

Cloquet Public Schools

Regular Meeting

Monday, May 11, 2020 at 6:00 PM

Our Board Room

302 14th Street

Cloquet, MN 55720

302 - 14th Street, Cloquet, MN

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* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

Cloquet Public Schools

Regular Meeting

Monday, May 11, 2020 at 6:00 PM
Garfield School - 2nd Floor Board Room
302 - 14th Street, Cloquet, MN

5:30 p.m. Working Session

6:00 p.m. Regular Meeting

- I. Roll Call**
- II. Pledge of Allegiance**
- III. Consider Approval of Board Agenda**
 1. May 11, 2020 School Board Agenda
- IV. Consider Approval of School Board Minutes**
 1. April 27, 2020 School Board Meeting Minutes
- V. Open Forum and Reception of Delegations, Petitions, and Communications**
 1. Building & Department Reports
- VI. Claims, Hand Checks**
 1. Claims, May 6, 2020
 2. Hand Checks, April 2020
- VII. Consent Items**
 1. *Retirement Letters*
 2. *Letters of Resignation*
 - a. .8 FTE Art Teacher at Cloquet Area Alternative Education Programs (CAAEP)
 - b. Head Secretary at Northern Lights Academy
 3. *Recommendations for Employment*
 - a. 1.0 FTE 4th Grade Teacher at Churchill Elementary School
 - b. 10-Month, 210 Days Head Secretary at Washington Elementary School
 - c. ECFE School Readiness and Early Childhood Screening Coordinator
 - d. Age to Age Summer Fellow and Age to Age Senior Summer Fellow
 - e. Extra Service Contract for Activities Director
 - f. Extra Service Contract for the Achievement & Integration Grant Coordinator
 - g. Extra Service Contract for Special Education/ADSIS Coordinator
 - h. Extra Service Contract for the Every Student Succeeds Act (ESSA) Program Summer Coordination
 - i. Extra Service Contract for the MNCIMP/Special Education Coordinator
 - j. Extra Service Contract for the Special Education Transition Coordinator
 - k. Extra Service Contract for Summer Nursing Services
 1. Extra Service Contracts for Industrial Technology Summer Maintenance
 - m. Extra Service Contract for Edgenuity Program Summer Work at Cloquet Area Alternative

Education Programs (CAAEP)

- n. 2020 Summer School Staffing for Cloquet Area Alternative Education Programs (CAAEP)

4. Permission to Post

- a. .8 FTE Art Teacher at Cloquet Area Alternative Education Programs (CAAEP)

5. Grant Applications/Grant Awards/Donations

- a. Consider Approval of Age to Age Summer Program Grant Application to The Northland Foundation
- b. Consider Acceptance of The Northland Foundation Emergency Child Care Grant Award
- c. Consider Approval of Cloquet Educational Foundation (CEF) Grant Awards
 - 1. Prairie Fire Theater, \$1,300
 - 2. 2020 All Night Graduation Party/Support of Seniors, \$2,000
 - 3. Incentive Program Title I/American Indian Education Program, \$400.00

6. Other

VIII. Staffing Adjustments

IX. Old Business

- 1. Spring Extra Service Contracts

X. Superintendent's Report

XI. School Board Committee Report

- 1. Student Enrollment Report as of May 7, 2020

XII. Agenda Addendums

XIII. New Business

- 1. Consider Approval of Hosting the Minnesota Association of Community Theaters Event
- 2. Consider Approval of Lake Superior College Concurrent Enrollment Contract for the 2020-2021 School Year
- 3. Consider Approval of District Policy #533 - Wellness Policy
- 4. Consider Approval of Fee Increase for Li'l Lumberjacks and Li'l Thunder Learning Centers
- 5. Consider Approval of Fee Increase for Kids Corner Program Staff
- 6. Consider Approval of Pay Increase for Child Care Staff in June 2020
- 7. Consider Approval of 2020-2021 Resolution for Membership in the Minnesota State High School League
- 8. Consider Approval of 2020 Summer Device Agreement

XIV. For Your Information

XV. Upcoming Meetings/Events

XVI. Adjournment

* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

April 27, 2020

Board Chair Ted Lammi called the working session to order at 5:30 p.m.

Topics discussed: proposed budget reductions, staffing, retirements, open enrollments for 2020-2021 school year, and class sizes for next school year.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 6:20 p.m.

April 27, 2020

The regular board meeting of the School Board of Independent School District No. 94, in the City of Cloquet on April 27, 2020 was called to order by Board Chair T. Lammi at 6:25 p.m.

Roll Call – the following members were present on roll call:

- Duane Buytaert
- Dave Battaglia
- Jim Crowley
- Ted Lammi
- Nate Sandman
- Gary Huard

Present in Person:

- Dr. Michael Cary, Superintendent
- Candace Nelis, Business Manager
- Bonnie Monfeldt, Executive Assistant to the Superintendent
- Bill Bauer, Technology Assistant
- Jamie Lund, Pine Journal Newspaper

Building principals, teacher representatives, AIE Director, Community Education Director, District Facilities & Grounds Director will be excused from attending Board meetings until further notice.

Pledge of Allegiance.

APPROVAL OF BOARD AGENDA

- RESOLVED by N. Sandman to approve the April 27, 2020 school board meeting agenda, amended as follows: Items 3 a. – f. and 4 b. from the Consent Items will be added under New Business to be acted upon individually. D. Battaglia seconded the motion with the amendments listed above and the resolution was approved by unanimous yeas voice vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by D. Battaglia to approve the April 13, 2020 school board meeting minutes, as presented. T. Lammi seconded the motion and the resolution was approved by unanimous yeas voice vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports – please refer to the written summary included in the board packet posted online at www.isd94.org.
- Superintendent Cary read a letter received from Jack Slater, CHS Class of 2021, commenting on the non-renewal of Mrs. Motzko's contract.

CLAIMS and FOOD SERVICE REPORT

- RESOLVED by D. Buytaert to approve the Claims, April 22, 2020 and Food Service Report, March 2020, as presented. G. Huard seconded the motion and the resolution was approved by unanimous yeas of all members present on roll call.

CONSENT ITEMS

- RESOLVED by D. Battaglia to approve the following consent items with the adjustments made to pull 3 a. – f. and 4 b. and move them to New Business to be acted on individually:

1. Letters of Retirement:

- Leanne Schmidt, 1.0 FTE 2nd Grade Teacher at Washington Elementary School, effective September 30, 2020.
- Rhonda Mielke, Cloquet High School Counseling Office Secretary, effective June 30, 2020.

2. Letters of Resignation

- Ashley Braun, 1.0 FTE School Counselor at Cloquet Alternative Education Programs (CAAEP), effective June 4, 2020.
- Sheri Englund, 1.0 FTE Special Education SLD teacher at Washington Elementary School, effective June 4, 2020.
- Rebekkah Morrison, .6 FTE English teacher at Cloquet Alternative Education Programs (CAAEP), effective June 4, 2020.

3. Recommendations of Employment:

- Debra Mikkola, Nature of Science 6th Period Stipend at CHS for the 2020-2021 school year in the amount of \$4,779.00. **(Pulled from Consent Items – Moved to New Business)**
- Bret Baker, World Challenges 6th Period Stipend at CHS for the 2020-2021 school year in the amount of \$4,779.00. **(Pulled from Consent Items – Moved to New Business)**
- Steve Polkowski, Graduation Improvement, Zero Hour 6th Period Stipend at CHS for the 2020-2021 school year in the amount of \$4,779.00. **(Pulled from Consent Items – Moved to New Business)**
- Tim Stark, 1st Semester, Psychology (83 Days) 6th Period Stipend at CHS for the 2020-2021 school year in the amount of \$2,389.50. **(Pulled from Consent Items – Moved to New Business)**
- Andrea Cacek, CMS One Time Stipend – Schoology related issues in the amount of \$5,000.00. **(Pulled from Consent Items – Moved to New Business)**
- Bekki Morrison, CHS One Time Stipend – Schoology related issues in the amount of \$5,000.00. **(Pulled from Consent Items – Moved to New Business)**

4. Permission to Post – MAKE SURE TO LIST REASON FOR POSTING ON MEMOS

- 1.0 FTE School Counselor at CAAEP for the 2020-2021 school year.
- 1.0 FTE Special Education Case Manager at Cloquet High School for the 2020-2021 school year. **(Pulled from Consent Items – Moved to New Business)**
- 1.0 FTE 2nd grade teacher at Washington Elementary School for the 2020-2021 school year.
- .4 FTE English teacher at CAAEP for the 2020-2021 school year.
- 1.0 FTE 5th grade teacher at Cloquet Middle School for the 2020-2021 school year.
- 6.75 Hours/Day Special Education Paraprofessional at Northern Lights Academy for the 2020-2021 school year.
- 1.0 FTE Special Education EBD teacher at Northern Lights Academy for the 2020-2021 school year.

- h. 1.0 FTE Specific Learning Disability Special Education teacher at Washington Elementary School.
- i. 1.0 FTE Jr. High Special Education EBD teacher at CAAEP for the 2020-2021 school year.

5. Grant Applications/Grant Awards/Donations

- Donors Choose “Active bodies and minds” equipment for CAAEP.

D. Buytaert seconded the motion and the resolution was approved by unanimous yeas vote of all members present on roll call. The school board thanked the staff who will be retiring for their years of service and wished them well in their future retirement endeavors.

STAFFING ADJUSTMENTS

There was nothing to report.

OLD BUSINESS

There was nothing to report.

SUPERINTENDENT’S REPORT

Superintendent Cary reported that he is anticipating a loss in the food service department revenue due to Distance Learning as we are not able to track details on payments for lunches, free & reduced lunches, etc. The state has shifted to allow school districts to use summer food service rules during distance learning. Budget reductions were reviewed and discussed during the working session.

SCHOOL BOARD COMMITTEE REPORT

- The Student Enrollment Report as of April 22, 2020 was reviewed.

NEW BUSINESS

1. Consider Approval of Resolution Relating to the Termination and Nonrenewal of Long-Term Substitute Teaching Contracts of Probationary Teachers (by voice roll call vote):

- a. 1.0 FTE Science Teacher at CMS – Board member N. Sandman made a motion to approve this termination resolution. D. Buytaert seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- b. 1.0 FTE German Teacher at CHS – Board member D. Battaglia made a motion to approve this termination resolution. D. Buytaert seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- c. 1.0 FTE Kindergarten Teacher at Washington Elementary School – Board member D. Buytaert made a motion to approve this termination resolution. T. Lammi seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- d. 1.0 FTE Math Teacher at CHS – Board member G. Huard made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- e. 1.0 FTE EBD Special Education Teacher at NLA – Board member N. Sandman made a motion to approve this termination resolution. D. Buytaert seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- f. 1.0 FTE Physical Education/Health Teacher at CMS – Board member T. Lammi made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- g. 1.0 FTE 5th Grade Teacher at CMS – Board member G. Huard made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by unanimous voice vote of all members present on roll call.

- h. 1.0 FTE 3rd Grade Teacher at Churchill Elementary School – Board member D. Buytaert made a motion to approve this termination resolution. G. Huard seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- i. 1.0 FTE Title I Teacher at Churchill Elementary School – Board member T. Lammi made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- j. 1.0 FTE 6th Grade Teacher at Cloquet Middle School – Board member D. Buytaert made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- k. 1.0 FTE SLD Teacher and 1.0 FTE 2nd Grade Teacher at Washington Elementary School – Board member G. Huard made a motion to approve this termination resolution. T. Lammi seconded the motion and it was approved by unanimous voice vote of all members present on roll call.
- l. 1.0 FTE Music Teacher at CMS – Board member D. Battaglia made a motion to approve this termination resolution. D. Buytaert seconded the motion and it was approved by unanimous voice vote of all members present on roll call.

2. Consider Approval of Resolutions Relating to the Termination and Nonrenewal of Teaching Contracts of Probationary Teachers (by roll call vote):

- a. 1.0 FTE Social Studies Teacher at CHS – Board member T. Lammi made a motion to approve this termination resolution. D. Battaglia seconded the motion and it was approved by a five to one (5:1) yay voice vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, J. Crowley and G. Huard voted yay and board member D. Buytaert voted nay.
- b. 1.0 FTE Math teacher at CHS – Board member T. Lammi made a motion to approve this termination resolution. D. Battaglia seconded the motion. The resolution failed due to a three to three (3:3) voice vote of all members present on roll call. Board members T. Lammi, D. Battaglia, and G. Huard voted yay. Board Members N. Sandman, J. Crowley, and D. Buytaert voted nay. Resolution failed due to a lack of majority support.
- c. 1.0 FTE Special Education EBD Jr. High teacher at CAAEP – Board member D. Battaglia made a motion to approve this termination resolution. T. Lammi seconded the motion and it was approved by a five to one (5:1) yay voice vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, J. Crowley and G. Huard voted yay and board member D. Buytaert voted nay.

3. Consider Approval of Resolution to Terminate Paraprofessional Positions for the 2020-2021 school year:

- RESOLVED by N. Sandman to approve the reduction in hours/termination of the following Paraprofessional positions effective at the end of the 2019-2020 school year, as follows:
 - a. Annie McBride 4 Hours/Day Special Education Paraprofessional at Churchill Elementary School
 - b. Cheryl Foss 6.5 Hours/Day Special Education Paraprofessional at Churchill Elementary School
 - c. Jodi Bottila 6.5 Hours/Day Special Education Paraprofessional at Churchill Elementary School
 - d. Carmen Purcell 30 Hours/Week Special Education Paraprofessional at Churchill Elementary School
 - e. Tonia Meyers 6.5 Hours/Day Special Education Paraprofessional at Churchill Elementary School
 - f. Paula Oien 20 Hours/Week Special Education Paraprofessional at Washington Elementary School
 - g. Polly Hammond 5.5 Hours/Day Special Education Paraprofessional at Washington Elementary School
 - h. Dillon Johnson 6.5 Hours/Day Special Education Paraprofessional at Cloquet Middle School
 - i. Haydee Anderson 6.5 Hours/Day Special Education Paraprofessional at Cloquet High School
 - j. Star Tezak 6.5 Hours/Day Special Education Paraprofessional at Cloquet High School
 - k. Allison Jerde 6.5 Hours/Day Special Education Paraprofessional at Cloquet High School
 - l. Mark Cooper 6.5 Hours/Day Consistent Support Paraprofessional at Cloquet Middle School – hired as a long-term sub for Amy Jackson who has a leave of absence from 1/2/20 – 6/2/20

- m. Raihlee-Jae Melin 6.75 Hours/Day Special Education Paraprofessional at Northern Lights Academy – hired as a long-term sub for Jeremy Scholer who has a leave of absence from 12/6/19 – 6/4/20
- n. Yvonne Crotteau 6.5 Hours/Day Special Education Paraprofessional at Cloquet High School
- o. Mary Comrie 6.5 Hours/Day Special Education Paraprofessional at Cloquet High School
- D. Buytaert seconded the motion and the resolution was approved by unanimous yay voice vote of all members present on roll call.

4. Consider Approval of Resolution to Terminate Custodial/Part-Time Cleaning Positions:

- RESOLVED by N. Sandman to approve the reduction of part-time cleaner positions effective June 30, 2020, as follows:
 - a. Jim Belden, 6 hours/day part-time cleaner at Cloquet High School
 - b. Joseph Kersting, 4 hours/day part-time cleaner at Cloquet Middle School
 - c. Jason Morrisroe, 4 hours/day part-time cleaner at Cloquet Middle School

D. Battaglia seconded the motion and the resolution was approved by a five to one (5:1) yay voice vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, J. Crowley and D. Buytaert voted yay, board member G. Huard voted nay.

5. Consider Approval of Resolution to Terminate Secretarial Position:

- RESOLVED by D. Battaglia to approve the reduction of the 25 hours/week part-time secretary position held by Jessica Loons at Central Administration Office, as presented. D. Buytaert seconded the motion and the resolution was approved by unanimous yea voice vote of all members present on roll call.

6. Consider Approval of Recommendations for Employment and Permission to Post: (from the Consent Items):

- RESOLVED by D. Battaglia to approve the 6th Period Stipends at Cloquet High School for the 2020-2021 school year, as presented. N. Sandman seconded the motion and the motion was approved by a five to one (5:1) voice vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, J. Crowley and G. Huard voted yea, board member D. Buytaert voted nay.
- RESOLVED by T. Lammi to approve the one-time stipends for Andrea Cacek at CMS and Rebekkah Morrison at CHS in the amount of \$5,000 each for Schoology-related issues during Distance Learning, as presented. D. Battaglia seconded the motion and the motion was approved by a four to two (4:2) voice vote of all members present on roll call. Board members T. Lammi, D. Battaglia, J. Crowley and G. Huard voted yea, board members N. Sandman and D. Buytaert voted nay.
- RESOLVED by D. Battaglia to approve the posting for a Special Education Case Manager position for the 2020-2021 school year at Cloquet High School, as presented. T. Lammi seconded the motion and the motion was approved by a five to one (5:1) voice vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, J. Crowley and G. Huard voted yea, board member D. Buytaert voted nay.

AGENDA ADDENDUMS

- There was nothing added at this time.

FOR YOUR INFORMATION

- There was nothing to report.

UPCOMING MEETINGS/EVENTS

- There was nothing to report.

ADJOURNMENT

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 7:03 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

BUILDING & DEPARTMENT REPORTS

MONDAY, MAY 11, 2020

Cloquet Middle School

It is hard to believe that we have been delivering distant learning to our students for over a month now. As we continue down this path, our teachers continue to improve the product that they are providing to their students. Last week at our online staff meeting, teachers Stef Biebl, Breonna Clark, and Nicole Vegar demonstrated an online learning tool called Actively Learn. The program lets the teacher deliver video instruction to students with embedded questions in the video. The student watches the video instruction and then has to stop and answer questions before they can continue the video. The students can go back and review the video at any time but cannot go forward. This tool is one of those products that could be helpful when we come back to school for snow distant learning days, sub days, and for when kids are absent. During conferences, the teachers that used Actively Learn received positive feedback on the instruction from our students and their parents. For our distance learning conferences, we had our parents sign up to be called by their student's teachers that they wanted to talk with. Sending a form seemed to work well with over one hundred 7th and 8th-grade parents signing-up for a phone call from one of their student's teachers. Finally, CMS will be holding 6th-grade teacher interviews this week.

Cloquet High School

Graduation plans have come together. A lot of hard work by our office staff and our senior class advisors, Brenda Gigliotti and Shelley Robideaux, made this happen. See the attached PDF for details.

Our teachers continue to work as hard as ever to communicate and connect with our students. Everyone is making the most of an unfortunate situation.

The office is busy with building the master schedule for 20-21 and prepping for graduation.

Churchill Elementary School

Childcare continues at Churchill daily....essential worker children numbers have been consistently this week about 40-50 students. I want to personally complement our hourly staff (paraprofessionals) who are providing the childcare service daily. This group from Churchill has been positive, caring and go getters to make this program work. Don Gentilini (Churchill Social Worker) has led this group and has done an excellent job. This COVID experience is very unique to Churchill and I couldn't be more proud of how our staff has approached this expectation.

Teachers are reporting good communication and packet returns from their students. We are using our resources (counselors and social workers) to make those connections with some families who are not consistently available. End of the year planning is taking place with our office staff. Discussions have centered around marking attendance, report cards and end of the year to do's for our staff. Student supplies in grades 2-4 have been sent home with most families coming to Churchill and collecting student belongings.

