



Cloquet Public Schools

Regular Meeting

Monday, February 8, 2021 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

6:00 pm Regular Meeting

I. Roll Call

II. Pledge of Allegiance

III. Consider Approval of Board Agenda

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IV. Consider Approval of School Board Minutes

1. January 25, 2021 Regular School Board Meeting Minutes 5

V. Open Forum and Reception of Delegations, Petitions, and Communications

1. Building and Department Reports 9
2. February Washington Elementary School Newsletter 13
3. NHS Students' Snow Sculptures at Sunnyside Get Recognition In McKnight Long Term Care News

<https://www.mcknights.com/news/the-brighter-side/let-it-snow-minnesota-students-snow-sculptures-charm-nursing-home-residents/>

VI. Claims, Hand Checks

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2. Hand Checks, January 22, 2021 20
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- b. 1.0 FTE 3rd Grade Long-Term Substitute Teacher for 6 weeks effective February 8, 2021 25

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- b. Head Softball Coach 27
- c. ACT Prep Advisor at Cloquet High School for the 2020-2021 School Year 28

3. Permission to Post

- a. 1.0 FTE Title I Long Term Substitute Teacher at Washington Elementary Due to Internal Transfer for the Remainder of the 2020-2021 School Year 29
- b. 6.75 hours/day Paraprofessional at Northern Lights Academy for the Remainder of the 2020-2021 School Year 30
- c. 1.0 FTE Special Education Teacher at Northern Lights Academy for the Remainder of the 2020-2021 School Year 31
- d. 1.0 FTE 6th Grade Long-Term Substitute Teacher at Cloquet Middle School effective April 2, 2021 until the end of the 2020-2021 School Year. 32

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2. Little Lumberjacks/ CTE Renovation	
3. Insurance / HITA Bid Year	
4. Open Enrollment	
XII. For Your Information	
1. Just Kids Dental notified the district they will still be able to provide dental care this year under proper Covid guidelines.	
XIII. Upcoming Meetings/Events	
1. Monday, February 22, 2021 Regular Meeting	
5:30 Working Session	
6:00 Regular Meeting	
2. Wednesday, February 24, 2021 - JOM/LIEC - 5:30 p.m.	
3. Monday, March 8, 2021 Regular Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
XIV. Adjournment	

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4. **Staffing Adjustments**

a. Reassignment of Title 1 Teacher to Grade 3 Teacher at Washington Elementary effective February 8, 2021

VIII. School Board Committee Report

1. Student Enrollment Report as of February 2, 2021

IX. Agenda Addendums

X. New Business

1. Consider Approving Members Cooperative Credit Union (MCCU) Credit Card Consent Agreement

2. 2nd Reading of Policy #522 Title IX Sex Non-Discrimination

XI. Superintendent's Report

1. Covid Vaccination Update

2. Little Lumberjacks/ CTE Renovation

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January 25, 2021

The World's Best Workforce and Achievement & Integration Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on January 25, 2021 was called to order by Board Chair T. Lammi at 5:15 p.m.

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

- Dave Battaglia
- Gary Huard
- Melissa Juntunen
- Ted Lammi
- Nate Sandman
- Ken Scarbrough

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Executive Assistant to the Superintendent
- Bill Bauer, Technology Support Specialist
- Jana Peterson, Pine Knot Newspaper Representative

Rebekka Morrison and Michelle Brenner presented a summary of the 2019-2020 Cloquet School District World's Best Workforce plan that was submitted to the state. They also reviewed the 2020-2021 plan. Teresa Angel, Director of American Indian Education, presented the Achievement and Integration Plan.

- RESOLVED by T. Lammi to approve the 2019-2020 World's Best Workforce Summary and 2020-2021 World's Best Workforce Plan, as presented. D. Battaglia seconded the motion and the resolution was approved by unanimous yeas vote of all members present on roll call.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 5:46 p.m.

January 25, 2021

Board Chair Ted Lammi called the working session to order at 5:46 p.m.

Topics discussed:

Dr. Cary announced that it was Paraprofessional Appreciation Week starting January 25, 2021. He thanked the paraprofessionals for all their hard work and for being so flexible this year during the pandemic. He informed the Board about the vaccine process. Dr. Cary also reminded the Board which students would be returning in-person this Tuesday and the plan for returning all grades over the next few weeks. He reviewed the county Covid numbers, the results from the Career and Tech bond sale from earlier in the day, and plan for winter bus routes. He also briefly reviewed the governor's new strategic plan "Due North" that was announced today and he stated how it nicely fits with the strategic plan Cloquet had already adopted.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 6:04 p.m.

January 25, 2021

The Regular Meeting of the School Board of Independent School District No.94, in the City of Cloquet on January 25, 2021 was called to order by Board Chair T. Lammi at 6:04 p.m.

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

- Dave Battaglia
- Gary Huard
- Melissa Juntunen
- Ted Lammi
- Nate Sandman
- Ken Scarbrough

Present in Person:

- Dr. Michael Cary, Superintendent
- Candance Nelis, Business Manager
- Mary Marciniak, Executive Assistant to the Superintendent
- Bill Bauer, Technology Support Specialist
- Jana Peterson, Pine Knot Newspaper Representative
- Izabel Johnson, Pine Journal Newspaper Representative

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

APPROVAL OF BOARD AGENDA

- RESOLVED by G. Huard to approve the January 25, 2021 board agenda. N. Sandman seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by D. Battaglia to approve the January 11, 2020 school board meeting minutes, as presented. M. Juntunen seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were provided.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS, TREASURER'S REPORT, INVESTMENT REPORTS AND WIRES

- RESOLVED by K. Scarbrough to approve to approve Claims, January 20, 2021; Hand Checks, January 15, 2021; Treasurer's Report - August 2020; Investments Reports - August 2020, September 2020, October 2020; Wire Transfers - December 14, 2020 in the amount of \$950,000.00, December 28, 2020 in the amount of \$1,500,000.00, January 11, 2021 in the amount of \$4,375,000.00, as presented. G. Huard seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by N. Sandman to approve the Consent Items, as presented:

1. Retirements:

- a. Ruth Boedigheimer, Cloquet Middle School Guidance Secretary effective June 30, 2021

2. Resignations:

- a. Katie Oswald, Program Manager, at Kids Corner effective January 19, 2021
- b. Tara Belden, Covid Floater Cleaner, effective October 22, 2020

3. Recommendations of Employment:

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>SALARY**</u>	<u>START DATE</u>
a. Stacey Homstad	0.4 FTE Long-Term English Teacher at CAAEP	BA Step 1 \$89.46/day	1/25/2021

4. Permission to Post

- a. 0.5 FTE American Indian Education Teacher at Washington Elementary for the remainder of the 2020-2021 school year
- b. 1.0 FTE Long-Term Substitute DCD Special Education Teacher at Washington Elementary for 5-6 weeks beginning on or around March 29, 2021
- c. 1.0 FTE Long-Term Substitute 3rd Grade Teacher at Washington Elementary for 6 weeks beginning February 8, 2021

5. Staffing Adjustments

- a. Derek Johnson, AIE Academic Tutor, at CHS from 3.5 hours/day to 5.5 hours/day for the remainder of the 2020-2021 school year
- b. Rylee Martin as teacher lead at CAAEP for the second half of the 2020-2021 school year
- c. Tammy Fleischauer to return to work as ECFE child care aide
- d. Joy Herron to return to work as 3 hours/day part time cleaner at Washington Elementary effective January 26, 2021

6. Grant Application/Grant Awards/Donation

- a. School Readiness Plus Grant for additional 5 seats to be paid through the grant

K. Scarbrough seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

SCHOOL BOARD COMMITTEE REPORT

- January 12, 2021 Health, Safety and Crisis Committee Meeting Summary was presented.
- January 13, 2021 District Wellness Policy Committee Meeting Summary was presented.
- The Student Enrollment Report as of January 6, 2021 was presented and reviewed.

