment orders for all sports
 - d. Follow state guidelines when soliciting bids for large ticket items
 - e. Keep all staff informed of any changes to Minnesota State High School League rules and policies
 - f. Attend all mandatory meetings called by the MSHSL
6. The AD shall enforce infractions of rules and regulations as established by the MSHSL and school policies in regard to eligibility and training rules. These rules and regulations will be made available to all participants.
7. The AD shall be responsible for all athletic award purchases, inventory, and distribution. He/she shall develop and publish award standards and coordinate the award ceremonies.
8. The AD shall make arrangements for away games and events in regard to transportation and school representation at regional contests.
9. The AD shall establish a system of keeping records of individual and team athletic accomplishments. He/She is responsible for keeping the "Black Activities Book" up to date.
10. The AD will develop an effective system of communication in getting notices to the public on upcoming and past events.
11. The AD shall be involved in the selection process of the school's coaching staff and is responsible for evaluation of coaches. Coaches are directly responsible to the athletic director as their immediate supervisor.
12. All ticket sales will be handled through the AD's office under the supervision of the Business Manager.
13. The AD shall make recommendations on athletic facilities, including rental agreements for non-school facilities, and for upkeep and repair of such facilities. He/she shall also advise the School Board as to the use of such facilities.

14. The AD shall be responsible for sound bookkeeping procedures used throughout all athletic programs.
15. The AD shall be responsible in handling all aspects of home games; such, as but not limited to:
 - a. Scheduling games and notification of teams
 - b. Hiring game officials
 - c. Ensuring proper dressing quarters for officials
 - d. Providing supervision of all home events
 - e. Assigning workers for all events
 - f. Printing programs for events
16. The AD will be responsible for all aspects of the Student Activity Funds, including but not limited to the following:
 - a. Extra curricular deposits for game ticket sales.
17. The AD is responsible for any and all contracts that have to do with clubs, activities, and athletics with regard to any and all athletic uniforms and equipment, trainers, ambulance services, software programs for stats, and any other related contracts.
18. The AD will be responsible for planning the annual Athletic Banquet.

Additional aspects of this MOU in regard to the position of AD:

- For the 2022-2023 School Year, the position of Activities Director will be filled by a teacher member of the Bargaining Unit covered by the Exclusive Representative, Education Minnesota, Chisholm; and will retain all previously held rights to FTE and position at the expiration of this Memorandum of Understanding.
- Although the AD is not expected to be at every home game, he/she is ultimately responsible for its supervision and the ultimate success and conduct of the event.
- No coaching or extra-curricular activities will be assigned to the Activities Director

unless in cases of emergency and with Board approval.

- Because the job of Activities Director is very demanding and variable, no definite hours are set for work. The annual work will be based on a 40-week per year basis.

Compensation for the position of Activities Director:

- If the position of Activities Director is filled by a member of the teacher's bargaining unit, this individual will receive his or her regular schedule-based teacher's salary for any portion of his/her contractual assignment designated to classroom instruction.
- Additionally, he/she will receive compensation for AD-related duties at cell G/10 of the teacher salary scale for that portion of his/her work day in which he/she is acting in the capacity of Activities Director, as defined above.
- The AD will also receive an additional \$75 per home varsity event that he/she supervises; in the event a substitute supervisor is required to fill in, that person will receive a payment of \$75.
- For the 22-23 school year, the position will be split between classroom instruction and AD-related work in the following manner:
 - 2 periods of classroom instruction
 - 1 period of preparation
 - 1 period of technology as a student contact assignment
 - 3 periods as serving as Activities Director
 - Additional duties as required after the conclusion of the academic school year

This MOU will expire on June 30, 2023 but may be modified or renewed with the consent of both the undersigned parties.

signed:

For Education Minnesota Chisholm

for ISD #695, Chisholm Public Schools

(Head Negotiator / Local President) (date)

(Superintendent of Schools) (date)

(School Board Chairperson) (date)

Recommendation to Hire

Position: Job #202 Paraprofessional

Posting duration: Posted-8/23/2022 to current

Advertising Location: email/website/ed-post

Number of Qualified: 3

Licensed Applications: NA

Interview committee Names: Karla Winter, Robbi Albert

Recommended for hire: Deborah Saari-Champion

Supervisor: Karla Winter

Recommendation to Hire

Position: Job #202 Paraprofessional

Posting duration: Posted-8/23/2022 to current

Advertising Location: email/website/ed-post

Number of Qualified: 4

Licensed Applications: NA

Interview committee Names: Karla Winter, Robbi Albert

Recommended for hire: Ryan Bennett

Supervisor: Karla Winter

Recommendation to Hire

Position: Job #204 Technology Support Specialist

Posting duration: Posted-9/13/2022

Advertising Location: email/website/ed-post

Number of Qualified: 2

Licensed Applications: 1

Interview committee Names: Adrian Norman, Joe Phillips,
Robbi Albert, Teresa Allen

Recommended for hire: Pamela Pioski

Supervisor: Joe Phillips

LOA

1 message

Ramona Helmer <rhelmer@chisholm.k12.mn.us>

Wed, Nov 2, 2022 at 9:04 PM

To: Adrian Norman <anorman@chisholm.k12.mn.us>, Lisa Aldrich <laldrich@chisholm.k12.mn.us>

I Ramona Helmer am hereby requesting a leave of absence from my position as a Paraprofessional for one year starting on November 18, 2022. Thank you.