Washington Elementary School

Distance learning is going well at Washington. Our staff have continued to do an excellent job making personal contact with all of our students weekly (and in many cases multiple times throughout the week) and have made themselves available in a variety of ways (phone, email, texting, Google Hangouts, Seesaw, Schoology) to best accommodate families and meet the needs of kids. We know that distance learning is wearing for families as a whole so we also added a "Homework Helpline" that students and families can call anytime Monday-Friday from 8-3 to get help with learning activities. Certified staff scheduled themselves and stationed onsite to be ready to receive calls and give help to students. This has not been highly utilized but it is another layer of support we have available to our families and students. If you hear of families struggling with DL, know that we are doing everything we can possibly think to do to make ourselves available to support them!!!

In addition to the learning folders and learning activities that are continuing along as planned, we also have a variety of “extras” that keep the enthusiasm and school spirit alive for our kids and families too. Mr. Donofrio, one of our Title One teachers, has put an incredible amount of time into the “Good Morning Washington” morning show that airs twice per week. There are many student contributed pictures, videos, jokes and the like as well as some fun staff challenges and a story every time. The twelfth episode is coming out at the end of the week and it includes a Mondati family challenge. Check out our YouTube channel to see for yourself. https://www.youtube.com/channel/UC_hJ3iiTm7uSshD3McCh3Q Additionally our nightly live Bedtime Story (hosted on Google Meet @ <https://meet.google.com/rik-tcwo-icv>) has been going well with a different staff hosting the story from their home nightly (at 7:30pm) and our Washington Read Aloud YouTube channel is gaining popularity for students who would like to listen to recorded books read to them by one of our staff members. <https://www.youtube.com/channel/UCBD0bP1KbY8T5KGnX1yBYaQ>

Finally, our PBIS team has been planning ways to keep us united as a school community! We have a “Lumberjack/Purple PRIDE” spirit day on Friday, May 8th where we are encouraging our students to chalk their sidewalks, decorate the windows at their homes and dress up in their Lumberjack Pride to celebrate the graduating class of 2020. Kids are sending in pictures so we can make a slideshow to share by the end of the month. We are also planning a final farewell for our Washington kids at the end of the month too. Details are coming together, and we are planning to let our families know sometime next week!! We aren’t going to let COVID and social distance impact our ability to safely celebrate a great year!!

Cloquet Area Alternative Education Programs (CAAEP)

The CAAEP staff have been working diligently to connect with students daily via a variety of pathways. Three staff went the homes of seniors and placed CAAEP graduating Senior signs in their yards and had a great time , social distancing, talking with the students.

CAAEP is in the process of scheduling how graduation will look during social distancing. A formalized plan will be in place for the next board meeting.

CAAEP is looking at a new scheduling format for fall. A modified block with five 70 minutes per block as opposed to 7 46-minute periods. The rationale for this change is to reduce the amount of classes per day and the amount of transitions during the day while developing a more “hands on”, project based curricular platform. We are in the brainstorming phase of this process and will provide more details at the next board meeting.

Education Minnesota – Cloquet (EMC)

EMC has thanked noncertified staff, cafeteria workers, and custodial staff with a pizza lunch as a thank you for all of their hard work and dedication. EMC also sent a thank you to all certified staff and administration for their dedication to our students and families during these unusual circumstances. Each member received an inspirational quote on a special photo with a gift certificate for a treat at a local coffee shop.

American Indian Education (AIE) Department

Our typical May is chaotic and a blur. This year it seems to have the same theme, but in a different way. Secondary AIE staff met via google hangout to discuss ideas to honor our American Indian graduating seniors in lieu of a banquet. Words of encouragement, gifts and acknowledgement certificates will be packaged and sent out. The banquet is an anticipated event where recognition of the hard work and dedication is celebrated. Cloquet Schools has had a 25%-35% higher than state average for American Indian graduates. We continue to thrive for these above average rates.

Black Bears and Blueberries Publishing released several books this month. These Native authored/illustrated books will be used to enrich classroom literature in elementary and secondary. Eighth grade students transitioning into high school will get their own copy of “The Wolf’s Trail” by Thomas D. Peacock.

We will wrap up this school year using modified concepts of teaching and learning, strengthening relationships between families and school, and put a meaningful plan together for next year. Please email or call if you have any questions or concerns. Thank you.

District Facilities & Grounds

Groundskeeper I and Groundskeeper II have been posted.

Positions have been advertised in the local paper to increase the applicant pool.

Student/College Seasonal Summer Help

Applications are currently being accepted.

LTFM Facilities Condition Assessment

ARI has presented their preliminary LTFM facilities condition assessment and recommendations to identify present and future maintenance and construction needs.

District Technology Department

For the Technology Department, things have returned to “normal” in terms of the number of help requests we’ve seen. We’re still supporting faculty, staff, and students remotely as well as providing curb-side tech support, but the amount and types of requests are what we would expect if on-campus school were in session. Although we’re less busy providing direct support to our users, we’re now busy getting things ready to collect devices and begin our summer projects. Following guidance from MDE, this year the Technology Department in conjunction with the Secondary Administrators, has decided to have students retain their 1:1 device over the summer, provided they would otherwise receive the same device next school year. We made this decision for two reasons. First, students will be able to use their device as a means of communication with friends and family during social distancing, so the device can provide much needed social interaction for students. Second, allowing students to keep their 1:1 device greatly reduces the amount of contact the Technology staff would have to have with students and increases everyone’s safety during social distancing. If students know they will not be returning to our district next school year, or if their family is not comfortable keeping the device all summer, they will be able to return the device. Students in grades 8 and 12 will be required to turn in their devices as they are either graduating or will be receiving a different device next school year. Communication to our families about this change, as well as instructions on how to turn in the devices will be going out to families shortly. We are currently looking at our options to be able to safely sanitize devices turned in by graduating seniors to be able to give them to next year’s freshman so they can have a device over the summer.

Community Education

The Churchill care site continues to run well with only a few weeks remaining. We are seeing a few emergency workers being called back to work, with their children coming to Lil Lumberjacks and Lil Thunder.

Congratulations to Shannon Krikava, who has accepted an offer as our new ECFE/School Readiness Coordinator.

We are looking at format for some very small fitness and recreation classes this summer if allowed. We are also looking at the possibility of trying a few recreation classes online. ECFE and Time for Tots final day will be May 15.

Attached is the Governor’s proclamation declaring May 7 (sorry, I just opened the email today) as School Aged Care Workers Day. On this note, I want to publicly thank all the wonderful staff in our Kids Corner program for their amazing work with the children. In particular, thank you to Colombe Anderson, Jennifer Tibbetts and Kelly Moore for their leadership.

Northern Lights Academy (NLA)

NLA staff continue to support our students with daily contacts. This past week, each of our teachers and the paras that work with them drove around to make curbside visits to each of our students. They brought large motor activities with them, visited with them, and encouraged them to continue doing a great job! All of the NLA staff are taking the opportunity with students not in the building to participate in trainings to increase their skills. The other big task our staff is working on is getting some of our students transitioned back to their districts for the fall and welcoming students who will start with us in the fall.

Graduation 2020



Info

**CLOQUET HIGH SCHOOL
GRADUATION
CEREMONY**

WHEN: *Friday, May 22*

WHERE: **CLOQUET BUSINESS PARK**
Business Park Dr., Cloquet

TIME: **9:00 P.M.**



CHS DRIVE IN!

*More details will be
provided soon!*

We are making plans for students and families to enjoy a virtual graduation ceremony similar to a drive-in experience.

Please Note:

- YOU MUST REMAIN IN YOUR VEHICLE AT ALL TIMES**
- ONE VEHICLE PER FAMILY (unless a student's parents do not live together, a second vehicle will be approved for that student)**
- OPEN TRUCK BEDS ARE NOT ALLOWED • COOLERS ARE NOT ALLOWED**

Seniors! Very Important!

**WE WOULD LIKE TO RECORD YOU WALKING ACROSS THE
CHS AUDITORIUM STAGE TO RECEIVE YOUR DIPLOMA
DRESSED IN YOUR CAP & GOWN.**

- 1 - Please check your school email for a link to sign up either May 12th or 13th from 11:00 a.m. - 7:00 p.m. to come in and receive your diploma.**
- 2 - If you can't find the email, go to www.isd94.org and click on the link for "SENIOR DIPLOMA SIGN UP".**
- 3 - Park and remain parked in the front U outside Door 1 until someone comes and gets you when you arrive for your time.**
- 4 - Parents/Guardians are allowed to come with you.**
- 5 - Wear your cap and gown (make sure they are ironed).**
- 6 - A professional photographer will be available to take photos for purchase.**

CALL 879-3393 IF YOU HAVE ANY QUESTIONS!

If the State of MN or Department of Education says we cannot execute this plan, we will communicate that ASAP. As of now we have no reason to believe that this won't be allowed.



STATE of MINNESOTA

Proclamation

- WHEREAS: From the start of distance learning planning during the state's COVID-19 response, Minnesota's schools have provided care for thousands of children of critical workers each day; and
WHEREAS: This care is essential so that our frontline workers can continue serving Minnesotans in industries such as health care, emergency response, retail, food, transportation, and more; and
WHEREAS: Staff in our schools, from paraprofessionals to teachers to school-age care specialists, are providing this service while also managing other aspects of their jobs; and
WHEREAS: School-age care providers are working tirelessly to eliminate the opportunity gap and improve education outcomes for all our children; and
WHEREAS: The families of our students in these school-age care programs are grateful for this assistance so that they can continue working; and
WHEREAS: School-age care provided to critical workers is a significant contribution to Minnesota's statewide effort to build our health capacity to address the COVID-19 pandemic; and
WHEREAS: This incredible, important work by our school-age care providers deserves our praise, gratitude, and recognition.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Thursday, May 7, 2020 as:

SCHOOL-AGE CARE WORKERS DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 4th day of May.

[Handwritten signature of Tim Walz]

GOVERNOR

[Handwritten signature of Steve Simon]

SECRETARY OF STATE

Cloquet Public Schools

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
0094		2	90879	154831	Check	1	1055		ADVANTAGE EMBLEM	Yes	No	No	USD	05/11/2020	240.00
			90876	154832	Check	1	10032		ANDERSON PATTI	Yes	No	No	USD	05/11/2020	985.00
			90960	154833	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	05/11/2020	145.15
			90878	154834	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	05/11/2020	305.02
			90969	154835	Check	1	9514		ARS	Yes	No	No	USD	05/11/2020	11,955.00
			90933	154836	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	05/11/2020	8,784.60
			90934	154837	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	05/11/2020	1,494.43
			90953	154838	Check	1	8305		BARTCZAK, RACHEL	Yes	No	No	USD	05/11/2020	10.00
			90974	154839	Check	1	9684		BLACK BEARS & BLUEBERRIES PUB	Yes	No	No	USD	05/11/2020	3,491.90
			90929	154840	Check	1	5724		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	05/11/2020	2,155.50
			90946	154841	Check	1	7378		BSN SPORTS	Yes	No	No	USD	05/11/2020	1,239.00
			90870	154842	Check	1	10025		CALVERLEY AMILIYA	Yes	No	No	USD	05/11/2020	2,301.10
			90957	154843	Check	1	8595		CARLTON COUNTY CHILDREN & FAM	Yes	No	No	USD	05/11/2020	265.00
			90864	154844	Check	1	10019		CARROLL JULIE	Yes	No	No	USD	05/11/2020	85.00
			90948	154845	Check	1	7673		CENTURY LINK	Yes	No	No	USD	05/11/2020	253.37
			90880	154846	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	05/11/2020	3,034.75
			90881	154847	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	05/11/2020	99,619.02
			90959	154848	Check	1	8797		COHEN, MICHAEL	Yes	No	No	USD	05/11/2020	88.28
			90883	154849	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	05/11/2020	1,204.00
			90868	154850	Check	1	10023		CONWAY JEFF	Yes	No	No	USD	05/11/2020	2,370.00
			90871	154851	Check	1	10026		CRANDELL JADEN	Yes	No	No	USD	05/11/2020	1,185.00
			90886	154852	Check	1	14301		DEMCO INC	Yes	No	No	USD	05/11/2020	196.13
			90877	154853	Check	1	10033		DESMOND MICHAEL	Yes	No	No	USD	05/11/2020	1,120.00
			90955	154854	Check	1	8415		DETERS, CHEYENNE	Yes	No	No	USD	05/11/2020	411.15
			90923	154855	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	05/11/2020	60.00
			90936	154856	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/11/2020	230.80
			90907	154857	Check	1	4198		ELLENA, SARAH	Yes	No	No	USD	05/11/2020	685.00
			90888	154858	Check	1	17937		ELWOOD, JILL	Yes	No	No	USD	05/11/2020	1,355.00
			90909	154859	Check	1	4430		ENGLUND, SHERI	Yes	No	No	USD	05/11/2020	173.94
			90937	154860	Check	1	6393		FAIRBANKS, CHRISTY	Yes	No	No	USD	05/11/2020	63.15
			90889	154861	Check	1	19308		FIRST PHOTO	Yes	No	No	USD	05/11/2020	38.70
			90910	154862	Check	1	4475		FISHER, DEBRA	Yes	No	No	USD	05/11/2020	90.00
			90882	154863	Check	1	1148		FLINN SCIENTIFIC INC	Yes	No	No	USD	05/11/2020	104.30
			90890	154864	Check	1	19740		FOND DU LAC OJIBWAY SCHOOL	Yes	No	No	USD	05/11/2020	165,026.83
			90897	154865	Check	1	2844		FRITSINGER, SHEILA	Yes	No	No	USD	05/11/2020	274.00
			90972	154866	Check	1	9649		GENEREAU GWEN	Yes	No	No	USD	05/11/2020	935.00
			90971	154867	Check	1	9637		GIGLIOTTI BRENDA	Yes	No	No	USD	05/11/2020	219.94
			90893	154868	Check	1	21450		GOPHER SPORT	Yes	No	No	USD	05/11/2020	989.47
			90922	154869	Check	1	5396		GREAT AMERICAN OPPORTUNITIES	Yes	No	No	USD	05/11/2020	38.40
			90884	154870	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	05/11/2020	2,925.64
			90962	154871	Check	1	9052		GRUSSENDORF, AMBER	Yes	No	No	USD	05/11/2020	15.96

Cloquet Public Schools

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
0094		2	90931	154872	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	05/11/2020	76.00
			90964	154873	Check	1	9195		HANSON, CRIMSEN	Yes	No	No	USD	05/11/2020	127.62
			90927	154874	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	05/11/2020	11,336.79
			90932	154875	Check	1	5992		HORIZON COMMERICAL POOL SUPP	Yes	No	No	USD	05/11/2020	1,781.88
			90947	154876	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	05/11/2020	398.00
			90978	154877	Check	1	9840		INNOVATIONAL WATER SOLUTIONS	Yes	No	No	USD	05/11/2020	908.50
			90894	154878	Check	1	2526		ISD #94 - VAN	Yes	No	No	USD	05/11/2020	1,027.66
			90874	154879	Check	1	10029		JAMESON LORI	Yes	No	No	USD	05/11/2020	185.00
			90908	154880	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	05/11/2020	30.00
			90912	154881	Check	1	4572		JLX FILTERS	Yes	No	No	USD	05/11/2020	9,050.00
			90938	154882	Check	1	6497		JONES, ANGELA	Yes	No	No	USD	05/11/2020	11.00
			90898	154883	Check	1	28656		KALLIS, SHELLY	Yes	No	No	USD	05/11/2020	404.70
			90952	154884	Check	1	8075		KERMEND, CALLISTA	Yes	No	No	USD	05/11/2020	223.35
			90873	154885	Check	1	10028		KILPATRICK AMANDA	Yes	No	No	USD	05/11/2020	935.00
			90899	154886	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	05/11/2020	237.10
			90867	154887	Check	1	10022		LAH GEORGE	Yes	No	No	USD	05/11/2020	535.00
			90939	154888	Check	1	6599		LAKE SUPERIOR LAUNDRY	Yes	No	No	USD	05/11/2020	42.03
			90900	154889	Check	1	30075		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	05/11/2020	160.41
			90902	154890	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	05/11/2020	636.26
			90944	154891	Check	1	7137		LENNARTSON, ASHLEE	Yes	No	No	USD	05/11/2020	130.75
			90941	154892	Check	1	6981		LOOKOUT BOOKS	Yes	No	No	USD	05/11/2020	361.26
			90980	154893	Check	1	9886		LOVE & LOGIC INSTITUTE INC.	Yes	No	No	USD	05/11/2020	80.78
			90875	154894	Check	1	10031		LUNDBORG LISA	Yes	No	No	USD	05/11/2020	1,185.00
			90968	154895	Check	1	9479		MARKWARDT, LINDSEY	Yes	No	No	USD	05/11/2020	156.17
			90896	154896	Check	1	2692		MASSP	Yes	No	No	USD	05/11/2020	1,740.00
			90869	154897	Check	1	10024		McARTHUR RENEE	Yes	No	No	USD	05/11/2020	1,185.00
			90914	154898	Check	1	4722		MCKAY, HEIDI	Yes	No	No	USD	05/11/2020	1,993.50
			90866	154899	Check	1	10021		McWILLIAMS STEVE	Yes	No	No	USD	05/11/2020	185.00
			90887	154900	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	05/11/2020	65.00
			90961	154901	Check	1	9031		MICKELSON, LARAINE LYNN	Yes	No	No	USD	05/11/2020	200.00
			90949	154902	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	05/11/2020	19.92
			90958	154903	Check	1	8602		MSCA	Yes	No	No	USD	05/11/2020	220.00
			90935	154904	Check	1	6299		NELSON, BETH	Yes	No	No	USD	05/11/2020	116.62
			90956	154905	Check	1	8584		NORRGARD, RICK	Yes	No	No	USD	05/11/2020	935.00
			90905	154906	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	05/11/2020	905.00
			90906	154907	Check	1	40825		NORTHERN BUSINESS PRODUCTS	Yes	No	No	USD	05/11/2020	744.69
			90940	154908	Check	1	6794		OSVOLD, HOLLY	Yes	No	No	USD	05/11/2020	685.00
			90892	154909	Check	1	2084		OWENS, JENNIFER	Yes	No	No	USD	05/11/2020	1,185.00
			90885	154910	Check	1	1326		PAN O GOLD	Yes	No	No	USD	05/11/2020	2,305.80
			90895	154911	Check	1	2635		PEARSON	Yes	No	No	USD	05/11/2020	1,596.00
			90891	154912	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	05/11/2020	942.63