AGENDA ADDENDUMS

- There was nothing to discuss currently.

NEW BUSINESS

- Matthew Hammer of Ehlers explained the bond sale process from earlier that day. The district received an excellent bond rate for the renovation of the Career and Tech project at Cloquet High School.
- RESOLVED by N. Sandman to approve the resolution awarding of the sale, determining the form and details, authorizing the execution, delivery and registration, and providing for the payment of general obligation capital facilities bonds, Series 2021A, as presented. D. Battaglia seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the 2021-2022 School Calendar, as presented. M. Juntunen seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by D. Battaglia to approve the request to negotiate from the Cloquet Information Technology Support Association, as presented. T. Lammi seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

- RESOLVED by T. Lammi to approve the Community Education agreement with Dive North, as presented. N. Sandman seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

SUPERINTENDENT'S REPORT

Dr. Cary had reviewed most of the items in the working session. He added information about the optional bi-weekly Covid employee saliva test process.

FOR YOUR INFORMATION

- Paraprofessional Appreciation Week – January 25 through 29, 2021. Board Chair T. Lammi read the governor's proclamation and thanked them for their hard work.

UPCOMING MEETINGS/EVENTS

- Wednesday, January 27, 2021 - JOM/LIEC Meeting - 5:30 p.m.
- Monday, February 8, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
- Monday, February 22, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Regular Meeting

ADJOURNMENT

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:26 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

The transition of grades K-2 back to In-Person learning has gone well. The students seem excited to be back and I am thankful for having the time with our students In-Person previously which helped the transition.

This Monday, 2/8 our grades 3-4 students return. Roughly 15 students returned to K-4 In-Person classrooms from Distance Learning. Our March conferences will be held again virtually and conference links have been sent to families for sign-up. Our I Love to Read committee has organized a fun list of activities for our students during a week later in February....I've highlighted this information in my family newsletter going out this week. Summer School and other intervention programs have been recently discussed during our admin meetings as we are brainstorming ways to meet our current and upcoming student academic needs. Churchill is continuing to work on the topic of literacy specifically best practice with writing. Staff development will take place with this topic on upcoming professional days and our PLC meetings.

Congratulations to Christy Burslie on an outstanding career as Head Secretary at Churchill. Christy has made a great impact on Churchill. Christy's last day is February 12th.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

We are off to a great start with our K-2 students and looking forward to the return of 3 & 4 on Monday, 2/8. It has been a really complicated couple of weeks trying to figure out how to fill our evolving vacancies, but we are hopeful we have a plan in place that will ensure the best options for our students.

Onsite COVID testing went very well last week. We are thankful for the leadership Sarah Ellena and Vickie Nordin have offered as we navigate new processes and interpret state guidance.

Despite the many challenges this year, we are also very encouraged by the progress our students are making and their resilience! Just today at our Washington Child Study Team meeting we reviewed that we have had seven students exited from special education services so far this year. Those are children who are no longer demonstrating a need for special education support to be successful and have "tested out"!! This is a huge success that is the result of excellent teaching at all levels – in the general education classrooms and our special education classrooms!! For those who are curious, so far we have had three students qualify for initial special education services in the same timeframe. I am sharing this information as I hope that it highlights how important quality intervention is for our young learners, and also clarifies that gaps can be filled and students who qualify for special education support may not need those supports to be long-term when we are able to meet needs through great interventions!!

Finally, it is "I Love to Read Month" in our elementary schools! We have a variety of events throughout the month, including dress up days, friendly competitions and a featured author to end the month. We look forward to local author, Thomas Peacock, joining our school community on February 25th to be the finale to a great month focused on our love for reading!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

CMS welcomed the arrival of 5th and 6th-grade students for in-person learning. For the most part, the staff reported that the transition went smoothly and are happy to see students in their classrooms again. Our 7th and 8th-grade students will be transitioning into in-person learning on Monday, February 8th, and we are ready to have a building full of kids again.

Staffing will continue to be an issue as there is a severe sub-issue with para-professionals and certified staff. However, our team continues to be flexible and have done everything possible to help with the current substitute shortage.

Finally, staff has been thankful for the opportunity to receive the COVID-19 vaccination. There have been some glitches along the way, but we have worked through those issues with the help of the central office.

Submitted by Tom Brenner, Cloquet Middle School Principal

Cloquet High School:

- We're moving ahead with the CTE renovation project – starting to work with vendors on furniture
- A number of staff have been vaccinated and we seem to add to the number weekly – you can see relief on some faces
- Students are back in the building in our hybrid learning model – students and teachers seem quite happy about this!
- Benjamin Bauer won the Region 7AA Triple “A” Award – he will move on to the state competition
- We are putting the finishing touches on securing our ACT test date for our junior class – details will be communicated to students soon
- Winter sports and activities are in full swing – maybe different, but very happy to be participating
- Class Registration for 21-22 starts the week of Feb. 22 - we'll begin putting the master schedule together for 21-22 shortly thereafter

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP is off and running with 3rd quarter. We are full and operating on a waiting list, which is the first time since last spring! This tells us students are ready to get back to school and in person. CAAEP student/parent conferences will take place on February 24th from 3:00 pm ~ 7:00 pm. We will, again, offer the options of in person, online or by phone for the meetings. CAAEP has completed the 3rd of 4 ESSA team professional trainings on Equity and Standards. These are our goals in our ESSA training this year. The staff have been working on standards alignment and collaboration with teaching and standards in the classroom. Our ultimate goal is to become more hands on and collaborate in our teaching practices.

Submitted by Connie Hyde, CAAEP Principal

NLA

Northern Lights Academy made the switch from hybrid back to In Person learning on January 19th. We are very glad to have almost all of our students back in the classroom. Our staff are working hard to help students adjust to the changes.

Submitted by Barb Mackey, Assistant Special Education Director

Community Education

Aquatics: Additional swim lesson classes were opened up for registration on February 1st. Family swim will start up again on Friday, February 12th. Participants do need to be registered to attend.