Recommendation to Hire

Position: Job #202 Paraprofessional

Posting duration: Posted-8/23/2022 to current

Advertising Location: email/website/ed-post

Number of Qualified: 3

Licensed Applications: NA

Interview committee Names: Karla Winter, Robbi Albert

Recommended for hire: Lori Ozzello

Supervisor: Karla Winter

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 695 as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 8, 2022, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, voters of the district voted at said election on the election of three school board members for four-year term vacancy on the board caused by expiration of terms on the first Monday in January next following the general election as follows:

A.	Shelly Lappi	1,646 Votes
B.	Cynthia Rice	1,543 Votes
C.	Jaclyn Corradi Simon	1,485 Votes
3. Shelly Lappi, Cynthia Rice and Jaclyn Corradi Simon having received the highest number of votes, are elected to a four-year term beginning the first Monday in January 2023.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Where upon said resolution was declared duly passed and adopted on this 14th day of November 2022.

Clerk

(Attach Abstract and Return Cast of Votes)

Abstract of Votes Cast
Independent School District No. 695 (CHISHOLM)
State of Minnesota
at the State General Election
Held Tuesday, November 8, 2022

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 695 (CHISHOLM)
Tuesday, November 8, 2022 State General Election

Number of persons registered as of 7 a.m.	3351
Number of persons registered on Election Day	140
Number of accepted regular, military, and overseas absentee ballots and mail ballots	424
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	2412

Summary of Totals
Independent School District No. 695 (CHISHOLM)
Tuesday, November 8, 2022 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #695) (Elect 3)

NP Cynthia Rice 1543	NP Shelly Lappi 1646	NP Jaclyn Corradi Simon 1485	WI WRITE-IN 52
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Special Election for School Board Member (ISD #695)

NP Mark Casey 2018	WI WRITE-IN 43
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SCHOOL DISTRICT QUESTION 1 (ISD #695)

NP YES 1585	NP NO 667
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SCHOOL DISTRICT QUESTION 2 (ISD #695)

NP YES 1218	NP NO 1033
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Detail of Election Results
Independent School District No. 695 (CHISHOLM)
Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
69 0040 : BALKAN TWP.	607	19	465
69 0100 : CHISHOLM	2744	121	1947
Independent School District No. 695 (CHISHOLM) Total:	3351	140	2412

Detail of Election Results
 Independent School District No. 695 (CHISHOLM)
 Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #695) (Elect 3)

Precinct	NP Cynthia Rice	NP Shelly Lappi	NP Jaclyn Corradi Simon	WI WRITE-IN
69 0040 : BALKAN TWP.	265	295	289	14
69 0100 : CHISHOLM	1278	1351	1196	38
Total:	1543	1646	1485	52

Office Title: Special Election for School Board Member (ISD #695)

Precinct	NP Mark Casey	WI WRITE-IN
69 0040 : BALKAN TWP.	390	6
69 0100 : CHISHOLM	1628	37
Total:	2018	43

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #695)

Precinct	NP YES	NP NO
69 0040 : BALKAN TWP.	279	178
69 0100 : CHISHOLM	1306	489
Total:	1585	667

Detail of Election Results
Independent School District No. 695 (CHISHOLM)
Tuesday, November 8, 2022 State General Election

Office Title: SCHOOL DISTRICT QUESTION 2 (ISD #695)

Precinct	NP	NP
	YES	NO
69 0040 : BALKAN TWP.	198	258
69 0100 : CHISHOLM	1020	775
Total:	1218	1033

We, the school board members of Independent School District No. 695 (CHISHOLM), certify that we have canvassed the returns of the State General Election held on Tuesday, November 8, 2022 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 695 (CHISHOLM).

Witness our official signature at _____ in _____ County this _____ day of _____, 2022.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

State of Minnesota
Independent School District No. 695 (CHISHOLM)

I, _____, Clerk of the Independent School District No. 695 (CHISHOLM) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 695 (CHISHOLM) State General Election held on Tuesday, November 8, 2022.

Witness my hand and official seal of office this _____ day of _____, 2022.

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the special election for school board members held on November 8, 2022

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No 695 – Chisholm, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute a certificate of election on behalf of the school board of Independent School District No. 695 to the following candidate:

a. Mark Casey

who has received a sufficiently large number of votes to be elected to fill vacancy on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Where upon said resolution was declared duly passed and adopted on this 14th day of November 2022.

Clerk

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2022

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No 695 – Chisholm, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 695 to the following candidates:

- a. Shelly Lappi
- b. Cynthia Rice
- c. Jaclyn Corradi Simon

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Where upon said resolution was declared duly passed and adopted on this 14th day of November 2022.