Cloquet Public Schools 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
0094		2	90904	154913	Check	1	3602		PRAXAIR	Yes	No	No	USD	05/11/2020	241.59
			90954	154914	Check	1	8309		QUAVERMUSIC.COM LLC	Yes	No	No	USD	05/11/2020	6,125.00
			90911	154915	Check	1	45535		QUEEN OF PEACE SCHOOL	Yes	No	No	USD	05/11/2020	2,857.37
			90945	154916	Check	1	7289		RACKLIFFE, JENNY	Yes	No	No	USD	05/11/2020	75.00
			90913	154917	Check	1	46565		REALLY GOOD STUFF	Yes	No	No	USD	05/11/2020	311.89
			90925	154918	Check	1	5554		REED, DEBBIE	Yes	No	No	USD	05/11/2020	25.88
			90950	154919	Check	1	7833		REEVES, RUTH	Yes	No	No	USD	05/11/2020	60.00
			90975	154920	Check	1	9714		REYNOLDS VIOLET	Yes	No	No	USD	05/11/2020	1,185.00
			90966	154921	Check	1	9307		RICHARDSON, JASON	Yes	No	No	USD	05/11/2020	1,185.00
			90903	154922	Check	1	3066		S&S WORLDWIDE INC	Yes	No	No	USD	05/11/2020	15.28
			90915	154923	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	05/11/2020	59.00
			90943	154924	Check	1	7075		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	05/11/2020	662.57
			90916	154925	Check	1	48980		SCHOOL SPECIALTY INC	Yes	No	No	USD	05/11/2020	93.10
			90977	154926	Check	1	9805		SCHUSTER LAURA	Yes	No	No	USD	05/11/2020	49.99
			90872	154927	Check	1	10027		SERAFIN JEN	Yes	No	No	USD	05/11/2020	1,185.00
			90979	154928	Check	1	9851		SICKMANN LEAH	Yes	No	No	USD	05/11/2020	170.00
			90917	154929	Check	1	50500		SMART APPLE MEDIA	Yes	No	No	USD	05/11/2020	781.64
			90963	154930	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	05/11/2020	60.00
			90919	154931	Check	1	5341		SOUTH, LISA	Yes	No	No	USD	05/11/2020	935.00
			90951	154932	Check	1	7941		STAPLES BUSINESS CREDIT	Yes	No	No	USD	05/11/2020	1,834.10
			90976	154933	Check	1	9744		STEENBAKKER DAVIS YVONNE	Yes	No	No	USD	05/11/2020	43.47
			90865	154934	Check	1	10020		STEVENSON BRIAN	Yes	No	No	USD	05/11/2020	1,285.00
			90920	154935	Check	1	53530		SUPER DUPER INC	Yes	No	No	USD	05/11/2020	267.65
			90921	154936	Check	1	53551		SUPER ONE	Yes	No	No	USD	05/11/2020	33.89
			90901	154937	Check	1	3020		SWANSON, CHRIS	Yes	No	No	USD	05/11/2020	1,564.85
			90981	154938	Check	1	9887		TEACHFX	Yes	No	No	USD	05/11/2020	1,000.00
			90863	154939	Check	1	06680		THE HOME DEPOT PRO	Yes	No	No	USD	05/11/2020	555.36
			90973	154940	Check	1	9676		THE SHERWIN WILLIAMS CO	Yes	No	No	USD	05/11/2020	740.61
			90924	154941	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	05/11/2020	254.04
			90965	154942	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	05/11/2020	504.00
			90928	154943	Check	1	5702		ULINE	Yes	No	No	USD	05/11/2020	627.63
			90926	154944	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	05/11/2020	31,414.44
			90918	154945	Check	1	5153		VIKING ELECTRIC SUPPLY INC	Yes	No	No	USD	05/11/2020	214.56
			90967	154946	Check	1	9429		WALSH, MICHELLE	Yes	No	No	USD	05/11/2020	92.15
			90942	154947	Check	1	7042		WATSON COMPANY	Yes	No	No	USD	05/11/2020	386.21
			90970	154948	Check	1	9525		WEIDERMAN DONNA MAE	Yes	No	No	USD	05/11/2020	75.00
			90930	154949	Check	1	58008		WEST MUSIC	Yes	No	No	USD	05/11/2020	258.68
			90982	154950	Check	1	9928		ZIMMY RYAN	Yes	No	No	USD	05/11/2020	1,500.00

Bank Total: 2

\$419,938.90

Report Total:

\$419,938.90

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$238,329.47
02	Food Services	\$34,961.19
03	Transportation	\$99,426.06
04	Community Services	\$1,899.65
05	Capital Expenditure	\$7,723.63
12	Activities	\$35,443.40
45	OPEB Irrevocable Trust	\$2,155.50
Report Total		\$419,938.90

Cloquet Public Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0094	2		90506	154470	Check	1 9627		AMAZON/SYNCB	Yes	No	No	USD	04/02/2020	219.45
0094	2		90502	154471	Check	1 1061		ISD #94	Yes	No	No	USD	04/02/2020	1,449.13
0094	2		90504	154472	Check	1 5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/02/2020	440.05
0094	2		90505	154473	Check	1 6757		MORRISON, REBEKKAH	Yes	No	No	USD	04/02/2020	187.40
0094	2		90503	154474	Check	1 5554		REED, DEBBIE	Yes	No	No	USD	04/02/2020	52.90
0094	2		90508	154475	Check	1 9627		AMAZON/SYNCB	Yes	No	No	USD	04/03/2020	164.02
0094	2		90507	154476	Check	1 2267		WALMART COMMUNITY GEMB	Yes	No	No	USD	04/03/2020	375.07
0094	2		90509	154477	Check	1 2267		WALMART COMMUNITY GEMB	Yes	No	No	USD	04/03/2020	808.74
0094	2		90513	154478	Check	1 7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	04/06/2020	6,190.51
0094	2		90511	154479	Check	1 29895		LAKE SUPERIOR COLLEGE	Yes	No	No	USD	04/06/2020	2,981.74
0094	2		90512	154480	Check	1 48020		SAM'S CLUB DIRECT	Yes	No	No	USD	04/06/2020	184.72
0094	2		90510	154481	Check	1 2267		WALMART COMMUNITY GEMB	Yes	No	No	USD	04/06/2020	5,257.97

Bank Total: \$18,311.70

Report Total: \$18,311.70

Cloquet Public Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0094	2		90755	154711	Check	1	6078	AMAZON	Yes	No	No	USD	04/16/2020	38.80
0094	2		90752	154712	Check	1	5724	BLUE CROSS BLUE SHIELD	Yes	No	No	USD	04/16/2020	1,197.50
0094	2		90746	154713	Check	1	4073	CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	04/16/2020	1,095.85
0094	2		90747	154714	Check	1	4073	CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	04/16/2020	938.62
0094	2		90756	154715	Check	1	9578	CONSTELLATION NEWENERGY -GAS I	Yes	No	No	USD	04/16/2020	8,144.98
0094	2		90743	154716	Check	1	1061	ISD #94	Yes	No	No	USD	04/16/2020	2,931.19
0094	2		90745	154717	Check	1	38650	MADISON NATIONAL LIFE INSURANCE	Yes	No	No	USD	04/16/2020	3,750.28
0094	2		90753	154718	Check	1	5736	MEDICAREBLUE RX	Yes	No	No	USD	04/16/2020	1,242.70
0094	2		90749	154719	Check	1	5675	MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/16/2020	1,401.37
0094	2		90750	154720	Check	1	5675	MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/16/2020	764.36
0094	2		90751	154721	Check	1	5675	MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/16/2020	1,043.26
0094	2		90744	154722	Check	1	36651	MINNESOTA POWER	Yes	No	No	USD	04/16/2020	30,061.74
0094	2		90748	154723	Check	1	41101	NORTHLAND AUTO PARTS	Yes	No	No	USD	04/16/2020	245.53
0094	2		90754	154724	Check	1	58008	WEST MUSIC	Yes	No	No	USD	04/16/2020	552.00
0094	2		90757	154725	Check	1	1061	ISD #94	Yes	No	No	USD	04/16/2020	2,469.74
0094	2		90759	154726	Check	1	9627	AMAZON/SYNCB	Yes	No	No	USD	04/16/2020	450.82
0094	2		90758	154727	Check	1	10401	CITY OF CLOQUET	Yes	No	No	USD	04/16/2020	3,818.95
0094	2		90762	154728	Check	1	7329	AFTERLIFE ELECTRONICS GRAVEYAR	Yes	No	No	USD	04/20/2020	198.25
0094	2		90760	154729	Check	1	10016	CLEMENS ROBIN	Yes	No	No	USD	04/20/2020	62.00
0094	2		90761	154730	Check	1	1061	ISD #94	Yes	No	No	USD	04/20/2020	860.84
0094	2		90763	154731	Check	1	6078	AMAZON	Yes	No	No	USD	04/20/2020	2,213.68
0094	2		90848	154816	Check	1	2267	WALMART COMMUNITY GEMB	Yes	No	No	USD	04/24/2020	283.89
0094	2		90849	154817	Check	1	2267	WALMART COMMUNITY GEMB	Yes	No	No	USD	04/24/2020	212.60

Bank Total: \$63,978.95

Report Total: \$63,978.95

Cloquet Public Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0094	2		90853	154818	Check	1	6078	AMAZON	Yes	No	No	USD	04/28/2020	2,279.42
0094	2		90854	154819	Check	1	7376	HEALTHPARTNERS	Yes	No	No	USD	04/28/2020	21,018.40
0094	2		90850	154820	Check	1	1061	ISD #94	Yes	No	No	USD	04/28/2020	382.85
0094	2		90852	154821	Check	1	5675	MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/28/2020	324.09
0094	2		90851	154822	Check	1	52404	STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	04/28/2020	1,009.34
0094	2		90855	154823	Check	1	9198	US BANK	Yes	No	No	USD	04/28/2020	4,587.62
0094	2		90856	154824	Check	1	2267	WALMART COMMUNITY GEMB	Yes	No	No	USD	04/28/2020	4,837.55
0094	2		90857	154825	Check	1	13670	DAIRY QUEEN	Yes	No	No	USD	04/30/2020	550.00
0094	2		90860	154826	Check	1	4686	DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	04/30/2020	14,858.46
0094	2		90861	154827	Check	1	8271	MUY PIZZA MINNESOTA LLC	Yes	No	No	USD	04/30/2020	102.00
0094	2		90859	154828	Check	1	44930	PREMIERE THEATRES	Yes	No	No	USD	04/30/2020	550.00
0094	2		90858	154829	Check	1	2087	SAMMY'S PIZZA	Yes	No	No	USD	04/30/2020	450.00
0094	2		90862	154830	Check	1	9628	MINNESOTA LIFE INSURANCE COMPAI	Yes	No	No	USD	04/30/2020	4,602.50

Bank Total: \$55,552.23

Report Total: \$55,552.23

Cloquet Public Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0094	2		90058	154041	Check	1	3093	HERMANTOWN HIGH SCHOOL	Yes	No	Yes	USD	04/14/2020	(260.00)
													Bank Total:	(260.00)
													Report Total:	(260.00)

Molly Dodd (Zurek)
1211 Avenue F
Cloquet, MN 55720

May 5, 2020
Cloquet Area Alternative Education Program
302 14th Street
Cloquet, MN 55720

To whom it may concern,

I am writing to notify you of my formal resignation from my role as art teacher at CAAEP.

As my contract requires, my last day will be June 4, 2020.

I have thoroughly enjoyed being part of the team at CAAEP, and appreciate wholeheartedly the opportunity to work with such fantastic colleagues and students over the past two years. If there is anything I can do to assist with the transition please let me know.

Thank you.

Sincerely,



Molly Dodd

Tisha Warbalow
603 North Road, Apt. 301
Cloquet, MN 55720

May 8th, 2020

Ms. Barb Mackey
Northern Lights Academy
302 14th St.
Cloquet, MN 55720

Dear Ms. Mackey,

Please accept this letter as notice that I will be resigning from my position as Head Secretary at Northern Lights Academy around August 27th, 2020. I have accepted the Head Secretary position at Washington Elementary.

I have very much enjoyed my three years at Northern Lights Academy and being part of opening a new school district.

Thank-you,

A handwritten signature in cursive script that reads "Tisha Warbalow". The signature is written in black ink and has a long, sweeping tail on the right side.

Tisha Warbalow



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary School
DATE: May 7, 2020
RE: Recommendation of Employment

I am recommending the employment of Ashley Keppers to fill our 1.0 FTE 4th grade teaching position at Churchill Elementary School for the 2020-2021 school year.

RATE OF PAY:	Masters/Step 5, per the 2019-2021 Teachers’ Master Agreement
TOTAL COST:	\$57,713.00, based on the 2019-2020 Teachers’ Salary Schedule
HOURS TO BE WORKED:	8 hours/day (Monday – Friday)
STARTING DATE:	August 27, 2020
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
REASON FOR HIRE:	Position vacancy due to staff retirement
POSTED:	Yes, internally and externally
RATIONALE FOR HIRE:	Ashley’s very successful previous teaching experiences will make her a great addition to the Churchill Elementary staff.

Employment is contingent upon Cloquet School Board approval.

DW:bjm

Ashley C. Keppers
1265 92nd Ave W
Duluth, MN 55808
ashley.keppers03@gmail.com
218-780-4511

David Wangen, Principal
Churchill Elementary School
515 Granite Street
Cloquet, MN 55720

April 16, 2020

Dear Mr. Wangen,

My interest in teaching at Churchill has prompted me to present to you, my resume and application for your consideration. I would love nothing more than to become a part of your Churchill Elementary staff and I feel confident in the skills that I can bring to your school. I graduated from the University of Minnesota-Duluth with a degree in Elementary Education and completed my Masters of Education through Concordia University in St. Paul. I would like to continue my career in education at your school with interest in the available 4th grade teaching position.

Currently, I am a substitute for the Cloquet district. Being a substitute teacher has provided me with ample opportunities to be a part of your school community, as well as become familiar with you and your staff. Most recently, I had the opportunity to substitute in a long term capacity which allowed me to work with multiple staff members throughout the school day. It also allowed me to take part in several committees at your school where I was able to work and collaborate with staff members. I feel so fortunate to have had this experience, it shows me what Churchill is all about, and it is a community I would love to be a part of. Prior to substitute teaching, I taught at Queen of Peace School in Cloquet for eight years. While working at Queen of Peace, I was able to establish great relationships with the faculty, students, parents, and others in the school. I believe building relationships in any capacity is an important part of education.

Teaching has always been a passion of mine, and though teaching I am able to live my passion. I love working with kids, I love motivating learning, and I love watching students when they understand something for the first time. There is no better feeling than seeing a student have their "ah-ha" moment. My love for teaching and learning is why I chose to receive a Masters degree in Differentiated Instruction. I believe that through my past professional experiences, I can successfully apply the strategies and methods of delivering any content in an effective way.

If you are seeking a teaching professional who is committed to helping students exceed expectations while focusing on their interests and curiosity, I am the teacher you need. I enjoy working diligently and cooperatively to achieve common goals. I have been privileged to work with so many of your staff members on a short term or daily basis that I know we share common goals and that is to have students feel successful and cared for.

As a professional, I am always seeking to increase my skills and I truly believe that everyone is a lifelong learner. I look forward with great anticipation to discuss with you the many ways in which I can make a significant contribution to your Churchill team. Thank you in advance for your time and consideration.

Sincerely,


Ashley Keppers
Enclosure

Ashley Keppers

1265 92nd Ave W, Duluth, MN 55808 | 218-780-4511 | ashley.keppers03@gmail.com

Objective

- To acquire the 4th grade teaching position at Churchill Elementary

Education

BACHELOR OF APPLIED SCIENCE | MAY 2010 | UNIVERSITY OF MINNESOTA - DULUTH

- Major: Elementary Education
- Minor: Language Arts and Communication

MASTERS OF EDUCATION | MARCH 2019 | CONCORDIA UNIVERSITY – ST. PAUL

- Master of Arts: Differentiated Instruction

Teaching Experience

TITLE I LONG TERM SUBSTITUTE | CLOQUET DISTRICT ISD 94 | NOVEMBER 2019 – FEBRUARY 2020

- Plan and implement various lesson to meet the needs of students in a Title I setting
- Instructed a variety of groups ranging from first grade to third grade in math and reading
- Practiced effective classroom management techniques to promote student achievement

SUBSTITUTE TEACHER | CLOQUET DISTRICT ISD 94 | OCTOBER 2018 – PRESENT

- Adhere to the curriculum and lesson plans assigned by the classroom teacher
- Follow procedures and achieve lesson goals
- Assign and explain homework
- Oversee students in general education and special education settings

3RD GRADE TEACHER | QUEEN OF PEACE CATHOLIC SCHOOL | AUGUST 2016–JUNE 2018

- Planned and taught lessons adhering to Minnesota State Standards
- Practiced effective classroom management techniques to promote student achievement
- Utilized interactive white board, document camera, and iPads in the classroom

KINDERGARTEN TEACHER | QUEEN OF PEACE CATHOLIC SCHOOL | JUNE 2010–AUGUST 2016

- Designed and taught lessons reading, math, science, social studies, and religion for the kindergarten class
- Practiced effective classroom management techniques to promote student achievement
- Created a stimulating and challenging learning environment through use of different instructional techniques

STUDENT TEACHING (1ST GRADE) | CONGDON PARK ELEMENTARY | JANUARY 2010 – MAY 2010

- Instructed large group, planned and implemented six weekly reading centers
- Collaborated with classroom teacher, specialist teachers, other faculty, and parents

School Involvement & Leadership

INTERVIEW TEAM MEMBER AT QUEEN OF PEACE – JUNE 2016 – AUGUST 2017

- Represented teaching staff during the interview process for open positions

STUDENT COUNCIL TEACHER ADVISOR AT QUEEN OF PEACE – SEPTEMBER 2010 – JUNE 2018

- Supervised weekly student council meetings, provided support to students during monthly fundraisers and activities

“GREEN TEAM” TEAM MEMBER AT QUEEN OF PEACE – SEPTEMBER 2016- JUNE 2018

- Promoted “going green” in our school in collaboration with Carlton County workers

Additional Relevant Experience

VACATION BIBLE SCHOOL, JOURNEY CHURCH, CLOQUET, MN – 2018

- Was a “tribe leader” to a small group and supervised stations



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington School Principal
DATE: May 7, 2020
RE: Recommendation of Employment

I am recommending the employment of Tisha Warbalow for our Head Secretary position at Washington Elementary.

RATE OF PAY:	Head Secretary/Step 4 (Ms. Warbalow has been a Head Secretary with Northern Lights Academy since 2017.)
HOURS WORKED:	8 hours/day (10 Month, 210 Day position)
LENGTH OF CONTRACT:	Ongoing; Beginning around August 27, 2020
BUDGETED CURRENT YEAR:	Yes
REASON FOR HIRE:	Ms. Warbalow is a qualified and highly recommended internal candidate for our open position due to an upcoming retirement.

Employment is subject to Cloquet School Board approval.

RM:bjm

Tisha Warbalow

603 North Road, Apt. 301 ♦ Cloquet, MN 55720 ♦ (952) 217-6742 ♦ twarbalow@gmail.com

April 20th, 2020

Ms. Robbi Mondati - Principal
Washington Elementary School
801 12th St.
Cloquet, MN 55720

Dear Ms. Mondati:

I would like to take this opportunity to apply for the Head Secretary–Full-time position at Washington Elementary School, which I reviewed in an email from Central Administration.

I can offer 20 plus years of clerical, customer service and financial customer service experience. I am extremely interested in this position since I have experience implementing and maintaining an efficient and well-run office. My employment history has provided me with integral experience in the appropriate management of confidential records, as well as the necessary attention to detail in all areas of my employment. I have had extensive experience with a variety of customer service circumstances: walk-in clients; one-on-one telephone communications; and inquiries from patrons and outside vendors via online and email.