Driver's Ed: There are still a few spots available in the classroom instruction for Drivers Ed for the classes starting on April 12 and May 17.

Enrichment: Early morning basketball has resumed, and we are requiring masks for participants.

Little Lumberjacks/Thunder: Licensed childcare centers are getting an extension on COVID grant funding for January and February.

AWD: AWD was featured in the Community Education Corner column for the Pine Journal this past week.

Submitted by Erin Bates, Community Education Director

Business Department:

The Business Office is busy trying to wrap up 1095 reporting and also revised budget. This has been a new process for us for the revised budget so it is taking a bit longer than normal. Once we finish this revised budget we should be able to roll right into FY 22 budgeting. We have not heard much from the legislature on what to expect but I know that there are many groups throughout the state trying to get more funding for schools. We will just have to wait and see what happens in the coming months. Bids for the CTE project were due on Friday February 5th so hopefully we will see some good numbers come out of that and be ready to go once you have approved them. Dylan and I are starting to look at the 10 year plan for this summer projects. I know that we will probably scale back the amount of projects we had originally thought we would be able to do because of the CTE project and also funding. If some projects get moved back then we will make those adjustments to present to you in June when we approve the whole plan. I am also working hard to get some month end stuff done so I can get reports to the board but it has proven difficult to get them done with training new payroll staff. We are working hard to make sure that we have good segregation of duties but also that not one person in the office is doing WAY more than they should. We are cross training and restructuring a bit.

Submitted by Candace Nelis, Business Manager

American Indian Education Department:

Greetings School Board Members,

The JOM (Johnson O'Malley) student count was submitted to the Fond du Lac Ojibwe School for the 20/21 school year. The student count is required to calculate funding that is used to support elementary teaching, annual powwow, student supports and cultural supplies. During January's JOM parent committee meeting we discussed virtual options for the Cloquet Schools AIE Royalty contest, mural work at CHS and funding an Anishinaabe Studies III course for the 21/22 school year.

The AIE program is continuously monitoring students learning designation and reaching out to families to help the transition between models.

Stay safe. Miigwech for your dedication and support.

Submitted by Teresa Angell, AIE Director

Building and Grounds

Cloquet High School CTE and Art Space Renovation project is currently out for bid. On January 26th we had an in person pre bid walkthrough meeting for contractors to review the project and existing conditions. The turn out for this meeting was exceptional and we anticipate very competitive bids. The bid date is February 5th. The Architect will review and tabulate bids received, review and confirm required bid documents and qualification of bidders. The Architect will then provide tabulation and recommendation for award to the District for School Board action. School Board is to award and authorize Administration to enter into contract with the lowest responsible contractor/bidder. Tentative dates for School Board Action are February 8th or February 22nd. Time required for architect's tabulation and follow up on bidder qualifications may require the later action date.

Submitted by Dylan Carlson, Building and Ground Director

Technology

The Technology Department continues to support bringing students back into the building and have seen a sharp uptick in the number of broken devices that students have been turning in since returning to the buildings. The supply lines of spare parts and devices coming from China has finally normalized so our warranty companies are able to fix and replace our devices in a much more timely manner since COVID disrupted the supply lines last March. As a department we have been able to work with Lake Superior College to bring in college students for internships and capstone projects. This will be a mutually beneficial relationship as all of their IT students are required to complete a 100 hour internship, and the district will be able to take advantage of the student's newly acquired knowledge to help out throughout all of our buildings. We currently have 1 student who will complete his 100 hour internship plus a 40 hour capstone project. We have had additional student apply and are looking to see if we can support bringing additional interns into the district.

Submitted by T.J. Smith, Technology Director

News & Notes:

- * February is "I Love to Read" month! We have lots of fun things planned and ask that you join us in celebrating at home by encouraging your child to read or by reading to him/her!
- * 2/8: Purple Pride Day & 3rd & 4th Return to In-Person Learning!
- * 2/9: "Read Your T-Shirt Day" & PIE Meeting at 6:30pm on Zoom
- * 2/12: Conference signups go online
- * 2/15: President's Day, No School for Staff & Students
- * 2/18: "Dress as Your Favorite Character Day"
- * 2/19: Professional Day, No School for Students
- * 2/22: "Snuggle Up and Read Pajama Day"
- * 2/24: Online conference signups close at 3pm
- * 2/25: Author Visit
- * 2/26: Kids Heart Challenge

Safety Matters!!

A reminder to our families who pick-up and drop-off their child. We have many children who walk at the end of the day. PLEASE, SLOW DOWN and ensure that our students are given the right-of-way! Winter is hazardous due to the lack of sidewalks—do your part to keep our kids safe!

Washington News

Kids Heart Challenge—February 26th

The 23rd Annual Kids Heart Challenge is Friday, February 26th during physical education classes. The kick-off for this event, that raises money for the American Heart Association, will be the week of February 8th in P. E. class. There is a \$25 gift card contest for each grade level for the class that has the highest percentage of students raising money online. The distance learning classes will also be a part of this long-time tradition at Washington. More details will be coming home soon!



PBIS Scoop!

Welcome to February Washington families!! We just finished our January Character Education trait of **Trustworthiness**. Throughout the month of February we will shift our focus to a new trait, **CARING**. Caring means to display kindness and concern for others—an important characteristic we promote throughout our school! Teachers will be looking for students who are showing this trait

around our school throughout the month.

February is "I Love to Read Month" and many fun events are planned, including a guest author, Thomas Peacock. Ask your children to share with you some of their fun experiences at home!

Keep working hard, boys and girls, by showing your Purple PRIDE every day!



PBIS team members hosted a distanced breakfast for staff to celebrate the upcoming return of students!!



Technology and our Children!

Technology is everywhere! When is technology okay for my child and when is it too much? According to a recent study by Common Sense Media, 75 percent of students under the age of 8 have access to technology and this number continues to grow. Researchers say that technology can have many benefits for our students if we use it right. Children under the age of 2 should have no screen time or technology as it has little value for children that age. For pre-school age students, technology can be beneficial if used correctly. They encourage adults to work with their preschoolers and toddlers as they use the technology. Use interactive apps and talk about what your child is looking at or working on.

As for our elementary children, they use technology everyday here at school as well as when they get home. Internet safety is a very important conversation to have with your child/children. Let them know to never give out their name, address or any personal information about themselves. Always monitor what your child is searching and playing. Encourage games that are educational and interactive.

What is too much? Modeling for our children on how to use screen time and technology is important. Children mimic what they see. There is no rule or special time that says your child has had too much. Pay attention to what your child is playing and the apps they are using. Finally, remember that creative play and unstructured outdoor play is still incredibly important for their learning and development so being intentional about time off of devices is also valuable!!