Clerk

At the Independent School District No. 695 Board meeting held on November 14, 2022 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 22-11-14

RESOLUTION ACCEPTING SNACK DONATIONS FROM WALMART TO SUPPORT THE CHISHOLM ELEMENTARY AND VAUGHAN STEFFENSRUD ELEMENTARY.

RESOLUTION ACCEPTING \$200.00 DONATION FROM WALMART FOR SNACKS TO SUPPORT THE CHISHOLM PUBLIC SCHOOLS.

RESOLUTION ACCEPTING \$180.00 DONATION FROM STANLEY KUBERKA TO SUPPORT THE KINDERGARTEN MILK PROGRAM.

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 14th day of November 2022.

BY ORDER OF THE SCHOOL BOARD

School District Clerk

155 OUTSIDE AGENCIES SUPPORTING SCHOOLS

Chisholm Public Schools Independent School District No. 695

Board Policy 155

Series: 100 School District

Subject: 155 Outside Agencies Supporting Schools

Adopted/Revised: 9/26/2022

I. PURPOSE

The purpose of this policy is to establish rules and regulations related to outside agencies supporting schools.

II. GENERAL STATEMENT OF POLICY

A. An outside Agency may include but not limited to: foundations, booster clubs, parent-teacher organizations or similar entities as a source of additional support and resources.

III. RULES AND REGULATIONS

AGENCY:

- A. The agency must follow state and federal laws governing nonprofit organizations.
- B. The agency should maintain and control its own financial accounts, using their own tax identification number.
- C. The agency must adhere to all district policies and procedures.
- D. The agency, when fundraising in the name of the district must adhere to the school district's policies and procedures.
- E. Coaches funded through an outside agency are employees of the school. District and the agency shall reimburse the school district for coaching expenses.
 - 1. The athletic director is responsible for the supervision of coaches.
 - 2. All coaches must complete annual training as required of school district employees.
 - 3. The school district has a general liability policy it's employees.
- F. Volunteer coaches recruited by an outside agency are under the jurisdiction of the school district.
 - 1. The head coach and Athletic Director are responsible for the supervision of volunteer coaches.
 - 2. All volunteer coaches must complete annual training as required of school district employees.
 - 3. The school district does not have liability coverage for third-party or volunteer personnel.

SCHOOL DISTRICT:

- A. School board members are prohibited from having a personal financial interest in the organization.
- B. The school district shall not attempt to control the outside nonprofit organization.
- C. The school district may contract with a nonprofit organization to provide services. The district must consider all aspects of the arrangement before committing.
- D. All funds or gifts accepted by the school district, become the district's property.
- E. Coaches (Paid/Volunteer)
 - 1. All coaches will adhere to MSHSL regulations and District policies.
- F. The district reserves the right to limit the access to their facilities. School-related activities take priority over outside agencies activities.

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

Board Policy 211

Series: 200-School Board

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

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CIVIL ACTIONS

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

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

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

D. Service of Subpoenas

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

E. Leave to Testify

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

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

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

B. Students

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

C. Criminal Investigations

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

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

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

D. Data Practices

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

V. STATEMENTS WHEN LITIGATION IS PENDING

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

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

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

212 SCHOOL BOARD MEMBER DEVELOPMENT

Chisholm Public Schools Independent School District No. 695

Board Policy 212

Series: 200-School Board

Subject: 212 School Board Member Development

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

213 SCHOOL BOARD COMMITTEES

Chisholm Public Schools Independent School District No. 695

Board Policy 213

Series: 200-School Board

Subject: 213 School Board Committees

Adopted/Revised:

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPOINTMENT OF COMMITTEES

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

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

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

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

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

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

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

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Chisholm Public Schools Independent School District No. 695

Board Policy 214

Series: 200-School Board

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

Adopted/Revised: November 14, 2022

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

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

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

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

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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

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

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

301 SCHOOL DISTRICT ADMINISTRATION

Chisholm Public Schools Independent School District No. 695

Board Policy 301

Series: 300-Administration

Subject: School District Administration

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Cross References: None

302 SUPERINTENDENT

Chisholm Public Schools Independent School District No. 695

Board Policy 302

Series: 300-Administration

Subject: 302 Superintendent

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL RESPONSIBILITIES

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

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

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

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

303 SUPERINTENDENT SELECTION

Chisholm Public Schools Independent School District No. 695

Board Policy 303

Series: 300-Administration

Subject: 303 Superintendent Selection

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. QUALIFICATIONS

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

IV. SELECTION

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

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

Cross References: None

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

Chisholm Public Schools Independent School District No. 695

Board Policy 304

Series: 300-Administration

Subject: 207 Public Hearings

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Cross References: None

305 POLICY IMPLEMENTATION

Chisholm Public Schools Independent School District No. 695

Board Policy 305

Series: 300-Administration

Subject: 305 Policy Implementation

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

306 ADMINISTRATOR CODE OF ETHICS

Chisholm Public Schools Independent School District No. 695

Board Policy 306

Series: 300-Administration

Subject: 306 Administrator Code of Ethics

Adopted/Revised: November 14, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

Cross References: None