I am currently the Head Secretary at Northern Lights Academy and contracted with Cloquet Public Schools. With this position I have had the experience of opening a new school. This has been an amazing challenge to set-up a new school. From setting up the office space, creating a new Infinite Campus for the school, coordinating transportation for students and training of staff on Frontline and Infinite Campus. Additional experience that I can offer; scheduling IEP meetings and other meetings with appropriate staff/people, maintaining staff calendar through outlook, MARSS coordinator, STARs reporting, Frontline admin, food service billing to families through SMART Finance, creating POs through SMART Finance, ordering of supplies, maintaining office equipment, entering/dropping student through Infinite Campus, tracking attendance, maintaining quarterly report cards, maintain PAR reporting, organize and maintain employee absence reports and timesheets. I have developed great relationships with transportation, families of our students, students and employees in the 12 districts that we work with.

Prior to my position as head secretary at Northern Lights Academy, I was a part-time Financial Secretary with Cloquet Public Schools in Central Administration. I assisted the Accountant with coding, entering and balancing payroll along with other duties that I was asked. I updated and tracked time off through SMART HR and Frontline. I also completed STAR reporting twice a year, entering receipts in SMART Finance, PAR reporting, tracking unemployment hours and back-up to front desk with helping parents and general visitors.

Accountability is extremely important to me, and I am very conscientious that a job be done correctly the first time. I combine concentrated work ethics with a positive attitude when tasks are assigned to me. I have worked with numerous computer applications and always look forward to the chance to enhance that knowledge by learning new applications and tackling new challenges to increase my professional repertoire.

I look forward to meeting with you for an interview at your earliest convenience. Thank you for your consideration.

Sincerely,



Tisha Warbalow

Tisha Warbalow

603 North Road, Apt. 301 ♦ Cloquet, MN 55720 ♦ (952) 217-6742 ♦ twarbalow@gmail.com

Objective

Head Secretary – Washington Elementary- This position would allow me to demonstrate my organization, customer service, communication and accountability skills, which are proven by 20+ years of successful, customer service, clerical and financial employment.

Profile

Motivated, personable professional with outstanding customer service skills on which to base positive relationships with team members and customers. 20+ years track record of outstanding employment history. Talent for quickly mastering technology, including Microsoft, internal and external computer applications. Supportive team player, equally successful and self-motivated with independent work/tasks. Accustomed to handling sensitive, confidential records and understand the importance of clerical accuracy. Demonstrated history of producing accurate, timely projects meeting stringent department guidelines.

Accountability and attention to detail are extremely important to me, and I am very conscientious that a job is done correct the first time. I combine concentrated work ethics with a positive attitude when tasks are assigned to me. Excellent team-building skills.

Skills Summary

- ♦ General Office Skills
- ♦ Assist with Payroll Duties
- ♦ Customer Service
- ♦ Scheduling meetings with appropriate staff
- ♦ New Student Enrollments
- ♦ Enter and Maintain Time Off – Frontline
- ♦ STAR/MARSS/MCCC Reporting
- ♦ ACA tracking
- ♦ Accounting/Bookkeeping
- ♦ Call Center Experience
- ♦ Written Correspondence
- ♦ Computer Savvy
- ♦ Nursing Duties
- ♦ MA Billing through SPED Forms

Professional Experience

CUSTOMER SERVICE

- ♦ Oversee front-office operations and provide impeccable customer service:
 - Direct and detailed communication with internal and external customers.
 - Enter and maintain time off for employees via Frontline and SMART HR.
 - Tracking of student's lunch/breakfast account eligibility and communicating information with Food Service Director.
 - Maintaining student information from entering/dropping students in Infinite Campus.
 - Printing report cards, assist with preparing for parent conferences and/or mailings.
 - Scheduling of IEP mtgs with appropriate staff and resident district.
 - Maintain office calendars- staff and principal's- to coordinate work flow, meetings & trainings.
 - Answering telephone calls and redirecting to correct area of organization.
 - Submit bi-monthly time sheets for non-certified staff.
 - Creating purchase orders through purchase requisition and submitting through SMART finance for all ordering of supplies.

FINANCIAL/ACCOUNTING/BOOKKEEPING

- ♦ Maintain financials:
 - Billing semi-monthly of student's lunch/breakfast accounts along with collecting payments through SMART Finance. Creating invoices and statements.
 - Processing weekly deposits for Food Service and entering into SMART Finance.
 - Assist with Payroll – Verifying, entering and balancing timesheets.
 - Collect co-pays and balance at end of shift.
 - Create and modify documents such as billing invoices using Microsoft Excel.
 - May conduct research, compile data and prepare financial reports.
 - Processes accounts payable and receivables in a timely manner.

Tisha Warbalow

Resume, Page Two

Professional Experience, continued

GENERAL OFFICE SKILLS

- ◆ Oversee all aspects of general office coordination:
 - Enter and maintain time off for employees via Frontline system and SmartHR.
 - Ordering supplies and tracking inventory.
 - Perform general clerical duties to include, but not limited to, copying, filing, faxing and mailing.
 - Arrange for the repair and maintenance of equipment within the department.

HEALTH INSURANCE

- ◆ Data entry of special projects and medical claims:
 - Research procedures and billing guidelines to provide feedback to insurance for correct submittal of medical claims along with processing claims accurately.
 - Utilize knowledge of medical terminology.
 - Volunteer for special projects requiring a thorough resolution in a timely manner.

Employment History

CLOQUET PUBLIC SCHOOLS-Northern Lights Academy – Cloquet, MN
Head Secretary, 2017 - Present

CLOQUET PUBLIC SCHOOLS – Cloquet, MN
Financial Secretary, 2016 - 2017

ST. CROIX HOSPICE – Cloquet, MN
Health Information Manager, 2014 - 2016

RIDGEVIEW MEDICAL CENTER – Chaska, MN
Administrative Assistant, 2007 to 2013

Education

WISCONSIN INDIANHEAD TECHNICAL COLLEGE – Superior, WI
Associates Degree in Accounting

NORTHWESTERN HIGH SCHOOL – Maple, WI
High School Diploma

Computer Skills

- | | |
|---|--|
| ◆ Microsoft Word, Excel, Outlook & Access | ◆ Infinite Campus |
| ◆ SMART HR/SMART Finance | ◆ SPED Forms |
| ◆ Frontline | ◆ CPW (Claims processing) |
| ◆ MDE Data Submissions- MARSS, STARS & MCCC | ◆ Clinasyst (Research Clinic software) |
| | ◆ Google – Drive, Docs, Slideshow & Spreadsheets |



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Ruth Reeves, Community Education Director
DATE: May 11, 2020
RE: Recommendation for Employment

I am recommending the employment of Shannon Krikava as the Community Education Coordinator for ECFE/School Readiness and Early Childhood Screening.

RATE OF PAY:	\$34.67 hour
TOTAL COST:	\$44,654.96
HOURS TO BE WORKED:	28 hours/week; 46 weeks/year
START DATE:	July 1, 2020
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	March 2020
RATIONALE FOR HIRE:	Opening due to retirement

(Employment is contingent upon Cloquet School Board approval.)

SHANNON LYNN KRIKAVA

Early Childhood Family Educator
404 Heather Ave, Cloquet MN 55720
218- 428-6907 ~ ShanKrik@icloud.com

RUTH REEVES

**CLOQUET COMMUNITY EDUCATION DIRECTOR, ISD #94
2001 WASHINGTON AVE, CLOQUET MN 55720**

MARCH 10, 2020

Dear Ruth and Interview Team,

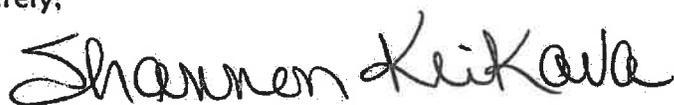
I am excited to be applying for the Cloquet Early Childhood Family Education and School Readiness coordinator position. The ECFE/SR programs are home for me. I care deeply about each staff member and each family attending. I believe my love for this program, the 26 years' work experience for Cloquet Public Schools along with my community volunteer leadership experiences make me an excellent fit for this position.

Through those experiences I have gained skills in leadership, conflict resolution, calendar planning and budgeting. I am a highly organized, punctual, self-driven individual who has learned how to inform and lead staff, share important information with parents and manage the learning of the kiddos in my classroom.

I am the mother of four adult children who all attended Cloquet Public Schools from birth to high school graduation. Like my children the ECFE/SR team and program is ever growing and changing. I am committed to the helping young families in our area grow strong foundations with their children. I believe my knowledge of our programs past and present is essential when looking ahead to the changes we will face in our future.

I look forward to meeting with you and discussing the future of the ECFE/SR program. If you have any questions, please connect with me anytime. References are attached.

Sincerely,



Shannon Lynn Krikava



SHANNON LYNN KRIKAVA

Early Childhood Family Educator
404 Heather Ave, Cloquet MN 55720
218-428-6907 ~ shankrik@icloud.com

OBJECTIVE

To obtain the position of Early Childhood Family Education and School Readiness Coordinator.

BELIEFS

I believe in the importance of positive and engaging family experiences. In the early childhood years these experiences help set a solid foundation for a successful future.

I have the desire and the experience to coordinate continued excellent early childhood programming now and into the future.

EXPERIENCE

EARLY CHILDHOOD FAMILY EDUCATOR • CLOQUET, MN ISD #94

SEPTEMBER 1994 – PRESENT

ECFE Child Educator
ECFE Parent Educator
School Readiness Teacher
Prenatal Class Presenter
Early Childhood Screener
Bridge Team Member
Power Lunch Coordinator
Adult Basic Education Teacher

EARLY CHILDHOOD FAMILY EDUCATOR • CROMWELL, MN ISD #95

SEPTEMBER 1994 – MAY 1997

Parent Educator

EARLY CHILDHOOD FAMILY EDUCATOR • ESKO, MN ISD #99

SEPTEMBER 2001 – MAY 2002

Parent and Child Educator

EDUCATION

BACHELOR OF APPLIED SCIENCE, CHILD PSYCHOLOGY MINOR

AUGUST 1994 • UNIVERSITY OF MINNESOTA DULUTH

Licenses obtained in Parent and Family Education (Tier 4) and Pre-Kindergarten Teacher (Tier 4). See Attached.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Cloquet Women of Today, September 1996 – July 2003

Girl Scout Troop Leader, September 2000 – May 2003

Christian Education Team Lead, July 2009– June 2012

Our Saviors Lutheran Deacon Ministry, May 2019 - Present



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director

DATE: May 5, 2020

RE: Hiring of Staff

I am recommending that Mackenzie Stevenson be hired as the Age to Age College Summer Fellow and that Barb Lammi be hired as the Age to Age Senior Summer Fellow for the Age to Age Program.

RATE OF PAY:	\$14.00/Hour
HOURS TO BE WORKED:	Approximately 15 hours/week for 10 weeks
STARTING DATE:	June 1, 2020
LENGTH OF CONTRACT:	June 1 – August 31, 2020
BUDGETED CURRENT YEAR:	Yes
REASON FOR HIRE:	Openings due to Age to Age grant
QUALIFIES FOR BENEFITS:	No

Employment is contingent upon Cloquet School Board approval.

R:bjm

Memo

To: Dr. Michael Cary, Superintendent

From: Steve Battaglia, Cloquet High School Principal

Date: May 6, 2020

Re: **2020-2021 RECOMMENDATION FOR EXTRA SERVICES CONTRACT – ACTIVITIES DIRECTOR**

I am recommending an extra service contract be issued to **Paul Riess, Activities Director**, for the time period July 1, 2020 and June 30, 2021.

This assignment will be paid \$10,759.00** per schedule D of the Teachers' Master Agreement. This position includes ten (10) summer days, plus administration may approve up to ten (10) comp days if needed.

** Amount based on 2019-2021 Teachers' Master Agreement)



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<http://www.isd94.org>

MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Teresa Angell to provide coordination services for the Achievement & Integration Grant for the 2020-2021 school year. This assignment will be paid \$11,192.50.00 out of grant funds for the time period July 1, 2020 – June 30, 2021.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Stephanie Gibson, Special Education/ADSIS Coordinator for the 2020-2021 school year. The time period of this contract will be July 1, 2020 – June 30, 2021. This assignment will be paid at the daily rate of \$427.33 for 10 days for a total of \$4,273.30. Salary is per Schedule C of the 2019-2020 Teachers' Master Agreement.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Michelle Brenner to facilitate summer responsibilities with Every Student Succeeds Act (ESSA) Program for the 2019-2020 school year. The time period of this contract will be July 1, 2020 - June 30, 2021. This assignment will be paid at the daily rate of \$410.19 for 10 days for a total of \$4,101.90. Salary is per Schedule C of the 2019-2021 Teachers' Master Agreement.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Jody Zeleznikar, MNCIMP/Special Education Coordinator for the 2020-2021 school year. The time period of this contract will be September 8, 2020 – June 9, 2021. This assignment will be paid at the daily rate of \$410.19 for 10 days for a total of \$4,101.90. Salary is per Schedule C of the 2019-2021 Teachers’ Master Agreement.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Jessica Knutsen, Special Education Transition Coordinator for the 2020-2021 school year. The time period of this contract will be September 8, 2020 – June 9, 2021. This assignment will be paid at the daily rate of \$410.19 for 10 days for a total of \$4,101.90. Salary is per Schedule C of the 2019-2021 Teachers’ Master Agreement.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 6, 2020

RE: Recommendation of Extra-Services Contract

I am recommending an extra-services contract for Sarah Ellena, District Nurse for nursing services summer work for the 2020-2021 school year. The time period of this contract will be September 8, 2020 – June 9, 2021. This assignment will be paid at the daily rate of \$291.27 for 10 days for a total of \$2,912.70. Salary is per Schedule C of the 2019-2021 Teachers' Master Agreement.

(Employment is contingent upon Cloquet School Board approval).

MC:bjm



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal
Steve Battaglia, High School Principal

DATE: May 6, 2020

RE: Industrial Technology Summer Maintenance Hours

We are requesting approval of the following hours for Industrial Technology maintenance and repair in our buildings for summer 2020:

- Cameron Lindner, CMS 15 Hours June 8 – August 28, 2020
- Bret Gunderson, CHS 15 Hours June 8 – August 28, 2020
- Richard Rhoades, CHS 15 Hours June 8 – August 28, 2020

(Employment is contingent upon Cloquet School Board approval).

:bjm



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Connie Hyde, CAAEP Principal
DATE: May 7, 2020
RE: Extra Service Contract

I recommend that Susan Thomason be issued an extra service contract for up to 30 hours for summer work with the Edgenuity program. The time period for this contract will be June 1, 2020 – August 28, 2020. Rate of pay will be \$18.76/Hour.

(Employment is subject to Cloquet School Board Approval)

CH:bjm



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Connie Hyde, CAAEP Principal
DATE: May 7, 2020
RE: CAAEP Summer School

I recommend that the following staff be given these hours for the 2020 Summer School at Cloquet Area Alternative Education Programs (CAAEP) for the time June 8, 2020 – June 30, 2020. ALC's are required to provide summer programming for credit recovery.

<u>Teacher</u>	<u>Total Hours</u>	<u>Rate of Pay</u>
Rod Syck	Up to 120 Hours (Four (4) days/week in month of June)	\$33.46/Hour
Cheyenne Deters	Up to 70 Hours (Four (4) days/week in month of June)	\$33.46/Hour
Donna Weideman	Up to 50 Hours	\$17.43/Hour

BUDGETED CURRENT YEAR: Yes

(Employment is subject to Cloquet School Board Approval)

CH:bjm

Molly Dodd (Zurek)
1211 Avenue F
Cloquet, MN 55720

May 5, 2020
Cloquet Area Alternative Education Program
302 14th Street
Cloquet, MN 55720

To whom it may concern,

I am writing to notify you of my formal resignation from my role as art teacher at CAAEP.

As my contract requires, my last day will be June 4, 2020.

I have thoroughly enjoyed being part of the team at CAAEP, and appreciate wholeheartedly the opportunity to work with such fantastic colleagues and students over the past two years. If there is anything I can do to assist with the transition please let me know.

Thank you.

Sincerely,



Molly Dodd



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director

DATE: May 5, 2020

RE: Grant Application to The Northland Foundation

I am seeking permission to apply for a Northland Foundation Grant in the amount of \$16,500. The grant will cover summers 2020, 2021, and 2022 for the Age to Age Summer Fellows program. It will include a \$2,500 stipend per fellow each summer to cover their pay and supplies. It will also include \$500 each summer toward the Coordinator pay.

RR:bjm



KIDS PLUS

AGE to age Initiative

AGE to age Fellow Application
2020-2021-2022
Deadline: April 15 or May 15, 2020

PROJECT/ORGANIZATION INFORMATION

Project Title: Cloquet COVID Connect 2020, Cloquet Summer Connect 2021, Cloquet Summer Connect 2022
Submittal Date: April 27, 2020
Applicant Organization: Cloquet Community Ed
Address: 2001 Washington Ave
City: Cloquet State: MN Zip 55720
Contact Person: Ruth Reeves Title: Community Education Director
Telephone: 218-879-1261 E-Mail: rreeves@isd94.org
Is your organization an IRS 501(c)(3) non-profit? Yes ___ No ___X (IRS Tax Exempt Number: ())

If no, complete the following section.

FISCAL AGENT (if applicant is not a 501(c)(3) non-profit):

Organization: ISD 0094 -Cloquet Public Schools
Address: 302 14th Street
City: Cloquet State: MN Zip: 55720
Contact Person: Candace Nelis Title: Business Manager
IRS Tax Exempt Number: 4-6000450 Telephone: 218-879-6721

Amount Requested from the Northland Foundation: \$16,500

\$5,500 per year for each of 3 years - 2020, 2021, 2022
\$2,500 per Fellow and \$500 for Coordination

Each year you will be asked to complete the Community Fellows Coordination Form and Submit Fellows Contact and Commitment Form, as well as complete a final report.

Please complete the attached project narrative, budget sections, and the Site Coordination Form and upload to the portal. Link was provided in the e-mail.

Summer Fellows 2020: Commitment Form Questions

1. The summer fellows will be busy this summer brainstorming new ways to connect the generations while practicing safe social distancing. Ideas that have been discussed include:
-creating short videos at Kids Corner and sending the videos to the nursing home to show to their residents in lieu of our weekly in-person visits. Having the children make cards and crafts to send over to the nursing home also.
2. The fellows will bring the generations together by creating videos to capture oral stories of high school graduation from elders. Perhaps have members of the class of 2020 create the videos. Have the current class make their own video to record this historic year and how it has impacted their graduation and senior year.
3. I will meet with the fellows on a weekly basis to debrief and discuss their ideas. I will work with them as needed to help them move forward on ideas.
4. We will know that the interns have made a valuable contribution if they participate and learn about their community. While attending the (virtual) Age to Age trainings, they will learn about the generations. They will be successful through their participation and discussions to review and evaluate their activities.
5. We will pay the interns through the school's regular payroll, twice per month. They will keep weekly timesheets.



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director

DATE: May 5, 2020

RE: Grant Acceptance

I am requesting permission to accept The Northland Foundation's Emergency Child Care grant awards of \$3,000.00 each to Li'l Lumberjacks Learning Center and Li'l Thunder Learning Center.