Counselor's Corner:

Welcome Back Students and families! February is already here, wow that has gone fast! Life can get hectic with work, family needs, and quality and not so quality time together. It is easy to ignore the body indicators of stress- a tense neck, poor sleep, and feeling irritable to name a few. Take time to focus on the way our body feels. If you are noticing physical signs of stress, try to find healthy ways to start renewing, or maintain habits

that help you take care of yourself. Remember, caring for yourself is not selfish - it can help you handle life stressors, support your relationships, and maintain your mental well-being. One thing we are working on with students upon their return is mindfulness. Below are some websites that have mindfulness activities for the whole family to enjoy.



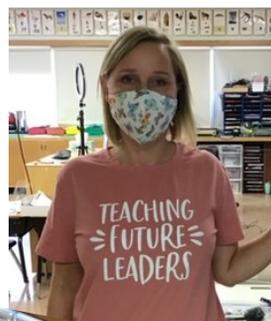
- **A mindful minute:** Take one minute for yourself and focus on the smells, sounds, tastes and things you hear and see.
- **Take time for yourself and focus on deep breathing.** Students have been working different types of breathing: Bubble Breathing, Balloon Breathing, Tummy Breathing, and Star Breathing.
- **Online Resources:** Mind Yeti & GoNoodle are websites you can sign up for at no cost and they have many activities on them for kids and families to use for mindfulness. <https://www.mindyeti.com> and <https://www.gonoodle.com/>

Critical Support For Your Student

Dr. Dean Grace from Northwood Children's Services previously shared some important insights we wanted to pass along to our families.

How to increase your child's success through support:

- Read regularly with young children.
- Talk about and display their pictures.
- Share meals as a family regularly.
- Ask about what your children learned today (ask everyday.)
- Talk about their interests.
- Talk about their friends.
- Talk about their future plans (for tomorrow and when they graduate.)
- Talk about and model your values at every opportunity.
- If talking is hard, go on walks together, play catch, go fishing...



Staff participating in "Positive Message Mondays" at Washington!! It's a hard year and we can all use positivity and encouragement!!

A huge thank you to the Cloquet Educational Foundation for providing the funds to have a Virtual Climb Theater for Washington Students this spring! Students had the opportunity to watch short films that varied in topics. Accountability, Resiliency, Empathy, Advocacy and Self Control.

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$82,815.44
02	Food Services	\$42,464.98
03	Transportation	\$116,613.52
04	Community Services	\$688.12
05	Capital Expenditure	\$16,862.88
07	Debt Redemption #94	\$330.00
12	Activities	\$3,587.88
45	OPEB Irrevocable Trust	\$2,092.00
Report Total		\$265,454.82

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	92970	156832	Check	1	3819		3D CONSTRUCTION	Yes	No	No	USD	02/09/2021	10,071.00
			92938	156833	Check	1	10225		AC COMPANY OF ROCHESTER	Yes	No	No	USD	02/09/2021	300.00
			92988	156834	Check	1	6390		ACHESON, JANE	Yes	No	No	USD	02/09/2021	23.97
			92930	156835	Check	1	00350		ACTIVITY FUND-MIDDLE SCHOOL	Yes	No	No	USD	02/09/2021	235.00
			92931	156836	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	USD	02/09/2021	1,801.64
			92994	156837	Check	1	7142		ANDERSON, LISA	Yes	No	No	USD	02/09/2021	80.00
			93005	156838	Check	1	8127		ANDERSON, RICK	Yes	No	No	USD	02/09/2021	226.00
			93027	156839	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	02/09/2021	246.34
			93040	156840	Check	1	9581		ARCHITECTURAL RESOURCES INC	Yes	No	No	USD	02/09/2021	14,400.00
			93038	156841	Check	1	9514		ARS	Yes	No	No	USD	02/09/2021	1,470.00
			92941	156842	Check	1	10228		AUTOMOTIVE EQUIP. SERV. & PARTS	Yes	No	No	USD	02/09/2021	1,952.00
			93018	156843	Check	1	8486		BATTAGLIA, SCOTT M	Yes	No	No	USD	02/09/2021	160.00
			93000	156844	Check	1	7984		BENOIT, JOHN	Yes	No	No	USD	02/09/2021	197.00
			93029	156845	Check	1	8989		BERG, HEIDI	Yes	No	No	USD	02/09/2021	31.16
			93008	156846	Check	1	8140		BERGERON, ANDREW S	Yes	No	No	USD	02/09/2021	180.00
			93009	156847	Check	1	8152		BIONICH, NICHOLAS DANIEL	Yes	No	No	USD	02/09/2021	108.00
			93030	156848	Check	1	9026		BRENNER, JILL	Yes	No	No	USD	02/09/2021	50.31
			93022	156849	Check	1	8697		BRENNER, MAXXTON	Yes	No	No	USD	02/09/2021	60.00
			92996	156850	Check	1	7378		BSN SPORTS	Yes	No	No	USD	02/09/2021	2,358.37
			92933	156851	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	02/09/2021	400.00
			92979	156852	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	02/09/2021	316.59
			92943	156853	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	02/09/2021	4,032.46
			92944	156854	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	02/09/2021	105,777.07
			92945	156855	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	02/09/2021	1,705.00
			92949	156856	Check	1	1587		DALCO	Yes	No	No	USD	02/09/2021	408.88
			92963	156857	Check	1	2915		DETERS, JULIE	Yes	No	No	USD	02/09/2021	122.31
			92986	156858	Check	1	6197		DOESKEN, ANN	Yes	No	No	USD	02/09/2021	483.12
			92978	156859	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	02/09/2021	120.00
			93054	156860	Check	1	9910		ELY NORDIC WOLVES SKI TEAM	Yes	No	No	USD	02/09/2021	275.00
			92951	156861	Check	1	2074		FOLLETT SCHOOL SOLUTIONS	Yes	No	No	USD	02/09/2021	462.97
			93014	156862	Check	1	8222		FREEMAN, ZACH	Yes	No	No	USD	02/09/2021	79.00
			93045	156863	Check	1	9803		GENTILINI DON	Yes	No	No	USD	02/09/2021	37.64
			92947	156864	Check	1	1362		GOODIN CO	Yes	No	No	USD	02/09/2021	555.66
			92972	156865	Check	1	4250		GRAINGER	Yes	No	No	USD	02/09/2021	351.24
			92954	156866	Check	1	2419		GRAPHIC TECHNOLOGIES	Yes	No	No	USD	02/09/2021	230.00
			93016	156867	Check	1	8329		GYNZY INC att RUTGER PETERS	Yes	No	No	USD	02/09/2021	99.00
			92984	156868	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	02/09/2021	423.33
			92934	156869	Check	1	10126		HARPER, MELISSA	Yes	No	No	USD	02/09/2021	100.00
			92998	156870	Check	1	7736		HIETALA, LISA	Yes	No	No	USD	02/09/2021	199.99
			93047	156871	Check	1	9847		HILL JULIA	Yes	No	No	USD	02/09/2021	812.67
			92982	156872	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	02/09/2021	69.37