RR:bjm



April 27, 2020

Cloquet School Board:

I have attached the following grants that the CEF awarded in their spring cycle. It should be noted that this is unusual for the CEF, and would normally provide the Cloquet School Board with our proposed funding prior to their scheduled meetings. However, since the Covid 19 disruption, many changes were made at the last minute. We also received one grant after our March deadline, requesting funds directly affecting kids as they distance learn in the Title One and American Indian program.

I will also add that the CEF board is overwhelming supportive of funding areas that are impacted by the recent Covid 19 virus. They have been passionate especially about seeing that the CHS Class of 2020 is provided with enough funding to carry-out their planned events.

Grants we funded, voted on and passed Friday, April 24:

Prairie fire Children's Theater \$1,300 (Scheduled July 2020, funding occurs if the camp happens)

All Night Grad Party/ Support of Seniors May 9 \$2,000

Incentive Program Title One/American Indian Program MATCHED FUNDS BY B & B MARKET
\$400

\$3,700 Total

Grants NOT funded or Tabled until Fall 2020:

SOS Program
Restorative practices Program
GAAP German Trip (Cancelled)

On behalf of the Cloquet Educational Foundation board of directors, I would like to share in the support of the kids of District 94 during these very strange times.

If you have any questions please don't hesitate to contact me.

The Cloquet Educational Foundation provides opportunities for academic, artistic, athletic, cultural, and social growth for children and youth in the Cloquet school district ⁵⁶ financially supporting programs and activities.



Cloquet Educational Foundation Grant Application Form

Primary Applicant Name	Grade/Subject/Department	School	Email Address
Linnea Barto	Community Education	Wash, Chur CMS and CHS	LBarto@isd94.org
Additional Applicant Names		Grade & Subject Currently Teaching	School
Ruth Reeves		Community Education Director	CMS

Signature of Principal/Supervisor:

In signing this application, I am certifying that this proposed project would be a good use of funds for our school or department.

Title of Project: Prairie Fire Children's Theatre **Date project takes place:** July 27-August 1, 2020

Total Amount Requested: \$1300.00 **Make Check Payable To:** Cloquet Community Education

Brief Project Summary: Include a description of the project (Limit your response to 200 words or less)

Starting on July 27th, 81 local actors ages 7-17 will begin a week long theater camp in the CHS auditorium. This summer we will be performing Peter Pan. This will be the 11th year that Cloquet Community Education will be hosting Prairie Fire Children's Theater. Prairie Fire Children's Theatre is a professional touring theater company based in Barrett, MN.

The grant funds we are seeking will be used toward fee waivers of \$20 for Cloquet Public Schools students. Each year Cloquet students make-up about 80-85% of the roster. Only Cloquet students will be allowed to register April 1- April 30 and all non-Cloquet students can register beginning on May 1 until full. Students will not be permitted to use any additional fee waivers offered by Cloquet Community Education to cover the costs of this program.

Number of students served: (i.e. 100 5th grade students or 45 CHS Art students)

81 students ranging in age from 7-17

This Project Is:

- A new innovative grant project
- A request to continue a project that was previously awarded CEF funding support (if you check this, be sure to explain in your Project Description why you feel your program/activity deserves to be funded again).

Location of Project:

Cloquet High School

Cloquet Middle School

CAAEP

Churchill Elementary School*

Washington Elementary School*

Submitting a joint proposal was declined* (please explain on page three, budget box #1).

For Office Use:

APPLICATION Letter _____

Previous CEF Funds Awarded:
Amount: _____

Date: _____

**If your application is from one of Cloquet's public elementary schools, a contact is required to be made to the other building's staff about the possibility of submitting a joint proposal*

Project Description

1. Provide a thorough description of the project and the need it addresses. How does this project align with the CEF mission: Cloquet Educational Foundation provides opportunities for academic, artistic, athletic, cultural and social growth for children and youth in the Cloquet school district by financially supporting programs and activities. Explain the duration of your project (i.e. two weeks, one year) and if available, data to support your project. (Limit your response to 200 words or less.)

Prairie Fire Children's Theatre brings students of all ages and abilities together for one week to create an original production tailored to the group strengths. 81 children will audition for a part in Peter Pan without the fear of being cut. All student who are registered will be cast in a role that best fits their age and ability. During the week of rehearsal, students will learn songs, dances, memorize lines and experience the challenges and successes of working in a large group. After 5 days of rehearsal, students will perform 2 shows on the CHS stage. (Friday and Saturday)

Prairie Fire Children's Theatre aligns with the CEF mission to provide opportunities for artistic, cultural and social growth. This experience-based learning with a large group of mixed age students is a rewarding experience for all participants and parents as well. Live theater experiences helps children learn to be punctual and prepared. Each member of the cast is important to the success of the show, and a valued team member.

CEF's ongoing support allows Community Education to create a place for children to participate in a non-competitive activity that doesn't discriminate students due a lack of experience or developed acting abilities.

2. Specifically, how will your project improve, advance, or enrich student learning? (Limit your response to 100 words or less.)

Cloquet Senior High has developed a reputation for having a dynamic theater department which provides many students the opportunity to express themselves on stage. This year's production of Peter Pan will be especially important as many opportunities to gather and participate with student acting groups have been cancelled or postponed.

In 2011, PFCT worked with our students to produce Peter Pan and the students who were in elementary school then are now in are high school. For some, this will be the first time they are participating in theater and for others they will help lead the production from auditions to the performances. Cast members support each other, and the older youth encourage the younger children.

3. How does this project support at least one of the District Priorities:

- *“plan/provide first-rate technology & access to technology for our students & community”*
- *“continue to promote understanding and appreciation of cultural & socioeconomic diversity”*
- *“emphasize high standards/expectations & improve social behaviors”* (Limit your response to 100 words or less.)

This program will help promote the understanding and appreciation of cultural and socioeconomic diversity by offering an affordable program that all families can access. Our goal is to eliminate financial barriers for children to participate in theatre and create an opportunity for families to experience the benefits of student success in the arts. This program will also emphasize high standards/expectations & improve social behaviors. PFCT directors have high expectations for actors to work hard, be accountable to the group and include everyone. These high standards encourage students to take ownership of the production and motivate each other to do their best.

Budget

Include in the budget lines below, items that the CEF grant funds will pay for and the cost of each item. (example: 50 nonfiction books for the CMS Media Center, Cost \$750 (\$15 x 50 books)

Item	Cost
Artist in Residency (2 PFCT directors)	2,550.
Hotel for PFCT directors (AmericInn Cloquet)	1,800.
Community Education staff	900.
Sound and Lights coordinator	250.
Custodial costs Friday PM and Saturday AM	500. estimated
Total Cost	6,000.

1. Submitting a joint proposal between elementary schools was declined Yes No NA If declined, explain here):

2. Describe why your requested amount is justified in regard to impact and / or the number of student participants: (Limit your response to 100 words or less.)

By asking for \$1300 we are hoping to secure the funds needed for 65 Cloquet students to participate at the cost of \$50. Prairie Fire Children's Theater and the support staff needed to run this program are costly and continue to rise yearly. Our goal to eliminate financial barriers will allow the most students possible to attend. No Cloquet student will pay more than \$50 even if more than 65 students register.

3. Can this project be implemented with partial funding: Yes No If yes, explain here:

This project can be implemented with partial funding this year, and we will continue to evaluate the registration fee increases for the following years.

4. Have you requested funding from other sources for this project? Yes No

We have not submitted other grant funding. We require Cloquet families to pay \$50 per child to attend. Non-Cloquet families pay \$70. Students are not allowed to use any other Community Ed scholarships funds towards PFCT.

5. If yes, please list the names of the funding sources and the status of the request:

We also charge a small admission fee to the shows of \$4 for anyone 5 years and older. Our attendance is around 500 family and community members.

The CEF Board of Directors reserves the right to select or reject any or all proposals. By submitting this application, if you are selected for an award, you agree to do the following:

- Submit a final report describing your project and its benefits by the deadline indicated.
- Submit at least two pictures of your project electronically, for use in promoting CEF grants.
- Publicly recognize the Cloquet Educational Foundation as a financial supporter of this project.
- Provide us with student written letters of appreciation from those who were served by this grant (these letters are sent to donors with the formal thank you letter from CEF).

Please send your completed form by the deadline date to: Cloquet Educational Foundation, 302 14th Street, Cloquet, MN 55720, interschool mail, or scan and email to jacers@isd94.org. If you have questions, please call (218) 879-3806.

**If your application is from one of Cloquet's public elementary schools, a contact is required to be made to the other building's staff about the possibility of submitting a joint proposal*

Project Description

- 1. Provide a thorough description of the project and the need it addresses. How does this project align with the CEF mission: *Cloquet Educational Foundation provides opportunities for academic, artistic, athletic, cultural and social growth for children and youth in the Cloquet area by financially supporting programs and activities. Explain the duration of your project (i.e. two weeks, one year) and if available, data to support your project. (Limit your response to 200 words or less.)***

The ANGP rewards our graduates for all of their work in every area of the mission statement. They have participated in the academics, arts, athletic events, cultural awareness activities, and social growth since they started in the Cloquet Public Schools. Our project is currently in the planning stages and the committee of volunteers will continue to meet regularly to organize this massive event up until its completion in May. Due to the fact this event continues to have at least 95% of the seniors attend each year is certainly all the data needed to show the value of this safe and fun celebration that honors our graduates.

- 2. Specifically, how will your project improve, advance, or enrich student learning? (Limit your response to 100 words or less.)**

While the students will not actually be learning during the ANGP, they will be shown their "thanks" for all of their years of hard work and dedication that they put forth while attending Cloquet Schools. Graduation is a big deal and they deserve recognition for their efforts!

- 3. How does this project support at least one of the District Priorities:**
- *"plan/provide first-rate technology & access to technology for our students & community"*
 - *"continue to promote understanding and appreciation of cultural & socioeconomic diversity"*
 - *"emphasize high standards/expectations & improve social behaviors"*
- (Limit your response to 100 words or less.)

This party is attended by all of the seniors who want to come and have completed graduation. All cultural and socioeconomic groups are invited and welcomed. Almost all of our seniors will be together regardless of any cultural and/or socioeconomic diversity!

Budget

Include in the budget lines below, items that the CEF grant funds will pay for and the cost of each item.
(example: 50 nonfiction books for the CMS Media Center, Cost \$750 (\$15 x 50 books))

Item	Cost
1.) Student individual prizes (guaranteed for each graduate attending)	\$4,000
2.) 15+ grand prizes (drawings)	\$1,500
3.) Entertainment—"Blow-up Games" and other gym games	\$3,500
4.) Magician, DJ, Hypnotist	\$2,000
Total Cost (approximately)	\$11,000

1. Submitting a joint proposal between elementary schools was declined Yes No If yes, explain here):

N/A

2. Describe why your requested amount is justified in regard to impact and / or the number of student participants: (Limit your response to 100 words or less.)

The entire party is an expensive endeavor. The senior class donates around \$5,000 through fundraisers. We also get support from many area businesses and even some parents. However, we also need your support in order to provide our graduates with the party they deserve.

3. Can this project be implemented with partial funding: Yes No If yes, explain here:

Yes, it can. However, we work hard to get as many donations as possible, but it varies from year to year. We purchase many prizes on "Black Friday" and through many other sales to keep costs down. However, as stated, it takes a great deal of money to host this event.

4. Have you requested funding from other sources for this project? Yes No

We will be sending out around 150 letters of request to area businesses.

5. If yes, please list the names of the funding sources and the status of the request:

Business letters will be sent out in late February and early March.

The CEF Board of Directors reserves the right to select or reject any or all proposals. By submitting this application, if you are selected for an award, you agree to do the following:

- Submit a final report describing your project and its benefits by the deadline indicated



Cloquet Educational Foundation Grant Application Form

Primary Applicant Name	Grade/Subject/Department	School	Email Address
Churchill/Washington Title I and Indian Ed. programs	Elementary	Churchill and Washington	pbeadle@isd94.org mbrenner@isd94.org
Additional Applicant Names	Grade & Subject Currently Teaching	School	
Phil Beadle	Indian Education - Churchill	Churchill	
Michelle Brenner	Title I Coordinator - Churchill	Churchill	
Bobbee Conway	Title I Teacher - Washington	Washington	

Signature of Principal/Supervisor: Phil Beadle

In signing this application, I am certifying that this proposed project would be a good use of funds for our school or department.

Title of Project: Books and Other Academic Incentives for Distance Learning

Date: 4-2-2020

Total Amount Requested: \$800.00

Make Check Payable To: Churchill Elementary

Brief Project Summary: Include a description of the project and the number of students served (i.e. 100 5th grade students or 45 CHS Art students) (Limit your response to 200 words or less)

We are requesting \$800 to purchase books and academic games for elementary students in reading and math intervention groups as incentives to return the work we are sending home during this distance learning period. As part of our distance learning plan we have sent students choice boards with a number of activities that they can do while at home to supplement the mandatory distance learning packets that their classroom teachers have sent out. Each board contains twenty activities for both reading and math. We are asking that students complete ten of these activities. While these are not mandatory, we would like to offer students incentives to complete these activities. For April we would like to be able to provide books to all students that return their boards with a caregiver signature. If distance learning continues further into the school year, we would like to continue to be able to provide our students with additional academic incentives.

This Project Is:

A new innovative grant project

A request to continue a project that was previously awarded CEF funding support (if you check this, be sure to explain in your Project Description why you feel your program/activity deserves to be funded again).

Location of Project:

- Cloquet High School
- Cloquet Middle School
- CAAEP

Churchill Elementary School*

Washington Elementary School*

**If your application is from one of Cloquet public elementary schools, a contact is required to be made to the other building's staff about the possibility of submitting a joint proposal.*

For Office Use:

APPLICATION Letter _____

Previous CEF Funds Awarded:

Amount: _____

Date: _____

Cloquet Educational Foundation, 302 14th Street, Cloquet, MN 55720 Phone: 218 879-3806/Fax: 218 879-6724

Project Description

1. Provide a thorough description of the project and the need it addresses. How does this project align with the CEF mission: Cloquet Educational Foundation provides opportunities for academic, artistic, athletic, cultural and social growth for children and youth in the Cloquet area by financially supporting programs and activities. Explain the duration of your project (i.e. two weeks, one year) and if available, data to support your project. (Limit your response to 200 words or less.)

Between Churchill and Washington's Title I and American Indian Education programs, our elementary schools serve approximately 300 students who need additional academic support for reading and math. As part of our district's distance learning plan our programs are sending choice boards home with students that contain reading and math activities that will supplement the work that their classroom teachers are providing. While our activities are optional, we believe that if students choose to do them we can mitigate some of the loss of academic growth they will experience from not being in school. This project will allow us to provide books and other academic resources such as flash cards or academic games to 160 students who regularly receive academic intervention support services and who go above and beyond in their distance learning. This will continue for the duration of our district's distance learning period.

2. Specifically, how will your project improve, advance, or enrich student learning? (Limit your response to 100 words or less.)

This project will help incentivize additional learning activities for students who receive intervention services from both elementary schools. Many of our students qualify for free or reduced lunch and the Indian Ed. program works with American Indian students. These students are typically a grade level behind academically and often don't have the same level of parent support or resources that many of their classmates do. This project will ensure these students have books to read and activities to engage in beyond the classroom. Providing these additional activities as well as incentives to complete them will help to mitigate some of the loss of growth that may occur due to not being in school.

3. How does this project support at least one of the District Priorities:

- *"plan/provide first-rate technology & access to technology for our students & community"*

- *“continue to promote understanding and appreciation of cultural & socioeconomic diversity”*
- *“emphasize high standards/expectations & improve social behaviors”*

(Limit your response to 100 words or less.)

This project emphasizes high standards and expectations by holding intervention block students accountable to complete additional activities that will enhance their learning and offset potential losses of academic growth during our distance learning period. Our goal is to be able to provide materials that will keep students’ brains engaged while they are not at school. We want our students to continue to practice their letter names and sounds, math facts and to be able to read with a family member or independently, if they are able to do so. This money will help us put these materials in students’ hands.

Budget

Include in the budget lines below, items that the CEF grant funds will pay for and the cost of each item. (example: 50 nonfiction books for the CMS Media Center, Cost \$750 (\$15 x 50 books)

Item	Cost
160 books/incentives X \$5 per student	\$800.00
Total Cost	\$800.00

Describe why your requested amount is justified in regard to impact and / or the number of student participants: (Limit your response to 100 words or less.)

This proposal will allow both Churchill and Washington support block program to provide books and other academic resources to students, some who may not have continued access to books, which will allow them to continue reading and learning during this unique period. Between Churchill and Washington we serve approximately 300 students in our support block intervention service. This money would allow us to provide books and academic resources to more than half of those students.

Can this project be implemented with partial funding: Yes No **If yes, explain here:**

Additional Funding can be sought through other sources.

Have you requested funding from other sources for this project? Yes No

If yes, please list the names of the funding sources and the status of the request: N/A

The CEF Board of Directors reserves the right to select or reject any or all proposals. By submitting this application, if you are selected for an award, you agree to do the following:

- Submit a final report describing your project and its benefits by the deadline indicated.
- Submit at least two pictures of your project electronically, for use in promoting CEF grants.
- Publicly recognize the Cloquet Educational Foundation as a financial supporter of this project.
- Provide us with student written letters of appreciation from those who were served by this grant (these letters are sent to donors with the formal thank you letter from CEF).

Spring Coach/Advisor Pay

Start dates- all spring coaches are allowed to continue distance coaching and provide optional workouts for their athletes

Spring play started rehearsals on February 11th

Softball started practice on March 9th

Baseball started their 5 allowable days of arm conditioning on March 9th

Track started on March 9th

Boys tennis, boys golf, and girls golf had not yet started

What our coaches have been doing during the season with no practice

- *Communicate with kids using Remind App
- *Send out messages to kids
- *Send out videos or articles relating to drills kids can be doing at home to stay ready
- *Discuss the mental aspect of the sport
- *Google meetings/Zoom meetings to check in with athletes
- *Have team put a short video together to potentially put on social media
- *Highlight kids on the team using social media
- *Coaches meetings via text to plan
- *Fix the windscreens on tennis court
- *Cleared tennis courts of sand , dirt , and debris
- *Make sure tennis courts are ready if the season starts
- *Blocked entrances to tennis courts with orange fencing so people know they are closed
- *Communication with AD regarding how things are going
- * Continue to stay in contact with players about staying positive
- * Create videos/messages on social media for athletes to stay positive
- * Spring play had been having rehearsals for quite some time
- * Spring play was still encouraging kids to work on lines
- * Spring play may create a rehearsal video for the kids

Preseason Planning - what coaches do in addition to practices and games

Coaches meetings

Players meeting

Arranged bus times

Practice Planning

Submit roster to activities office

Uniform orders

Find hotels for overnight trip

Set up team bonding agenda and activities

Inventory equipment

Order equipment

Meetings with fundraiser people

New coaches needed to meet with previous coaches to find equipment- baseball coaches needed to trek through the snow to get equipment from Mettner Field

Baseball coach communicated with the city regarding Mettner Field

Baseball, softball, and track coaches need to communicate and coordinate indoor practice schedule

3 coaches needed to attend a coaching clinic in the cities on a weekend to get head coach certified

All coaches must view continuing education videos with the MSHSL

Track is supposed to host the section meet this year, their head coach has been working on that since last June

Some coaches get type III certified

Meetings with AD

New coaches need to learn school procedures and MSHSL policies

Summer development with team and athletes

The Minnesota High School Coaches Association supports paying coaches for the following reasons

- Coaches and activity advisors are distance coaching just as teachers are distance teaching while schools are closed.
- Many spring seasons started before the quarantine started and coaches and activity advisors have continued to work by distance with student-athletes in the hope the season will resume.
- Coaches and advisors are staying connected to their student-athletes to support their student-athletes during this emotionally stressful time.
- Coaches and activity advisors put in some of the longest hours of all school district employees between their teaching and coaching/advising duties. They do so without concern for their rate of pay. Coaches do not work on a clock or keep track of hours. They do what is necessary to coach their teams and stay on task until what needs to be done is completed. They often put in more time to better prepare their teams.
- Coaches and activity advisors spend more time directly interacting with the student-athletes and parents than most other staff. Those long hours create positive interactions that are numerous and consistent. Those positive interactions are very important because they shape the community's positive perception of our school district.
- Coaches and activity advisors have always gone the extra mile for the student-athletes, the parents, the district and the community. This is an opportunity to show our coaches and advisors that they are truly important to the overall function of our district.
- Coaches and advisors work well beyond their seasons to build and promote their programs, only a portion of their work is during the season.
- Once this pandemic crisis is over, coaches and advisors will be working extra hard and putting in longer hours than usual to regain what so many people feel has been lost to the pandemic.
- When making the decision regarding coaches' pay this spring, please consider how you will be treating all of the other employee groups in your school district. Also, consider how your coaches will feel if they are not treated with the same respect.
- If the district decides to not pay coaches and activity advisors, or only pay them a portion of their stipend, how do you expect them to feel about the district when so many districts across the state are paying full stipends?
- Coaches & activity advisors committed to their assignments months ago and therefore passed up other opportunities for employment and now hope that school district would show them the same loyalty. Also, due to massive layoffs other employment opportunities are not available.
- Good coaches and advisors are hard to find! Not paying coaches and activity advisors may result in coaches and advisors leaving to go where they feel better supported.
- Many school districts find it hard to fill coaching and activity advisor positions already without developing a reputation for not paying stipends.