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0094		2	93012	156873	Check	1	8200		HOLMSTROM, TIMOTHY G	Yes	No	No	USD	02/09/2021	86.00
			92985	156874	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	02/09/2021	765.01
			92937	156875	Check	1	10219		HOUSER SHAWN	Yes	No	No	USD	02/09/2021	187.00
			92997	156876	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	02/09/2021	105.00
			92980	156877	Check	1	5624		ISD #0094 - LIL LUMBERJACKS	Yes	No	No	USD	02/09/2021	546.75
			92955	156878	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	02/09/2021	117.03
			92989	156879	Check	1	6866		ISD #0094 LIL THUNDER LEARNING	Yes	No	No	USD	02/09/2021	445.60
			92956	156880	Check	1	25420		ISD #0095 CROMWELL	Yes	No	No	USD	02/09/2021	2,668.56
			92957	156881	Check	1	25460		ISD #0099 ESKO PUBLIC SCHOOLS	Yes	No	No	USD	02/09/2021	5,873.38
			92958	156882	Check	1	25480		ISD #0100 WRENSHALL	Yes	No	No	USD	02/09/2021	597.64
			92948	156883	Check	1	1527		ISD #0381 LAKE SUPERIOR SCHOOL	Yes	No	No	USD	02/09/2021	5,379.92
			92961	156884	Check	1	2709		ISD #0577 WILLOW RIVER	Yes	No	No	USD	02/09/2021	2,898.27
			92959	156885	Check	1	25820		ISD #0700 HERMANTOWN	Yes	No	No	USD	02/09/2021	4,492.49
			92960	156886	Check	1	25840		ISD #0704 PROCTOR PUBLIC SCHOOC	Yes	No	No	USD	02/09/2021	4,924.99
			92942	156887	Check	1	1063		ISD #0709 DULUTH	Yes	No	No	USD	02/09/2021	600.00
			92992	156888	Check	1	7096		JACKS HOMETOWN DAIRY	Yes	No	No	USD	02/09/2021	9,118.20
			93050	156889	Check	1	9868		JOHNSON JARRETT	Yes	No	No	USD	02/09/2021	71.00
			92962	156890	Check	1	28575		K - 1 SPORTS	Yes	No	No	USD	02/09/2021	117.00
			93002	156891	Check	1	8020		KARNAS, JAMES	Yes	No	No	USD	02/09/2021	100.00
			92964	156892	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	02/09/2021	189.28
			93042	156893	Check	1	9755		KITTO JULIAN	Yes	No	No	USD	02/09/2021	100.00
			93041	156894	Check	1	9599		KMECIK BRIAN	Yes	No	No	USD	02/09/2021	71.00
			92995	156895	Check	1	7336		KNUTSON, FLYNN & DEANS PA	Yes	No	No	USD	02/09/2021	330.00
			92952	156896	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	02/09/2021	67.18
			93020	156897	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	02/09/2021	100.00
			93015	156898	Check	1	8324		KUBIS, BRENT	Yes	No	No	USD	02/09/2021	168.00
			93046	156899	Check	1	9836		KUCERA CHRIS	Yes	No	No	USD	02/09/2021	99.00
			92965	156900	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	02/09/2021	133.62
			92966	156901	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	02/09/2021	10,353.95
			93044	156902	Check	1	9792		LEAF	Yes	No	No	USD	02/09/2021	992.88
			92993	156903	Check	1	7137		LENNARTSON, ASHLEE	Yes	No	No	USD	02/09/2021	12.00
			93039	156904	Check	1	9564		LIIMATAINEN NICHOLAS	Yes	No	No	USD	02/09/2021	82.00
			92991	156905	Check	1	6981		LOOKOUT BOOKS	Yes	No	No	USD	02/09/2021	185.70
			93013	156906	Check	1	8205		LOYE, JON	Yes	No	No	USD	02/09/2021	187.00
			92939	156907	Check	1	10226		MARY GERLACH	Yes	No	No	USD	02/09/2021	250.00
			93024	156908	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	02/09/2021	56.35
			92950	156909	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	02/09/2021	22.00
			93031	156910	Check	1	9031		MICKELSON, LARAIN LYNN	Yes	No	No	USD	02/09/2021	65.00
			93023	156911	Check	1	8706		MITCHELL, MARTHA	Yes	No	No	USD	02/09/2021	164.74
			93006	156912	Check	1	8133		MORRISON, KEVIN	Yes	No	No	USD	02/09/2021	108.00
			92987	156913	Check	1	6299		NELSON, BETH	Yes	No	No	USD	02/09/2021	88.31