- The paying of coaches and activity advisors is a budgeted expense that should not be used as a savings for school districts. Booster clubs should also pay the stipends they have taken responsibility for paying. In some districts, participation fees cover part of the stipends paid to coaches and advisors, however, there will be a savings from the bus transportation and officials that was not used for the quarantine portion of the season.
- Coaches and advisors work long hours out of love and passion for their programs, student-athletes and their communities. However, please understand that income is also important to their family's financial health.
- This could affect career coaches the rest of the life because it could impact their "high 5" for their retirement.
- If coaching and activity advising stipends are not paid it would be most unfair to the head positions because a large portion of their jobs is accomplished before and after the season.

What are other schools districts doing?

As of April 29th

79 % of AD's who responded that their schools have made a decision in regards to spring coaches pay said they are paying all their coaches the full stipend (132 out of 167 schools) . This includes Carlton, Esko, Proctor, Hermantown, Hibbing, Grand Rapids, Mesabi East, Eveleth-Gilbert, Virginia

Yearly Revenue

*We collect approximately \$115,000- \$120,000 in activity fees in a year. We also receive gate money, season ticket sales, and reimbursement from Esko and Carlton for cooperative activities

* Approximate revenue from fees, gate, season tickets, and reimbursement from Esko and Carlton is \$290,000-315,000

Savings with spring sports being cancelled

*Approximate savings with spring sports being cancelled from transportation, officials, entry fees, field rental, etc. is approximately \$50,000.

We would also have additional savings on substitute teacher costs and state tournament costs.

*The spring coaches/advisors contracts total \$67994

Yearly Expenses

*Approximate yearly expenses including coaches/advisor salaries, transportation, entry fees, officials, equipment and uniforms, and other expenses is \$635,000- \$650,000

*** I feel it is important to note that our golf coaches get type III certified every year and drive the team van to events. They also fill the role of the bus driver in addition to coaching. They also need to spend their personal time picking up the school van, returning the school van, getting gas, filling out paper work , etc. If we took a bus for golf events, this would add thousands of dollars to the transportation costs.

% of expenses fees cover- Approximately 18%

2019-2020 Student Enrollment Report

Actual	Dates	9/5	9/19	10/9	10/23	11/7	11/20	12/5	1/8	1/22	2/5	2/19	3/5	3/19	4/8	4/22	5/7			Proj.
	CHURCHILL																			
20	Handicap Kindergarten	22	24	26	26	26	26	26	26	25	25	25	25	25	24	24	24			
21	Early Five/Dev Kindergarten	10	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19			
52	Kindergarten - All Day	48	46	45	45	45	46	46	46	47	47	47	46	46	47	47	47			
65	First Grade	70	70	69	71	71	70	70	70	69	69	69	70	69	69	69	69			
73	Second Grade	69	69	67	67	67	67	67	66	67	67	67	67	67	67	67	66			
77	Third Grade	80	80	79	79	80	80	80	80	80	80	80	79	78	78	78	78			
97	Fourth Grade	78	78	78	78	77	77	78	78	78	78	77	77	81	81	80	80			
405	TOTAL CHURCHILL	377	386	383	385	385	385	386	385	385	385	384	383	385	385	383	383	0	0	0
	WASHINGTON																			
16	Handicap Kindergarten	15	14	19	19	19	20	20	20	20	22	22	22	21	21	21	21			
92	Kindergarten - All Day	87	85	81	79	80	79	79	80	81	81	81	82	84	84	84	84			
105	First Grade	116	116	115	115	115	115	115	115	115	115	115	115	115	115	115	115			
112	Second Grade	107	106	107	107	107	107	108	108	109	109	108	107	109	109	109	109			
103	Third Grade	106	106	102	102	102	103	104	104	104	104	104	104	104	104	104	104			
103	Fourth Grade	107	106	106	106	106	106	106	106	105	106	106	106	106	106	106	106			
531	TOTAL WASHINGTON	538	533	530	528	529	530	532	533	534	537	536	536	539	539	539	539	0	0	0
	TOTAL ELEMENTARY	915	919	913	913	914	915	918	918	919	922	920	919	924	924	922	922	0	0	0
	Open Enrollment-Elementary																			
	MIDDLE SCHOOL																			
194	Fifth Grade	207	206	203	203	205	205	205	207	207	209	208	209	209	209	209	209			
213	Sixth Grade	210	210	210	211	212	212	212	212	213	211	211	211	212	212	212	212			
220	Seventh Grade	216	213	213	213	212	212	213	213	217	214	215	216	216	216	216	216			
182	Eighth Grade	227	225	226	224	225	224	224	226	225	224	225	224	222	222	222	222			
809	TOTAL MIDDLE SCHOOL	860	854	852	851	854	853	854	858	862	858	859	860	859	859	859	859	0	0	0
	Open Enrollment-CMS																			
	HIGH SCHOOL																			
191	Ninth Grade	198	192	193	193	192	192	191	191	190	189	188	188	187	188	189	189			
179	Tenth Grade	187	184	182	181	179	180	180	179	181	181	182	180	181	181	181	182			
167	Eleventh Grade	187	187	185	186	186	187	188	183	183	186	186	182	182	181	182	182			
142	Twelfth Grade	197	192	192	192	189	190	190	187	182	182	181	180	180	181	181	181			
679	TOTAL HIGH SCHOOL	769	755	752	752	746	749	749	740	736	738	737	730	730	731	733	734	0	0	0
	Open Enrollment-CHS																			
	TOTAL HK-12	2544	2528	2517	2516	2514	2517	2521	2516	2517	2518	2516	2509	2513	2514	2514	2515	0	0	0
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CAAEP- FULL-TIME																			
67	High School (grades 9-12)	74	77	74	76	80	78	75	72	80	79	76	76	73	73	70	68			
9	Junior High (grades 6-8)	4	3	4	4	4	6	6	6	7	8	8	8	8	8	8	8			
76	TOTAL CAAEP-Full-Time	78	80	78	80	84	84	81	78	87	87	84	84	81	81	78	76	0	0	0
	** CAAEP - PART-TIME																			
	EDHS																			
	Extended Programming																			
	Targeted Services																			
2500	GRAND TOTAL	2622	2608	2595	2596	2598	2601	2602	2594	2604	2605	2600	2593	2594	2595	2592	2591	0	0	0



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
2001 Washington Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director
John Justad, CHS Auditorium Manager

DATE: May 11, 2020

RE: Permission to host MN Association of Community Theaters event

We are seeking permission for the MN Association of Community Theaters to host their bi-annual event in the Cloquet High School Auditorium. This event would occur during Spring Break week of 2021. Wednesday and Thursday would be days of preparation and rehearsal. We are seeking permission for John Justad to be responsible for the facility lockup in the evening as the scheduled custodian will only be in the building during a regular 7 am to 3 pm shift, with no evening cleaner. (Anticipated ending time is 10 pm). Friday and Saturday, the group would pay for an evening cleaner or custodial staff to be on site from 3 pm until closing at 10 or 11 pm since these days involve public performances.

Background Information:

The Minnesota Association of Community Theatres (MACT) presents an adjudicated play festival in February or March of odd numbered years. This opportunity allows Cloquet to showcase our facility and our local community theatre to people from throughout our state and beyond. It also allows local theatre students and theatre audiences to see an excellent variety of theatre in a short but exciting time.

The purposes of MACT*Fest are to:

- SHOWCASE the excellence of community theatre in Minnesota,
- LEARN from seeing or participating in plays, workshops, adjudications, and networking, and
- SELECT productions to represent Minnesota at our seven-state regional festival and possibly the national

AACT Fest:

- MACT*Fest is a wonderful opportunity for casts, crews, and audiences to enhance their appreciation of Theatre

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
CONCURRENT ENROLLMENT CONTRACT

This contract is by and between *Cloquet Public School District, 302 14th Street, Cloquet MN 55720* (hereinafter DISTRICT) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Lake Superior College, 2101 Trinity Road, Duluth, MN 55811* (hereinafter MINNESOTA STATE, LAKE SUPERIOR COLLEGE).

WHEREAS, the DISTRICT has a need for a specific service; and

WHEREAS, MINNESOTA STATE, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F; and

WHEREAS, The Concurrent Enrollment or College in the Schools (CITS) program is available as part of the Post-Secondary Enrollment Option program in accordance with Minn. Stat. § 124D.09 and Minnesota State Board Policy 3.5 which governs the implementation of the Post-Secondary Enrollment Options program by system colleges and universities. Concurrent Enrollment allows high school students to earn both high school and college credit for classes offered through a high school and taught by a high school teacher; and

NOW, THEREFORE, it is agreed:

1. **DUTIES OF MINNESOTA STATE.** The MINNESOTA STATE agrees to provide the following:

Lake Superior College (LSC) CITS Staff shall:

- Lake Superior College will work cooperatively and in partnership with high school personnel and students to process registrations, validate course competencies, and transcribe grades.
- Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
- Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the MinnState website: <https://www.minnstate.edu/system/asa/academicaffairs/cfc/>
- Communicate student eligibility requirements to the school district.
- Process CITS registrations and send class lists to high school as soon as the registrations are complete.
- Adjust records for student in accordance with add/drop and withdrawal policies.
- Maintain registration, waiver, and grade records for all completed CITS classes.
- Work with each high school to ensure that CITS class lists are correct and that all grades are submitted and transcribed.
- Provide to CITS students and partners access to online information to include information on LSC's student conduct code, academic and student support services, registration policies, transcript requests, and more.

Lake Superior College Instructor Mentors shall:

- Collaborate with the high school CITS instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria.
- Extend invitations to CITS teachers to participate in appropriate campus-based faculty development activities.

- Meet regularly (face-to-face, email, telephone or via other technology) with high school CITS instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the LSC course outline.
- Make at least one visit per course if requested by the high school instructor.
- Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school CITS teacher's use.
- Provide instructors who have taught the course previously with copies of new course outlines, new calendars, schedules, or other information as courses change.
- Create records of site visits and course evaluations per NACEP accreditation requirements.
- Support CITS instructors, giving additional time and attention to instructors new to the program.

2. DUTIES OF DISTRICT. The DISTRICT agrees to provide the following:

High School Instructors, Administrators, and Staff shall:

- Ensure students meet minimum CITS eligibility requirements as stated in Lake Superior College policy 3.5: <https://www.lsc.edu/policies/3-5-post-secondary-enrollment-option/>
- Provide qualified faculty to teach concurrent courses at the high school.
- Abide by the policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the CITS handbooks available at www.lsc.edu/cits.
- Notify parents/students of CITS course offerings and student eligibility.
- To the extent possible, provide counseling services to students and their parents/guardian before students enroll in CITS courses to ensure awareness of risks and possible consequences of enrollment.
- Collaborate with LSC staff to administer Accuplacer test to potential CITS students and/or provide relevant test scores or GPA to assure compliance with PSEO eligibility requirements.
- Ensure completion of LSC registration forms and verify class rosters.
- Assign final, whole letter grades to each student on the class rosters provided by LSC's CITS staff and share grades with LSC CITS staff for recording.
- Meet regularly (face-to-face, email, telephone or via other technology) with LSC faculty mentor.
- Collaborate with LSC faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the LSC learning outcomes.
- Provide LSC CITS staff with a copy of each course's syllabus for transfer purposes.
- Assist LSC staff in administering course evaluations for each CITS course in keeping with NACEP accreditation requirements.
- Participate in professional development opportunities offered by LSC in keeping with NACEP accreditation requirements.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by MINNESOTA STATE pursuant to this contract shall be paid by the DISTRICT as follows: The DISTRICT shall pay Two thousand seven hundred fifty and 00/100 dollars (\$2,750.00) per course per teacher. If one teacher teaches multiple sections, it is one fee; if more than one teacher is assigned to separate sections of the same course, there is an additional fee to be paid by the DISTRICT of Two thousand seven hundred fifty and 00/100 dollars (\$2,750.00) per teacher. The billing date for courses is October 30, 2020 with payment by the DISTRICT due 30 days later. (See attachment A for course and cost details).

There is no cost to the student.

- b. Terms of Payment. LAKE SUPERIOR COLLEGE will bill for courses on October 30, 2020 with payment by DISTRICT due 30 days later.
4. TERM OF CONTRACT. This contract shall be effective on *April 23, 2020, or upon the date that the final required signature is obtained by MINNESOTA STATE*, whichever occurs later, and shall remain in effect until *June 30, 2021* or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. CANCELLATION. This contract may be canceled by the DISTRICT or MINNESOTA STATE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the MINNESOTA STATE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
6. AUTHORIZED REPRESENTATIVES.

- a. The DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Steve Battaglia
Title: Principal
Address: 302 14th Street, Cloquet MN 55720
Telephone: 218-879-3393 x1205
E-Mail: sbattaglia@isd94.org

- b. MINNESOTA STATE 'S Authorized Representative for the purposes of administration of this contract is:

Name: Sanna Shields
Title: College in the Schools Coordinator
Address: 2101 Trinity Road, Duluth MN 55811
Telephone: (218) 733-6910
E-Mail: sanna.shields@lsc.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the DISTRICT nor MINNESOTA STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The STATE's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes sections 3.732 and 3.736, *et seq.*, and other applicable law.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, *et. seq.* and regulations promulgated pursuant to it. MINNESOTA STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The DISTRICT and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the DISTRICT or MINNESOTA STATE. In the event the DISTRICT receives a request to release the data referred to in this clause, the DISTRICT must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

14. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

15. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Lake Superior College

By (authorized signature)
Title
Date

2. DISTRICT: Cloquet Public School District

DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION: Lake Superior College

By (authorized college/university/system office initiating agreement)
Title
Date

Attachment A - 2020-2021 LSC CITS COURSES**Cost: \$5,500 (2 x \$2,750)**

- Please pay close attention to designated terms of course offerings as LSC faculty mentor assignments must be made prior to start of terms. If marked terms are incorrect, please make corrections prior to signing and returning to LSC.
- Accurate course end dates help us appropriately schedule course evaluations. Please review end date for each course listed and notify LSC if incorrect or missing.
- Changes/amendments to this contract must be made by August 1, 2020 for fall semester courses and December 1, 2020 for spring semester courses.

The following courses will be covered under this Concurrent Enrollment agreement:

Course	Title	Credits	HS Instructor	Terms Offered			Course End Date
				Fall (Sept-Jan.)	Spring (Jan-June)	All Year (Sept-June)	
SPAN 2010	Intermediate Spanish I	4	Lisa South			X	06/03/2021
SPAN 2020	Intermediate Spanish II	4	Lisa South			X	06/03/2021

Cloquet High School

District Name	Cloquet Public School District
District #	94
CITS Contact	Dave Bergan
CITS Contact Email	dbergan@isd94.org
Principal	Principal Steve Battaglia
Principal Email	sbattaglia@isd94.org
Superintendent	Superintendent Dr. Michael Cary
Superintendent Email	mcary@isd94.org

Adopted: 6/24/19, 5/3/18, 5/12/14, 5/13/13, 6/1//12, 8/23/10, 7/13/09, 5/8/06

Revised: UNDER REVIEW 5/11/20, 6/24/19, 5/3/18, 6/26/17, 5/12/14, 5/13/13, 6/11/12, 5/14/12, 12/19/11), 8/23/10, 7/13/09

#533 - DISTRICT WELLNESS POLICY

I. PURPOSE

The primary goals of the Cloquet School District’s wellness program are to create a total school environment that is conducive to healthy eating and being physically active.

II. GENERAL STATEMENT OF POLICY

As per the Child Nutrition and WIC Reauthorization Act of 2004, the Cloquet School District hereby adopts a local wellness policy that addresses healthy eating and physical activity aimed at improving children’s health by expanding the availability of nutritious meals and snacks to more children in schools while also promoting increased activity. Goals will be set for nutrition education, physical activity and other school-based activities designed to promote student wellness. Nutrition standards will be established for foods that are available at each school with the objective of promoting health and reducing childhood obesity.