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	93051	156914	Check	1	9878	NICHOLS GAVIN	Yes	No	No	USD	02/09/2021	168.00
		92971	156915	Check	1	40825	NORTHERN BUSINESS PRODUCTS	Yes	No	No	USD	02/09/2021	224.83
		92940	156916	Check	1	10227	O'HARA CHRIS	Yes	No	No	USD	02/09/2021	99.98
		93004	156917	Check	1	8024	O'NEILL, THOMAS ROBERT	Yes	No	No	USD	02/09/2021	79.00
		92968	156918	Check	1	3249	PACK & MAIL STATION	Yes	No	No	USD	02/09/2021	74.75
		92946	156919	Check	1	1326	PAN O GOLD	Yes	No	No	USD	02/09/2021	715.40
		93019	156920	Check	1	8493	PATTEN, SCOTT JOHN	Yes	No	No	USD	02/09/2021	177.00
		92967	156921	Check	1	3091	PETERSON, STACY	Yes	No	No	USD	02/09/2021	76.09
		93052	156922	Check	1	9882	PMA ASSET MGMT	Yes	No	No	USD	02/09/2021	2,092.00
		92936	156923	Check	1	10218	PORTER JORDAN	Yes	No	No	USD	02/09/2021	71.00
		92969	156924	Check	1	3602	PRAXAIR	Yes	No	No	USD	02/09/2021	192.77
		93017	156925	Check	1	8427	RAJ, PAUL	Yes	No	No	USD	02/09/2021	86.00
		93033	156926	Check	1	9138	RAPTOR TECHNOLOGIES	Yes	No	No	USD	02/09/2021	2,280.00
		92935	156927	Check	1	10177	REGION 7AA	Yes	No	No	USD	02/09/2021	200.00
		93025	156928	Check	1	8763	rSCHOOLSTODAY	Yes	No	No	USD	02/09/2021	595.00
		93021	156929	Check	1	8631	RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	02/09/2021	5,552.45
		93010	156930	Check	1	8180	SALO, ADAM LEE	Yes	No	No	USD	02/09/2021	79.00
		92953	156931	Check	1	2087	SAMMY'S PIZZA	Yes	No	No	USD	02/09/2021	333.60
		93007	156932	Check	1	8134	SAWYER, ROBERT	Yes	No	No	USD	02/09/2021	138.00
		92973	156933	Check	1	48700	SCHMITT MUSIC COMPANY	Yes	No	No	USD	02/09/2021	549.63
		92974	156934	Check	1	48801	SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	02/09/2021	226.42
		93049	156935	Check	1	9865	SCHULTZ ETHAN	Yes	No	No	USD	02/09/2021	71.00
		93001	156936	Check	1	7996	SCHULZE, KYLE	Yes	No	No	USD	02/09/2021	108.00
		92999	156937	Check	1	7858	SEWELL, ABBI	Yes	No	No	USD	02/09/2021	114.10
		93003	156938	Check	1	8021	SIEDIECKI, ROBERT	Yes	No	No	USD	02/09/2021	168.00
		93034	156939	Check	1	9175	SMITH, TREVOR J	Yes	No	No	USD	02/09/2021	120.00
		93028	156940	Check	1	8899	SNOWMEN INC	Yes	No	No	USD	02/09/2021	2,550.00
		92976	156941	Check	1	51968	STACK BROTHERS MECHANICAL CC	Yes	No	No	USD	02/09/2021	6,896.08
		93053	156942	Check	1	9888	STANCHFIELD DOMINIC	Yes	No	No	USD	02/09/2021	108.00
		92977	156943	Check	1	52404	STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	02/09/2021	261.11
		92932	156944	Check	1	06680	THE HOME DEPOT PRO	Yes	No	No	USD	02/09/2021	1,087.17
		92975	156945	Check	1	4910	THE LIBRARY STORE	Yes	No	No	USD	02/09/2021	58.77
		93043	156946	Check	1	9765	THEMES & VARIATIONS INC	Yes	No	No	USD	02/09/2021	149.95
		93048	156947	Check	1	9854	THORNE ALEXANDER	Yes	No	No	USD	02/09/2021	188.00
		93035	156948	Check	1	9268	UHL COMPANY INC	Yes	No	No	USD	02/09/2021	2,055.87
		93011	156949	Check	1	8187	UJDUR, GERALD	Yes	No	No	USD	02/09/2021	86.00
		92981	156950	Check	1	56350	UPPER LAKES FOODS	Yes	No	No	USD	02/09/2021	32,720.52
		93026	156951	Check	1	8794	VAN LOON, ALAN	Yes	No	No	USD	02/09/2021	79.00
		93037	156952	Check	1	9319	WALDORF, ELIZABETH	Yes	No	No	USD	02/09/2021	84.74
		92983	156953	Check	1	57280	WANGEN, DAVID	Yes	No	No	USD	02/09/2021	123.20
		92990	156954	Check	1	6928	WATERS, NICOLE	Yes	No	No	USD	02/09/2021	50.00

Cloquet Public Schools Check Register by Bank and Check

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0094		2	93032	156955	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	02/09/2021	402.50
			93036	156956	Check	1	9308		YORSTON, TRISTY	Yes	No	No	USD	02/09/2021	29.95
Bank Total: 2														\$265,454.82	
Report Total:														\$265,454.82	

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	92918	156819	Check	1	6078		AMAZON	Yes	No	No	USD	01/22/2021	423.75
			92919	156820	Check	1	6256		CLOQUET ROTARY CLUB	Yes	No	No	USD	01/22/2021	145.00
			92917	156821	Check	1	10165		MAGNOLIA CAFE	Yes	No	No	USD	01/22/2021	246.25
Bank Total: 2														\$815.00	
Report Total:														\$815.00	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$1,077.63
05	Capital Expenditure	(\$508.88)
12	Activities	\$246.25
Report Total		\$815.00

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$42,653.32
02	Food Services	\$18.64
04	Community Services	\$998.30
05	Capital Expenditure	\$3,017.09
12	Activities	\$84.72
Report Total		\$46,772.07

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0094	2	92926	156822	Check	1	6078	AMAZON	Yes	No	No	USD	01/28/2021	279.14
		92927	156823	Check	1	7673	CENTURY LINK	Yes	No	No	USD	01/28/2021	250.77
		92928	156824	Check	1	9578	CONSTELLATION NEWENERGY -GA	Yes	No	No	USD	01/28/2021	11,957.58
		92924	156825	Check	1	4686	DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	01/28/2021	15,153.98
		92920	156826	Check	1	10223	DEMERS ROWENA	Yes	No	No	USD	01/28/2021	100.00
		92921	156827	Check	1	1061	ISD #0094	Yes	No	No	USD	01/28/2021	10,391.67
		92923	156828	Check	1	38650	MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	01/28/2021	3,643.57
		92922	156829	Check	1	2267	WALMART COMMUNITY GEMB	Yes	No	No	USD	01/28/2021	504.17
		92925	156830	Check	1	60300	ZION LUTHERAN CHURCH	Yes	No	No	USD	01/28/2021	3,163.34
		92929	156831	Check	1	2267	WALMART COMMUNITY GEMB	Yes	No	No	USD	01/28/2021	1,327.85
Bank Total: 2												\$46,772.07	
Report Total:												\$46,772.07	



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: Robbi Mondati, Washington School Principal
DATE: February 8, 2021
RE: Recommendation for Employment

I am recommending the employment of Zoe Bystrom as a Title I Long-Term Substitute at Washington Elementary. This hire is contingent upon licensure.

RATE OF PAY:	BA (Sem.)/Step 1
TOTAL COST:	\$223.65 Daily
HOURS TO BE WORKED:	8 hours/day (Monday-Friday)
LENGTH OF CONTRACT:	2/8/21 – 6/4/21
BUDGETED CURRENT YEAR:	Yes
REASON FOR HIRE:	Washington Elementary would like to hire Zoe Bystrom for our open Title I long-term substitute position. Zoe is a recent graduate from the College of Saint Scholastica, and we feel she will do a great job of maintaining our Title I program for the remainder of the school year. Her official start is contingent upon receiving her teaching license from MDE.

Employment is contingent upon Cloquet School Board approval.



Independent School District No. 94
Cloquet, Minnesota 55720

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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington School Principal
DATE: February 3, 2021
RE: Recommendation for Employment

I am recommending the employment of Sarah Jurek as a 3rd Grade Long-Term Substitute Teacher at Washington Elementary to cover a 6-week FMLA leave.

RATE OF PAY:	BA (Sem.)/Step 1
TOTAL COST:	\$223.65 Daily
HOURS TO BE WORKED:	8 hours/day (Monday-Friday)
LENGTH OF CONTRACT:	6 weeks beginning 2/8/2021
BUDGETED CURRENT YEAR:	No
REASON FOR HIRE:	Washington Elementary would like to hire Sarah Jurek for our open 3 rd grade long-term substitute position. Sarah is a recent graduate of UWS, and we feel she will do a great job of maintaining the 3 rd grade open position for 6 weeks. Sarah is currently the LTS for our Title I department and will be transitioning over to the 3 rd grade position on 2/8/21 (3 weeks before the completion of her current LTS position due to the staffing needs within the building).

Employment is contingent upon Cloquet School Board approval.