III. NUTRITION GUIDELINES

It is the policy of the Cloquet School District that all foods and beverages available in school fall under the District’s nutrition guidelines. The District will serve meals and snacks to students that meet federal program regulations and nutrition standards of the National School Lunch Program. The district will create procedures that may include the following areas:

- National School Lunch Act, including breakfast and after school snack programs
- A la carte offerings in the cafeterias including foods and beverages
- Classroom celebrations and parties
- Classroom rewards and school sponsored events
- Fundraisers
- Food and beverages sold in school stores and vending machines

IV. NUTRITION EDUCATION

A. Instructional Program Design

The District’s nutrition education goal is to integrate sequential nutrition education with the comprehensive health education and family and consumer science curriculum, and to the extent possible, integrate materials at every grade level to provide students with the necessary knowledge and skills to make healthy nutrition choices, being consistent with the state’s/district’s health education standards. To achieve the nutrition education goal, the district will:

1. Provide students at all grade levels (pre-K through 12) with adequate and age appropriate nutritional knowledge including, but not limited to:
 - The benefits of healthy eating
 - Essential nutrients
 - Nutritional deficiencies
 - Principles of healthy weight management
 - The use and misuse of dietary supplements
 - Safe food preparation, handling, and storage

2. Provide students with nutrition-related skills that include the ability to:
 - Apply the principles of the Dietary Guidelines for Americans and Choose MyPlate.
 - Assess personal eating habits, nutrition goalsetting and achievement.
 - Understand and use food labels.
 - Evaluate nutritional information, distinguishing the valid from the invalid.
 - Plan healthy meals applying a decision-making process to enhance personal health.
 - Evaluate commercial food advertising and media influence on food selection.
 3. Provide instructional activities that teach the aspects of healthy eating. These activities should be hands-on, behavior based, culturally relevant, developmentally appropriate, and enjoyable. Examples of activities include but are not limited to food demonstrations and preparations, contests, promotions, taste testing, guest speakers and appropriate fieldtrips.
- B. Educational Reinforcement/Coordination of Programs
1. The District's coordinated health programs will collaborate with the educational staff to provide support with the nutrition-related education.
 2. District staff are encouraged to provide educational links outside the classroom with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as in food banks, soup kitchens, or after-school programs.
 3. District staff are encouraged to integrate with the food service program to promote nutrition instruction. Food service staff are encouraged to work closely with those responsible for other components of the school wellness program to achieve common goals.
 4. The District will encourage families to become partners with the school in promoting healthy eating behaviors, working cooperatively to advocate for healthy individuals and families.
- C. Nutrition Related Health Problems and Modified Diets
1. School counselors and school health service staff will promote healthy eating to students and other staff.
 2. The food service program will comply with USDA's requirements. The school food service program is strongly encouraged to meet ethnic dietary requests as recommended by the USDA.
- D. Staff Qualifications
1. Staff who provides nutrition education should have appropriate training and regularly participate in professional development activities to effectively deliver nutrition programs as planned.
- E. Staff as Role Models
1. The District shall provide staff with in-service opportunities that recognize conditions such as unhealthy weight, eating disorders, and other nutrition related health problems among students and staff. All school staff are encouraged to model healthy nutrition practices.

V. PHYSICAL ACTIVITY

The District's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student can develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. To achieve the physical activity goal, the district will:

- Develop a sequential program of appropriate physical education for every student. The program goal will be to: Provide for at least 125 minutes (on average) of physical education for students in grades K-8; and high school students will meet the graduation standard requirements in physical education required for graduation.
- Emphasize knowledge and skills for a lifetime of regular physical activity.
- Devote at least 50 percent of physical education class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity.
- Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
- Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.
- Prohibit exemptions from physical education courses based on participation in an athletic team, marching band or other school or community activity.
- Be closely coordinated with the other components of the overall school health program.
- Not use prohibiting participation in physical education as punishment for actions unrelated to performance in and adherence to the rules of the physical education class.
- Provide time in elementary schools for supervised recess. Recess will be held outdoors when possible.
- Provide opportunities and encouragement for students to voluntarily participate in before and after-school activity programs such as intramural activities, interscholastic athletics, and clubs both through the school and community. Examples include the following:
 - Providing a diverse selection of competitive and noncompetitive, as well as structured and unstructured, activities to the extent that staffing, and district/community facilities permit.
 - Offering intramural physical activity programs that feature a broad range of competitive and cooperative activities for all students.
- Encouraging partnerships between schools and businesses. Promotion of such partnerships must be appropriate and in accordance with Board policy and applicable procedures, i.e. fitness center, soccer, basketball, hockey, and the softball/baseball associations. Also, community education offers a variety of activities that are not competitive to meet the needs of all students.
- Strive to provide joint school and community recreational activities by:
 - Actively engaging families as partners in their children's education and collaborating with community organizations to provide ample opportunities for students to participate in physical activity beyond the school day.
- Encouraging schools to work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students for physical activity during their out-of-school time.
- Encouraging schools to negotiate mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep district-owned facilities open for use by students, staff and community members during non-school hours and vacations.
- Encouraging district officials to work together with local public works, public safety, police departments and/or other appropriate state and federal authorities in efforts to make it safer and easier for students to walk and bike to school.

- Discourage periods of inactivity that exceed two (2) or more hours. When activities such as mandatory school testing makes it necessary for students to remain indoors for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.
- Provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants in onsite after-school childcare and enrichment programs sponsored by the District, i.e. Kid’s Corner.
- Strive to provide opportunities and encouragement for staff to be physically active by:
 - Planning, establishing, and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
 - Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to staff for physical activity during their out-of-school time.

V. OTHER SCHOOL-BASED ACTIVITIES

The district’s goal for other school-based activities is to ensure an integrated whole-school approach to the district’s wellness program. The district may achieve this goal by addressing such areas as listed below:

Community Involvement

- School instructional staff collaborating with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families.
- Guest speakers invited to address students will receive appropriate orientation to the relevant policies of the district.
- Making effective use of district and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities, and fitness level.

Family Involvement

- Engaging families as partners in their children’s education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease, and avoiding health-related risk behaviors.
- Providing nutrition information to parents/guardians in the forms of newsletters, handouts, presentations, or other appropriate means.
- Posting nutrition tips on district website.
- Providing nutrient analyses of district menus.
- Providing parents/guardians for appropriate foods that meet the district’s nutrition standards.
- Providing parents/guardians with ideas for healthy celebrations, parties, rewards, and fundraising activities.
- Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district’s nutrition standards for individual foods and beverages.
- Providing opportunities for parents/guardians to share their healthy food practices with others in the school’s community.
- Designing curricular nutrition education activities and promotions to involve parents/guardians and the community.
- Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.

- Providing information about physical activity and other school-based physical activity opportunities available to students before, during and after the school day.
- Sharing information about physical activity and physical education via the district's website, newsletter, other take home materials, special events or physical education homework.
- Encouraging parents/guardians to volunteer time in the classroom, cafeteria or at special events that promote student health.
- If practical, provide information in a language understandable to parents/guardians.

VII. MARKETING AND ADVERTISING

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. The district will strive to promote the wellness program and educate parents regarding the quality of district foods.

Tobacco advertising is not permitted on district property, at district-sponsored events or in district-sponsored publications. Food and beverage marketing will include the promotion of foods and beverages that meet the nutrition standards adopted by the Board. Other examples of marketing and advertising the district will scrutinize include but are not limited to pricing strategies that promote healthy food choices, audiovisual programming, educational incentive programs, scoreboards, book covers and vending machine displays.

VIII. DISTRICT DINING ENVIRONMENT GOALS

- Provide a clean, safe, enjoyable meal environment for students.
- Provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- Provide drinking fountains and/or portable water stations in all schools, so that students can get water at meals and throughout the day.
- Encourage all students participate in school meals program and protect the identity of students who eat free and reduced-price meals.
- Provide an adequate time for students to enjoy eating healthy foods with friends in schools.
- Provide scheduled lunch time as near the middle of the school day as possible.

IX. OVERSIGHT, EVALUATION, REVIEW

It will be the responsibility of the District Wellness Committee to meet at least four (4) times a year to review the policy, discuss building issues/evaluations, and review new goals set by the buildings to ensure district compliance with the policy.

X. COMPLIANCE INDICATORS/MONITORING

The Building SDM Teams will include an annual review of the building's compliance and progress working with the District's Wellness Policy.

XI. DISTRICT WELLNESS GOALS

Work on Crisis Management and Mental Health Concerns:

District's emergency response policies will be reviewed and updated, including collaboration with local law enforcement personnel. As part of this work, a self-evaluation will be completed at each of the building sites.

Part of the above process includes mental health issues (prevention, initial response, and follow-up). The district has set up procedures with Human Development Center and Birch Tree for mental health referrals and is working with Range Mental Health, and works with Meghan Levitt, Text 4 Life Coordinator with Carlton County. **The District is also trying to free up space in a building that could possibly house a day treatment center.**

ALICE Training – Alert, Lockdown, Inform, Counter, Evacuate (ALICE) – the ALICE program has been implemented districtwide. **this school year.** All staff received initial training, and this is being introduced to the students. This will be a continual environmental awareness conforming to various incidents and conditions. Ongoing training will be planned.

Reaching Out with Our Community

Staff are currently helping their students within their respective buildings **on an as-needed basis.** Many donating their time and own money.

Monthly District Health & Wellness Newsletter: A District Health & Wellness Newsletter is published monthly by our nursing staff and is disseminated to all staff and posted on the District’s website. Nursing staff also work with the “United Way of Carlton County” Campaign and “Just Kids Dental” free dental care week.

Power Lunch Program: The Power Lunch Reading Program is a national literacy based mentoring program aimed at building reading skills and a love of reading among elementary students. Power Lunch was established in the Cloquet School District in the mid 1990’s and matches community volunteers with teacher selected first and second grade students at both Churchill and Washington Elementary Schools.

The goal of Power Lunch is to show emerging readers that reading is fun, worthwhile, and a life-long benefit. Volunteers are partnered with students and meet with them one hour per week during their lunch period. Students and volunteers share lunch together in the school's media center, spend a brief time socializing, and then read together in a one-on-one setting. Power Lunch is made possible with support from the Cloquet Educational Foundation, Sappi Fine Paper, Lake Country Power, Cloquet Rotary, Churchill Elementary PIE, and Washington Elementary PIE.

Backpack Program: The Backpack program involves the schools and entire community, working together for a healthier more productive “whole” environment/community. The program is to meet the needs of hungry children by providing them with nutritious and easy-to-prepare food to take home on weekends and during school vacations when other resources are not available.

- **Washington Elementary School:** On Thursdays, a team of teachers pass out the bags to the classroom teachers who have students participating in the program. The classroom teacher then puts the bag of food in the student’s backpack. Any adult can recommend a student for the program. A form is filled out and a paper is sent home with the first bag letting the family know where the food is coming from and that it is free. Families can opt out at any time. Every dollar that we raise buys \$10 worth of food for Northern Lakes Second Harvest Food Bank. Teachers have noticed that students that may have been absent on Fridays are now in school and asking about their bag of food.

- Churchill Elementary School: The Work Experience students deliver them to classroom teachers every Thursday under the supervision of their job coach. Northern Lakes Second Harvest Food Bank provides the food and delivers it to each building. They also handle the financial part of the program and it is financed through private donations and fundraising efforts.
- Middle School: The middle school is unique as we have a wide span of age groups to serve. As students get older, receiving food from the Backpack program becomes a “stigma” and they are a little embarrassed to pick up their food bags. We try to be as discreet as possible, working around their schedule and allow them to bring their bags to us. CMS also receives donations such as peanut butter, protein bars, fruit cups and larger convenience foods from staff and community members to supplement the bags that Second Harvest supply. Middle schoolers have a little bit bigger appetite and the weekend bags are created with an elementary schooler in mind. We are also very fortunate to receive donations from Upper Lakes Foods. They provide supplemental bags for winter and spring breaks. Student Council has also stepped up and planned fundraising events to support our Backpack program! The middle school Backpack program is a work in progress and is regularly assessed so we can meet the diverse needs of our students with food insecurities.

Green Schools Project:

- A Green Team is a group of school faculty, community members, parents/guardians, and student who have a common interest in improving their school’s recycling and reducing their waste. A Green Team’s main responsibility is to ensure the effectiveness of the Green Schools Project. They are vital to any school recycling and waste reduction program!
- Why does my school need a Green Team? Every school in Carlton County is eligible for the Green Schools Project, a \$2,000 grant created by Carlton County Zoning & Environmental Services. Schools must use grant funds towards a recycling and waste reduction program. Once a school completes an application, they must assemble a Green Team.
- What can I do as a member: Green Teams provide valuable input when deciding how to use grant funds and can partake in any number of activities to help educate their school on how to recycle effectively and why recycling is important. Performing waste sorts, giving presentations, or starting a school-wide pledge are just a few ideas. Each Green Team will have different activities that best fit their school’s need.
- Currently, Cloquet Middle School, Cloquet Senior High School, Washington Elementary School and Churchill Elementary School participate in the Green Schools Project.

Community Support:

- Mock Food Shelf: through non-traditional channels and reaching out to children in need. Every site has a basic Mock-Food Shelf coming in from various entities, anonymously.
- Healthy Northland Bike Lane: Thanks to strong partnerships among the Cloquet Active Living Coalition, the Carlton County Highway Department, the Minnesota Department of Transportation and the City of Cloquet, we continue to make improvements spurred by a Health Impact Assessment, evaluation from bicycle counts and community support.

The Cloquet Active Living Coalition meets monthly and began in 2012 with the support of the

Statewide Health Improvement Program (SHIP) Coordinator Meghann Levitt.

Cloquet School District Staff Wellness Program: School representatives joined Carlton County Wellness Committee, working with other Carlton County entities to help and have implemented a District Wellness Program for staff. last school year. We have now formed Our own District Staff Wellness Committee and continues to encourage staff to engage in our monthly activity challenges and track progress.

School Resources Officer: The school district, working with the local police department, has put an SRO on contract. Our SRO Blesener provides support to all the district’s five schools, mentoring students and collaborating with staff to provide a safe environment for learning and working.

Additional Ongoing Initiatives

- Coffee with a Cop at CAAEP.
- Gathering of Great Minds with other area school districts.
- Text 4 Life suicide prevention information.
- We have social workers who come in and work with kids in all our five schools.
- United Way Annual Fund Drive.
- Kids Dental provides free dental services to our students in the elementary schools.
- ~~Community Support – Healthy Northland Bike Lane was installed. With the help of Allie Mueller and Meghan Levitt an application was submitted for a Safe Routes to School Grant. We are conducting traffic studies for Washington Avenue and both elementary schools. There are tentative plans to improve traffic flow around Washington School. The county is bringing in a study on Washington Avenue. There is a big initiative to study traffic, auto/pedestrian to make things as safe as we can.~~
- ~~Safe Routes includes education for our kids for being safe pedestrians and bikers. We have put in some asphalt paths to help this situation. The county is looking at taking them out to put in very wide sidewalks for bikers/pedestrians.~~

SAFE ROUTES TO SCHOOL

With past mini grants received at both elementary schools to purchase equipment and the infrastructure grant that was awarded to the City of Cloquet to add sidewalks from MN DOT, we continue to practice safe routes to school. Washington, Churchill, and the Middle School all have had walk/bike to school events and are planning on continuing these events with the opportunity we have been given.

SMART SNACK GUIDELINES

The standards, required by the Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food.

Any food sold in schools must:

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).

Nutrient Requirements:

Calorie limits:

- Snack Items: less than or equal to 200 calories
- Entrée Items: less than or equal to 350 calories

Sodium Limits:

- Snack Items: less than or equal to 230 mg
- Entrée Items: less than or equal to 480 mg

Fat Limits:

- Total fat: less than or equal to 35% of calories
- Saturated fat: less than 10% of calories
- Trans fat: zero grams

Sugar Limits:

- Less than or equal to 35% of weight from total sugars in foods

XII. BULDING WELLNESS GOALS

CLOQUET SENIOR HIGH SCHOOL WELLNESS GOALS

1. **Continue “Green” Initiative** includes the extensive Recycling Program **that we already have in place plus implemented two years ago. The Grant will be applied for again this year with the hopes to expand and introduce other opportunities to lower our Carbon Footprint. We are currently getting things set up to introduce waste composting which will began in the next fall.**
2. **Creating a positive environment:** **Ongoing** this year – All open doors are staffed with a teacher greeting students as they enter the building each morning. Fun music and fist bumps are not unusual. It is a way to increase student and staff relationships.
3. **Rise Program:** Restorative in School Engagement for all grades. Rather than using out of school suspension for discipline, teachers are partnering with administration and our school resource officer when behaviors are impacting a student’s education in a negative manner. The program RISE is being used and **is** proving to be successful.
4. **Restorative Justice Groups:** Group chats happen each week during lunch study. This is to help make an individual accountable for their actions and to see a positive solution to restore any damage that may have been done. Working with all involved, teaching and learning how to resolve and or react to the situation.
5. **Drug Awareness:** Health Classes continue to provide outside speakers and presentations on the newest trends in drug use/abuse and vaping. Our goal is to create an open awareness of the dangers associated with the use of those products. **In addition to health classes the community will also be offered a presentation.**
6. **Community Service/Personal Growth Day:** **Scheduled to participate in Respect Retreat and Camp Heartland cancelled due to COVID-19 shut down.** On April 24, all 9th grade students participated in a full day with Youth Frontiers called The Respect Retreat. Youth Frontiers is a non profit organization that partners with schools to build positive school communities where students can thrive socially, emotionally, and academically. The mission of the Respect Retreat is to change the way young people treat each other in the hallway, lunch line, and classroom. They focus on building students’ empathy and perspective talking skills and teach safe ways to help prevent bullying. On this same day, the 10th grade students participate in a unique service project at Camp Heartland in Willow River. Camp Heartland is a national non profit that

Our

students helped with various activities which included cleaning the grounds, planting and preparing the camp for the upcoming season.

7. **CHS Extra Mental Health Practitioners:** Provides students quick accessibility to care, individual and group counseling. In-house mental health crisis intervention has been very successful so far with students. The practitioners have also been providing education in the classrooms. Goal is to reach out to every student; the reports indicate this program has been very successful. It is been especially important for those who may not have ever received or may not otherwise have access to care. This is an ongoing goal that we will continue to practice.
8. **CHS is working on emphasis involving students with more physical activity opportunities:** Downhill ski trips, extra gym opportunities, staff vs. student dodge ball game. Interacting with students to get them involved and moving. Yoga is offered to students each day during their lunch study to emphasize healthy body and mind.
9. **School Resource Officer:** Our onsite school resource officer has also made a positive impact with students and staff. The officer has been invited into many classrooms to discuss issues or just get to know the kids.

CLOQUET MIDDLE SCHOOL WELLNESS GOALS

2018-19 is year two for the new Cloquet Middle School, a building that is home to more than 800 students in grades 5, 6, 7, and 8. We are have experienced a few growing pains but are now very comfortable in our new home. CMS continues to implement our **POWER UP** program and has revised our **HOMEROOM/SEAL TRAINING** this year.

1. **Power Up** is our school-wide systematic intervention/enrichment program that emphasizes high and consistent expectations for student learning and behavior. The program occurs on Mondays, Wednesdays, and Fridays and is 30 minutes in length.
2. **Homeroom** occurs on Tuesdays and Thursdays, mid-day to give our students a home base and opportunity to promote relationships between CMS advisors, students, and their families.
3. **SEAL Training** (Social Emotional Affect Learning) is a program that has evolved from the Top 20 Schools Program, in which human development and human potential are explored. SEAL Training occurs during one of the homeroom periods every two weeks. SEAL Training sessions are designed for the 30-minute time slot.
4. A special weekly schedule has been devised and since revised to accommodate the following:
 - M W F – POWER UP** Student Intervention or Enrichment as determined monthly based on individual student needs. CMS staff will work closely within their **PLCs** to support PowerUp, looking at which students would benefit from intervention opportunities:
 - Identifying essential understandings and creating common assessments
 - Identifying students who did not fulfill essential understandings
 - Identifying which teachers will do the intervention time
 - re-teaching of concepts for the month
 - providing extra practice time
 - Enrichment opportunities are offered across a wide variety of topics and students select the

area of interest on a monthly basis - i.e. open gym, CYC time, robotics, 5K training, walking club, reading club, study hall, crochet, cross stitch, chess, cribbage, board games, bike maintenance, frisbee golf, volunteerism at the Salvation Army, student council work, history club, theater,

music appreciation, etc. March was designated as Mental Health Awareness Month and special Power Up sessions and events were held. The vast diversity of enrichment opportunities helps students and staff to interact in a less structured environment, offering opportunities for extended relationship building. Students are encouraged to brainstorm enrichment ideas to be explored each session.