Linking school and community to provide life-long learning and success for all.



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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: Tom Brenner, Middle School Principal
DATE: January 27, 2021
RE: Stipend for the CMS Leadership Team

I am requesting approval for the following staff to receive a \$1000.00 stipend to participate on the CMS leadership team:

Dara Topping
Angela Beste
Farrah Grimm
Jarvis Paro

Each of their stipends is be paid from the Comprehensive Literacy State Development Grant.

TB:cmc



From the Desk of:

Paul Riess
Activities Director
Cloquet Senior High School
1000 18th Street
Cloquet, MN 55720
Phone: 218-879-3393
Fax: 218-879-6494

To: Mary Marciniak, Superintendent Cary, School Board
Re: Head softball coach hire

Hi Mary,

Please submit the following names/positions for approval at the board meeting:

Head Coach Softball: Tyler Korby

If anyone has any questions regarding this recommendation, feel free to call me.

Thank you,

Paul Riess



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Central Administration	302 14th St	218.879.6721
Cloquet Senior High School	1000 18th St	218.879.3393
Cloquet Middle School	2001 Washington Ave	218.879.3328
Churchill Elementary School	515 Granite St	218.879.3308
Washington Elementary School	801 12th St.	218.879.3369
Cloquet Area Alternative Education	302 14th St	218.879.0115
Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet Senior High

DATE: February 3, 2021

RE: **ACT Prep Advisory**

I am recommending the employment Rodrick Syck to assist and administer the ACT Prep at the Cloquet High School for the 2020-2021 school year. There will be three (3) days: February 27th, March 20th, and April 10th, from 8:30am to 3:30pm each day.

RATE OF PAY: \$33.46

HOURS TO BE WORKED: 21 total hours

STARTING DATE: 2/27/2020

LENGTH OF CONTRACT: 2020 – 2021 School Year

POSTED: Yes

REASON FOR HIRE: Teaching ACT Test Prep

(Employment is contingent upon Cloquet School Board approval)



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: February 2, 2021

RE: Permission to Post

I am requesting permission to post for a Long-Term Substitute Title 1 teacher for the remainder of the 2020-2021 school year due to re-assignment of the current Title I teacher.

Linking school and community to provide life-long learning and success for all.



Northern Lights Academy Cooperative #6096-52
302 14th Street ~ Cloquet MN 55820
Office Phone ~ 218-878-3060
Fax ~ 218-878-3061

Dena Hagen, Director of Special Education
dhagen@nlsec.org
Barb Mackey, Asst. Special Education Director
bmackey@nlacoop.org

To: Dr. Michael Cary, Superintendent for the Cloquet Public Schools
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: February 3, 2021
Re: Permission to Post for 1 Paraprofessional Position for the remainder of the school year.

The Northern Lights Academy is requesting permission to post for one 6.75 hour/day paraprofessional position. This position would be only for the remainder of the school year. It is due to the increased need of the NLA students.

Please let me know if you have any questions.

This posting is contingent upon approval from the full NLA board at the February 5th, 2021 board meeting.



Northern Lights Academy Cooperative #6096-52
302 14th Street ~ Cloquet MN 55820
Office Phone ~ 218-878-3060
Fax ~ 218-878-3061

Dena Hagen, Director of Special Education
dhagen@nlsec.org
Barb Mackey, Asst. Special Education Director
bmackey@nlacoop.org

To: Dr. Michael Cary, Superintendent for the Cloquet Public Schools
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: February 3, 2021
Re: Permission to Post for 1 Special Education Teacher Position for the remainder of the school year.

The Northern Lights Academy is requesting permission to post for one special education teacher position. This position would be only for the remainder of the school year. It is due to the increased need of the NLA students.

Please let me know if you have any questions.

This posting is contingent upon approval from the full NLA board at the February 5th, 2021 board meeting.



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Thomas Brenner, Principal – Cloquet Middle School

DATE: February 8, 2021

RE: Permission to Post

I am requesting permission to post for a Long-Term Substitute 6th grade teacher for the remainder of the 2020-2021 school year due to a staff retirement effective April 2, 2021.

TB: mjm

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington School Principal

DATE: February 3, 2021

RE: Recommendation for Employment

I am recommending the reassignment of Heather Johnson from a 1.0 FTE Title I teacher to a 1.0 FTE 3rd grade teacher, due to the creation of a new 3rd grade section. Mrs. Johnson will start with her new assignment on February 8, 2021.

Linking school and community to provide life-long learning and success for all.

2020-2021 Student Enrollment Report

	Dates	9/10	9/23	10/6	10/20	11/4	11/17	12/8	1/6	1/20	2/2								
CHURCHILL																			
Handicap Kindergarten	2	11	15	16	16	16	16	16	16	16	16								
Early Five/Dev Kindergarten	15	24	25	24	24	24	24	24	24	25	25								
Kindergarten - All Day	68	60	57	58	58	57	58	58	58	57	58								
First Grade	59	56	56	56	57	57	57	57	58	58	63								
Second Grade	76	76	77	77	77	77	77	77	77	77	79								
Third Grade	77	75	76	76	75	75	75	74	74	74	74								
Fourth Grade	84	84	84	84	84	84	84	83	84	85									
TOTAL CHURCHILL	381	386	390	391	391	390	391	390	391	400	0								
WASHINGTON																			
Handicap Kindergarten	2	8	17	17	18	18	18	18	18	18	18								
Kindergarten - All Day	75	65	55	56	55	55	54	54	54	54	52								
First Grade	124	122	122	123	123	123	122	122	122	122	117								
Second Grade	110	107	106	105	104	104	105	104	104	104	104								
Third Grade	100	97	97	96	96	96	95	95	95	95	95								
Fourth Grade	106	100	99	99	98	98	99	99	99	99	99								
TOTAL WASHINGTON	517	499	496	496	494	494	493	492	492	485	0								
TOTAL ELEMENTARY	898	885	886	887	885	884	884	882	883	885	0								
Open Enrollment-Elementary																			
MIDDLE SCHOOL																			
Fifth Grade	200	197	197	197	197	196	196	196	194	194									
Sixth Grade	210	207	209	208	209	210	211	211	209	211									
Seventh Grade	223	220	220	219	220	221	220	220	219	219									
Eighth Grade	220	215	215	215	216	216	213	213	211	212									
TOTAL MIDDLE SCHOOL	853	839	841	839	842	843	840	840	833	836	0								
Open Enrollment-CMS																			
HIGH SCHOOL																			
Ninth Grade	227	224	225	225	224	226	226	226	226	224									
Tenth Grade	190	192	192	192	191	188	189	188	188	187									
Eleventh Grade	184	181	179	179	180	177	174	171	171	167									
Twelfth Grade	179	177	174	175	174	172	171	171	171	173									
TOTAL HIGH SCHOOL	780	774	770	771	769	763	760	756	756	751	0								
Open Enrollment-CHS																			
TOTAL HK-12	2531	2498	2497	2497	2496	2490	2484	2478	2472	2472	0								
TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0									
CAAEP- FULL-TIME																			
High School (grades 9-12)	75	75	77	75	72	77	70	62	62	81									
Junior High (grades 6-8)	3	3	3	5	5	7	7	7	7	7									
TOTAL CAAEP-Full-Time	78	78	80	80	77	84	77	69	69	88	0								
** CAAEP - PART-TIME																			
EDHS																			
Extended Programming																			
Targeted Services																			
GRAND TOTAL	2609	2576	2577	2577	2573	2574	2561	2547	2541	2560	0								

2020-2021 Enrolled Distant Learning Students

	Dates	9/10	9/23	10/6	10/20	11/4	11/17	12/8	1/6	1/20	2/2								
CHURCHILL																			
Handicap Kindergarten			3	3	4	4	4	4	4	4	3								
Early Five/Dev Kindergarten			3	5	4	4	4	4	4	4	6								
Kindergarten - All Day			18	16	16	16	16	16	16	16	14								
First Grade			3	3	3	3	3	3	3	3	2								
Second Grade			23	22	21	22	21	21	21	21	16								
Third Grade			15	15	17	16	16	16	16	16	15								
Fourth Grade			14	14	14	14	14	14	14	14	13								
TOTAL CHURCHILL		0	79	78	79	79	78	78	78	78	69	0	0	0	0	0	0	0	0
WASHINGTON																			
Handicap Kindergarten			3	3	3	3	3	3	3	3	1								
Kindergarten - All Day			15	13	14	14	14	13	13	13	9								
First Grade			50	48	46	47	47	47	47	47	31								
Second Grade			24	23	23	23	23	23	22	22	18								
Third Grade			25	25	25	25	25	25	25	25	25								
Fourth Grade			25	25	25	25	25	25	25	25	26								
TOTAL WASHINGTON		0	142	137	136	137	137	136	135	135	110	0	0	0	0	0	0	0	0
TOTAL ELEMENTARY		0	221	215	215	216	215	214	213	213	179	0	0	0	0	0	0	0	0
Open Enrollment-Elementary																			
MIDDLE SCHOOL																			
Fifth Grade			39	39	37	41	41	40	40	35	28								
Sixth Grade			52	55	57	57	62	62	62	60	49								
Seventh Grade			65	72	74	75	76	76	76	70	62								
Eighth Grade			71	71	75	77	76	76	76	73	70								
TOTAL MIDDLE SCHOOL		0	227	237	243	250	255	254	254	238	209	0	0	0	0	0	0	0	0
Open Enrollment-CMS																			
HIGH SCHOOL																			
Ninth Grade			55	60	67	77	80	80	80	80	68								
Tenth Grade			59	63	75	84	84	84	84	77	78								
Eleventh Grade			49	44	50	65	63	62	61	60	50								
Twelfth Grade			50	48	60	65	69	69	69	64	58								
TOTAL HIGH SCHOOL		0	213	215	252	291	296	295	294	281	254	0	0	0	0	0	0	0	0
Open Enrollment-CHS																			
TOTAL HK-12		0	661	667	710	757	766	763	761	732	642	0	0	0	0	0	0	0	0
TOTAL OPEN ENROLLMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CAAEP- FULL-TIME																			
High School (grades 9-12)			25	34	33	31	73	67	60	60	10								
Junior High (grades 6-8)			1	0	0	0	5	5	5	5	0								
TOTAL CAAEP-Full-Time		0	26	34	33	31	78	72	65	65	10	0	0	0	0	0	0	0	0
** CAAEP - PART-TIME																			
EDHS																			
Extended Programming																			
Targeted Services																			
GRAND TOTAL		0	687	701	743	788	844	835	826	797	652	0	0	0	0	0	0	0	0

** NOT included in totals.



MEMBERS

COOPERATIVE CREDIT UNION

I, _____, an authorized representative of the ISD # _____ hereby give Members Cooperative Credit Union and those acting on its behalf permission to use the colors, mascot, and name of the schools and sports teams maintained and operated within ISD # _____ in a reasonable, positive and respectful manner for use of the school debit card and for promoting the debit card program. ISD # _____ will be provided a copy of all marketing materials created by Members Cooperative Credit Union prior to dissemination and the ISD will not unreasonably object to such marketing materials.

Permission is granted for two years following execution of this consent agreement and shall automatically renew annually thereafter unless written notice of termination is sent to:

**ATTN: Legal Department.
Members Cooperative Credit Union
4628 Mike Colalillo Drive
Duluth, MN 55807**

Dated: _____

Signed by: _____

Title: _____

Federally Insured by NCUA.



www.membersccu.org

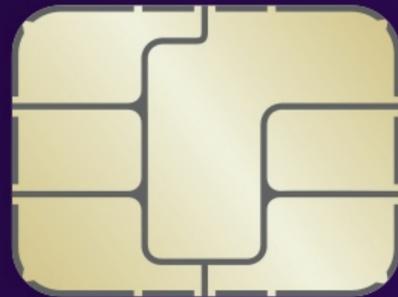




MEMBERS

COOPERATIVE CREDIT UNION

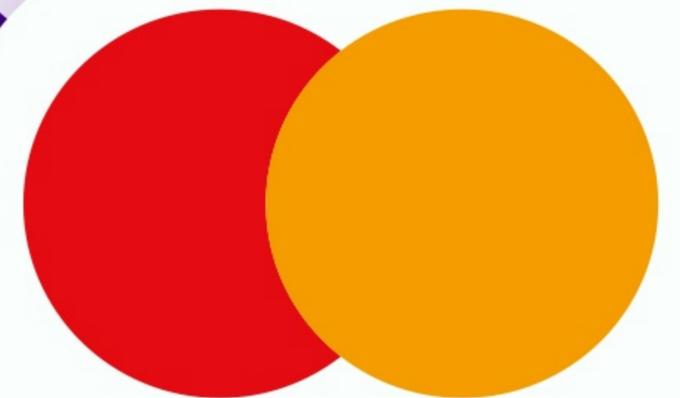
CLOQUET LUMBERJACKS



5412 7556 7890 1234

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CARDHOLDER NAME



mastercard.

Adopted: 1/12/2009

Revised: 4/8/19

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Paul Riess, Athletic Director/Title IX Coordinator, Cloquet Senior High School, 1000 – 18th Street, Cloquet, MN 55720, 218-879-6721 ext. 1202

Tim Prosen, Assistant Principal/Alternate Title IX Coordinator, Cloquet Senior High School, 1000 – 18th Street, Cloquet MN 55720, 218-879-6721 ext. 1206

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not

relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and

grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.

2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.

4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant’s wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district’s discretion, but only after a formal complaint has been received by the school district.

- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district’s code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the school district to the complainant; and
 - 6. The school district’s procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district’s dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall

not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
1. The Title IX definition of sexual harassment;
 2. The scope of the school district's education program or activity;
 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)