T and Th - SEAL Training and Extended Homeroom Advisors now deliver the SEAL message in small group settings or a combination of 2 homerooms. Topics have included Staying Above the Line, Frame,

and Mistakes, moving into Creating a Culture of Belonging, Trust. SEAL conversations spill over into classroom settings, as students and staff work to make CMS a great place. Students in grades 5 and 6 will still receive their SEAL often with the assistance of the WEB kids. Non-SEAL Training time is homeroom time for connections, homework, and reading.

5. CMS has both a full-time building Counselor and Social Worker available to students grades 5 through 8. We also have partnerships with both Carlton County, the Human Development Center, to provide mental health services.
6. School Resource Officer services are available as needed and **the districts** SRO **Blesener** and other CPD officers are visible at both school and many school-sponsored events.
7. WEB and Student Council students assist in the positive aspect of the CMS Community. WEB (Where Everybody Belongs) teams up 8th selected graders with groups of 5th and 6th graders to experience CMS at its finest. WEB kids also assist in the presentation of many SEAL lessons. Our Student Council promotes positive activities and actions at CMS.
8. ME to WE continue through the Student Council as a character-building program. 5th/6th grade lessons are led by our WEB leaders. ME to WE follows three key focal points in the exploration of leadership development, social justice education, and civic duty.
9. **This is year four for our** **Ongoing is our** One to One iPad Program, along with varied classroom instruction, we continue to promote digital citizenship for the students and staff of CMS.
10. Physical Education/Swim and Health courses are required at CMS. 5th and 6th grade students participate in PE in an everyday basis all year. New this year is the addition of PE daily for both our 7th and 8th graders, impacting close to 400 students. Both 7th and 8th graders also receive a quarter of health instruction.
11. RECESS continues to be part of the 5th and 6th grade day. Family and Consumer Science is required of both 7th and 8th graders at CMS. The 7th grade curriculum focuses on foods and nutrition for one quarter.
12. Living the Lumberjack Way Coin Program is a way to recognize students for "living above the line." A way to promote the positives and the recognition of the good in others.

Among Other Wellness Activities that occur at CMS:

- Boys and Girls Clubs run through our Guidance Office

- Grief Support and Family Support Groups run through our Guidance Office
- Wolf Ridge Trip for all 5th graders
- Ski Trips for all 5th and 6th graders
- TRIO is offered through Talent Search to help student explore post-secondary options

- Morning Archery for students grades 5-8
- Community Ed After School Programing throughout the year grades 5-8
- Student focused presentations, either grade level or building-wide ME to WE, Youth Motivational Speaker Joe Beckman, Climb Theater, MN writers to name a few.
- Morning Archery
- Staff focused presentations - Adverse Childhood Experiences, Mental Health Awareness
- Staff are encouraged to participate in the District Wellness Initiative

CHURCHILL ELEMENTARY SCHOOL WELLNESS GOALS

Physical Fitness Activities:

1. **Jump Rope for Heart**, week-long roller-skating unit, 4th grade cross country skiing unit, 1-day River Run training (weather permitting), National Physical Education Day and inside recess Go Noodle movement will be shown on days weather doesn't allow outside recess.
 - *All students benefit from these activities physically and educationally.*
2. There will be physical education classes for grade 1-4 students, seven days out of the eight-day schedule and kindergarten students will have physical education classes four or five out of each eight-day cycle.
 - *All students benefit from recess and physical education classes.*
3. Participate in the walk/bike to school event in October.
 - *All students have to opportunity to participate in some way. Buses dropped students off to walk one (1) block to school with staff supervising.*
4. The Cloquet River Run is promoted to all students and staff.
 - *Roughly 200 students and staff participated in the 2017 River Run this 5k event.*
5. Monthly exercise-wellness challenges.

Healthy Eating Activities:

1. School lunch program participates in Farm to School program which provides our students with nutritious fruits and veggies from local/regional farms.
 - *All hot lunch students benefit from eating local food and are educated that they are helping their community by doing so.*
2. Healthy Recipes to be promoted each month in the Churchill Health and Wellness newsletter sent out to families and staff, along with an exercise/fitness tip.
 - *Newsletter goes to 525 students and their families.*
3. Cafeteria has a salad bar which gives more healthy choices for students and staff to choose from.
 - *All hot lunch students and staff benefit from healthy options at lunch.*
4. Every other Friday the Cloquet River Run Committee provides Healthy Snack Friday. A variety of fruits and veggies are offered.

- *All classrooms benefit having a healthy snack every other Friday.*

Mental & Emotional Wellness:

1. Churchill Health and Wellness newsletter to include articles pertaining to promoting good mental health strategies and information.
2. Will provide opportunities to learn about different avenues for how to take care of mental, physical, and emotional health and benefits of those avenues, ex: massage, counseling, Piyo, etc.
3. Churchill has a full-time (previously half-time) school counselor who provides mental health education in classrooms throughout the school year and provides more one on one time with students.
 - *All grades benefit from classroom mental health education.*
4. Staff comradery and relationships; gathering space is provided in the lounge. Every Wednesday a “lunch” is provided by set groups of staff throughout the year to share in fellowship. During the Holiday, staff participates in an ugly sweater contest, singing, and other fun season activities right after school. On the last day of school staff gather to eat lunch, awards are given to staff for different things throughout the year and stories are shared.
 - *Benefits and strengthens relationships and mental health wellness for all staff members.*
5. Staff members have the opportunity to give to families in need through our school Adopt a Family and Morning Connections programs at Christmas time.
 - *All staff has the opportunity to find the joy of giving to a family in need. Giving to others less fortunate tends to lift emotions and create a grateful heart.*

WASHINGTON ELEMENTARY SCHOOL WELLNESS GOALS

Purpose of the Washington Elementary Wellness Program:

“The staff, students, and parents of Washington Elementary school are dedicated to creating a climate that promotes academic excellence, high expectations, cultural pride, respect for individual differences, and the right of others in a safe and nurturing environment.” –Washington Elementary Mission Statement

To achieve our mission, the Washington Elementary Community acknowledges that we need to nurture and uphold an environment of wellness for all members of our school community (students, staff, and parents) by addressing the needs for physical, emotional, and mental wellness.

Wellness Goals:

Goal #1- Physical Wellness:

1. Students:

- A. Washington staff will promote and support participation in healthy physical activities during the school day.
- B. Washington will promote healthy physical activities outside of the school day.
- C. Washington will promote healthy snacks and provide recess before lunch and overall healthy eating habits.

2. Staff:

- A. Promote staff wellness by offering healthy food alternatives for meetings and staff development days.
- B. Promote healthy lifestyles by encouraging physical activity for staff outside of the school day.

3. Parents:

- A. Washington will encourage healthy choices through our nurse’s newsletter.

Goal #2- Emotional Wellness:

1. Students:

- A. Provide a full-time guidance counselor.
- B. Continuing to pursue grant funding opportunities for the increase of mental support that is desperately needed in our building.

2. Staff:

- A. Staff will receive emotional support through the Sunshine Committee.
- B. Health and Wellness committee members will provide ideas for optional wellness activities outside of school.

3. Parents:

- A. Offer a family school support worker as liaison.
- B. Offer an American Indian education family liaison in order to offer additional support for cultural and diversity.

Goal #3- Mental Wellness:

1. Students:

- A. Provide a full-time guidance counselor.
- B. Washington will promote Native American cultural awareness for all students.

2. Staff:

- A. Offer staff development opportunities for overall physical and emotional health, First Aid and CPR.
- B. Utilize PBIS in the entire school to promote cohesive behavior model for all students.
- C. Continue to improve on our PBIS model to create a better learning and teaching environment for everyone at Washington.

3. Parents:

- A. Parents will receive communication on classroom and school-wide activities to promote a feeling of community between the parents and the school.

How these goals have been met:

Goal #1- Physical Wellness:

1. Students:

- A. Washington students have participated in: Kids Heart Challenge (formerly Jump Rope for Heart), Roller Skating, Bike Fleet, Light Up the Night, National Wellness Education Day, and WOW (Walk or Wheel to School),
- B. Washington has physical education classes for grades K-4 every day.
- C. Washington has implemented recess before lunch for all classes
- D. Washington offers after-school enrichment gym games.
- E. Washington participates in Adaptive Field Day through Arrowhead Youth.
- F. Grades 3 and 4 are participating in a monthly Health and Nutrition program through the University of Minnesota extension office.
- G. Just Dental comes into the school to offer dentistry services and to do informational sessions for students.
- H. Washington has implemented a lunchroom Share Table. This helps students learn to be more self-aware with their hunger. If they are full, they can give to the share table, if they are hungry, they can get a second helping.

2. Staff:

- A. Lunches offered at school for staff are healthy conscience options, encouraging staff to eat here.

- B. Staff members are encouraged to walk as a group after school. Many staff members also participated in Light Up the Night!
- C. The Health and Wellness committee shares an optional health and wellness challenge monthly for staff who would like to participate.

- D. Staff is also encouraged to participate in fitness opportunities throughout the district and community through different emails and group initiatives. There have been several running and walking groups created with members of our building community.

3. Parents:

- A. Communication is sent home regarding opportunities for families through our principal's newsletter, nurse's newsletter, and Community Education offerings.

Goal #2- Emotional Wellness:

1. Students:

- A. Mrs. Sewell is now our full-time guidance counselor for all grade levels.
- B. The implementation of SAT Student Advisory Teams in grades 3 and 4 has greatly impacted students and staff in the building. These students help around the school and work with students.
- C. Encouraging positive behavior with Purple Pride ticket incentives, Purple Pride reward days, weekly Purple Pride drawing, and random Pick of the Pride days.
- D. Staff and students are familiar with Purple Pride (PBIS) language and it flows from classroom to classroom.
- E. Students attend Tier 2 intervention meetings to learn how to work through their emotions and make better choices.
- F. Continued support for mental health issues among our student body.
- G. Paws Room – Students are able to use the Paws room for cool downs before behaviors escalate.
- H. The Paws room is also available when students have a problem/behavior to calm down and have restorative chats with an adult.

2. Staff:

- A. The sunshine committee provides support for members of our Washington Family.
- B. Special activities and potlucks arranged by the school nurse to promote Washington Community.

3. Parents:

- A. There are several families currently working with our school support worker liaison and Indian Education liaison.
- B. Families in need are offered services through North Homes and HDC.

Goal #3- Mental Wellness:

1. Students:

- A. Washington will offer PBIS guidelines to help students learn how to function in the school environment through common language rules and expectations through classroom instruction and periodic reminder lessons from the principal and dean of students.
- B. Behavior Matrixes are visible in all areas of the school. Behavior expectations are taught and enforced as well. Teachers acknowledge positive behaviors through "Purple P.R.I.D.E." tickets and use a referral system for ODR's. ODR's are tracked and ways to minimize them are discussed.
- C. Purple Pride days and Pick of the Pride days to celebrate good behavior and school pride.

- D. Provide Native American Culture classes for students in K, 1st, and 3^d grade to provide a better understanding of the Native American culture for all Washington students.
- E. Washington will offer Makoons Club after school program for students in grades 1-4 two nights a week through the Indian Education program.

2. Staff:

- A. The district offered healthy choices during our in-service days.
- B. Staff has also been encouraged to enroll in community courses that offer these different techniques as well.
- C. Staff are periodically sent links to PBIS videos to encourage and continue PBIS learning.
- D. Staff are collaboratively supervising the hallways
- E. Posters were distributed to teachers as part of teaching hallway behavior, a PBIS activity account was started to manage funding, PRIDE shirts were ordered for all staff members.
- F. The PBIS team continues to discuss ways to improve behavior intervention and reward systems (coordinating with existing committees PST, PIE, etc.). PBIS team has regular meetings (1-2x/month). PBIS team sends out staff surveys and is constantly looking at what works, what needs to change, and new ideas.
- G. Washington utilizes a school wide behavior matrix, which identifies appropriate behaviors for ALL AREAS of the school. We continue PBIS instruction on how to enforce these matrix rules and expectations throughout the year. The principal and Dean of Students do periodic lessons as reminders for each grade level throughout the year.
- H. Staff development opportunities that promote mental wellness.

3. Parents:

- A. Teachers update parents on student progress and upcoming activities, through newsletters, phone calls, notes, or online resources. Parents are able to call and email teachers when needed.
- B. Teachers communicate not only negative, but also positive behavior to parents.
- C. Parents receive information regarding school events through newsletters, Washington School website, and email communications.
- D. Families are invited to participate in school-wide activities, including Movie Night in the Gym, the Fall Ball, the Spring Fling, and various classroom activities and chaperone activities at field trips.
- E. Music programs are in the evening to help families who work during the day attend these events.

CLOQUET AREA ALTERNATIVE EDUCATION PROGRAMS (CAEP) WELLNESS GOALS

1. Continue to have “Coffee with a Cop”, working on making it a regular occurrence.
2. Broaden our vending machine options while still making healthy choices.
3. Invite Prevention and Intervention into our school a few times a year to teach about healthy lifestyles along with teaching how negative lifestyles affect our futures.
4. Indian Education to introduce a one/two times a month cooking class to teach simple, healthy cooking, and ways to enjoy a meal together.

5. CAAEP ~~is currently in the process of~~ **acquired** a refrigerator from the UMD Extension Program for our perishable goods. Our food shelf receives donations from Upper Lakes Foods, our community, and the UMD Extension Program.
6. We ~~will be installing~~ **installed** a bulletin board that will include health information, healthy recipes, and health related community opportunities and other student requested information that revolve around health.
7. We will enjoy school outings to Athletic Park to partake in friendly competitive games, to encourage relationships, team building and an active lifestyle.
8. We will make it a priority to let our children know that swimming and weightlifting classes are an option for earning credit, outside the regular school day on their own, and encourage them if this is their interest.



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
2001 Washington Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Ruth Reeves, Community Education Director
DATE: May 5, 2020
RE: Fee Increase

I am recommending a fee increase of \$.10/hour at Li'l Lumberjacks and Li'l Thunder Learning Centers. The increase is to due staff pay rate increases for the upcoming year.

	<u>Current Rates</u>	<u>Effective June 1, 2020</u>
Infants	- \$4.70/hour	\$4.80/hour
Toddlers	- \$4.20/hour	\$4.30/hour
Preschool	- \$3.95/hour	\$4.05/hour
School Age	- \$3.70/hour	\$3.75/hour



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director

DATE: May 5, 2020

RE: Fee Increase

I am recommending an hourly fee increase for the Kids Corner Program to keep pace with staff pay and other increased costs. The new fee would begin on June 1, 2020:

- Current hourly fee: \$3.50/Hour
- Proposed hourly fee: \$3.75/Hour

RR:bjm



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Ruth Reeves, Community Education Director

DATE: May 5, 2020

RE: Pay Increase for Child Care Staff in June 2020

I am seeking permission to implement a 1.75% pay increase one month early for the staff at Kids Corner, Li'l Lumberjacks and Li'l Thunder Learning Centers who have, and continue to work through the emergency care situation. These staff are due to receive the increase on July 1, 2020. Implementing the increase one month early is a way to show appreciation for their efforts during this time of uncertainty.

RR:bjm



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number **Click or tap here to enter text.**, County of **Click or tap here to enter text.**, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Cloquet High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League.
School Enrollment (9-12): **Click or tap here to enter text.**
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: 5/11/2020

Date: 5/11/2020

District Office address, City, Zip: **302 14th Street, Cloquet, MN 55720**

School Superintendent's Phone: **218-879-6721, ext. 6202**

School Superintendent's Email: **mcary@isd94.org**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **Cloquet High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Dave Battaglia**

Email Address: **dbattagl@isd94.org**

Designated School Representative: **Paul Riess**

Email Address: **priess@isd94.org**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Paul Riess**

Girls Sports: **Paul Riess**

Speech: **Click or tap here to enter text.**

Music: **Anthony Jirschele**

*Mailing Representative: **Paul Riess**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Click or tap here to enter text.**

Student: **Click or tap here to enter text.**

Parent: **Click or tap here to enter text.**

Faculty Member: **Click or tap here to enter text.**

Please complete and submit this form with your school's 2020-2022 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

STUDENT NAME: _____ GRADE: _____

Device Type: _____ Device Serial Number: _____

Following guidance from the Minnesota Department of Education, Cloquet Public Schools will allow students to retain their 1:1 device over the summer of 2020, provided they would otherwise be receiving the same device the following school year. Students in 5th through 7th grades and 9th through 11th grades can keep their devices over the summer.

Exceptions to this policy are:

1. Students who are not returning to Cloquet Public Schools next school year.
2. Families who are not comfortable being responsible for the device over the summer.

Parents/guardians must sign and agree prior to a student being permitted to keep a device over the summer. Please review these points with your child before signing. This permission form is valid for your student from the date signed going forward. If you wish to return the device for the summer, for any reason, please follow the instructions on the next page.

Summer Device Agreement

1. All usage of the device is for educational use only. Students must continue to abide by the district's Acceptable Use Policy (www.isd94.org > Parents > Educational Technology Resources > Cloquet Learning Together 1:1 Device Student Parent Handbook) when using the device at home.
 - Any violations of the Acceptable Use Policy or this agreement can result in disciplinary action up-to and including loss of the device.
2. Students agree to properly maintain the device for the duration of the summer and to return the device in working order in the fall when school resumes.
 - Families will be charged for devices that are not returned, or are returned damaged when school resumes. Insurance will be assessed based on the signed agreement for the 2019-2020 school year.
3. Parents/guardians agree to monitor the use of the device over the summer and acknowledge that the school district will not be actively monitoring or filtering the internet on student devices. Parents/guardians also agree that the school district assumes no liability in the event that students access content that could be deemed harmful to minors. Parents/guardians should take appropriate precautions to ensure their student is using the device in a safe and responsible manner.

SIGNATURES: Please sign below to acknowledge that you agree to the terms and conditions of keeping a device over the summer

PARENT/GUARDIAN: _____ DATE: _____

STUDENT: _____ DATE: _____

This form can be submitted digitally at www.isd94.org > Students > Educational Technology Resources

Please sign and return this form to your school by Friday, May 29th. The form can be dropped off at your school or placed on the bus delivering lunches and homework.

If you do not wish to keep your device over the summer or you know you are not returning to ISD94 for the 2020-2021 school year, please fill out the reverse side of this form and return the device to your school.

Student Device Turn-in

STUDENT NAME: _____ GRADE: _____

DEVICE TYPE: _____ SERIAL NUMBER: _____

I am turning in the following items (check as appropriate):

iPad/Chromebook

Stylus (Chromebook Only)

Charger (two parts)

Case (iPad Only)

My device has the following defects and/or damages:

SIGNATURES: Please sign below to acknowledge that you have turned in your device with all noted accessories and condition.

PARENT/GUARDIAN: _____

DATE: _____

STUDENT: _____

DATE: _____

If you wish to turn in your device, please do so between May 26th and May 29th, 2020. Please bring the device to Cloquet High School, door 17, for curbside drop-off between the hours of 8 am and 4 pm (no appointment necessary). Please enter the north parking lot by the large gym (18th Street entrance) and follow the signs to the technology department. Upon arrival, please do not exit your vehicle and await the instructions from staff to turn in your device.

If you are unable to return your device at the above dates and times, please contact your school as soon as possible so other arrangements can be made in a timely manner.