



Cloquet Public Schools

Regular Meeting

Monday, March 22, 2021 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

Incident IQ Help Desk Vendor - T.J. Smith
2021-2022 Budget Update - Candace Nelis

6:00 pm Regular Meeting

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4. Monday, April 12, 2021 - Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
5. Monday, April 26, 2021 - Regular School Board Meeting	
5:30 p.m. Working Session	
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XV. Adjournment	

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- 1. Student Enrollment Report as of March 15, 2021

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- 1. Negotiations Update

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March 8, 2021

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

Topics discussed:

Dr. Cary and Board reviewed the Frontline Recruiting and Hiring Solution Package. The advantages and pricing were discussed. Dr. Cary mentioned negotiations will soon be underway including the teacher group. He gave an update on staff Covid vaccines. The Board and Dr. Cary discussed the possibility of returning high school student to a full in-person model. Dr. Cary reviewed the upcoming budget process and reviewed the topics discussed at the budget/staffing sub-committee meeting. He notified the Board that the MSHSL resolution from the past meeting was passed and now 2 superintendents will sit on MSHSL Board.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 6:13 p.m.

March 8, 2021

The Regular Meeting of the School Board of Independent School District No.94, in the City of Cloquet on March 8, 2021 was called to order by Board Chair T. Lammi at 6:16 p.m.

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

- Dave Battaglia
- Gary Huard (arrived at 6:17 p.m.)
- 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
- 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 N. Sandman to approve the March 8, 2021 board agenda. D. Battaglia seconded the motion and the resolution was approved by unanimous yeas of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by T. Lammi to approve the February 22, 2020 school board meeting minutes, as presented. M. Juntunen seconded the motion and the resolution was approved by unanimous yeas of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were reviewed.

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

- RESOLVED by D. Battaglia to approve to approve Claims, March 3, 2021; Hand Checks, February 19, 2021, February 24, 2021 and March 2, 2021, as presented. K. Scarbrough seconded the motion and the resolution was approved by unanimous yeas of all members present on roll call.

CONSENT ITEMS

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

1. **Retirements:**

- a. Corinne Campbell, CMS Head Secretary, effective June 30, 2021

2. **Resignations:**

- a. Skye Smith, Health Assistant at Churchill Elementary, effective June 7, 2021

3. **Recommendations of Employment:**

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>SALARY**</u>	<u>START DATE</u>
a. Debra Fisher	Long-Term Sub 7 th Grade English at CMS	\$223.65/day	April 5, 2021-June 9, 2021
b. Amy Miller	Long-Term Sub Special Education Teacher Washington Elementary School	\$223.65/day	Approx. March 29, 2021 5-6 weeks
c. Mark Cooper	Long-Term Sub Paraprofessional – CMS	\$16.99 Step 1	March 8 – June 4, 2021
d. Ruth Reeves	Water Safety Instructor at CE	\$15.75/hr.	April 1, 2021

2. **Extra Services Contracts**

- a. Additional Spring Coaches (list attached)

3. **Permission to Post**

- a. Targeted Services Summer Staffing

4. **Grant Application/Grant Awards/Donation**

- a. Pathways II Grants for the School Readiness Program in the amount of \$5,058.43
b. RipSaw Robotics Donations (list attached)

- M. Juntunen seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.

SCHOOL BOARD COMMITTEE REPORT

- The Student Enrollment Report as of March 3, 2021 was presented and reviewed.

AGENDA ADDENDUMS

- There was nothing added at this time.

NEW BUSINESS

- RESOLVED by N. Sandman to approve the Frontline Recruiting and Hiring Solution Package, as presented. D. Battaglia seconded the motion and resolution was approved by a five to one (5:1) yea voice roll call vote of all members present on roll call. Board members T. Lammi, N. Sandman, D. Battaglia, M. Juntunen and K. Scarbrough voted yea and board member G. Huard voted nay.
- RESOLVED by K. Scarbrough to accept Education Minnesota – Cloquet -EMS's request to negotiate, 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 G. Huard to accept Cloquet Non-Certified Administrative Support Association's request to negotiate, as presented. K. Scarbrough seconded the motion and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by N. Sandman to approve returning high school student to in-person learning as of March 16, 2021, as presented. T. Lammi seconded the motion and the resolution was approved by a four to two (4:2) yeas voice roll call vote of all members present on roll call. Board members T. Lammi, N. Sandman, M. Juntunen and K. Scarbrough voted yeas and board members D. Battaglia and G. Huard voted nays.

SUPERINTENDENT'S REPORT

Dr. Cary had reviewed most of the items in the working session. He added the reminder that the school will operate in a distance learning format on Friday, March 12, 2021 due to the large number of staff receiving the 2nd dose of the Covid vaccines Thursday and anticipating staff shortages Friday. This also may be a factor for the week of March 22-26. Dr. Cary also thanked the Fond du Lac Social Services Department for their donations of student hygiene care packages. He also notified the board members that he was available on Friday and Monday for their questions regarding upcoming meetings.

FOR YOUR INFORMATION

- Homecoming photos were shared with the school board.
Photo 1: 2021 Homecoming King Logan Dushkin and Queen Emma Swanson
Photo 2: Homecoming Court Pictured Left to Right
Front: Mireye Moose, Morgan VanReese, Kelly Martin, Elle Carlson, Lauren Sertich, Natalie Hoffmann, Brenna Mattson, Brenna McClarey, Emma Swanson, Elli Willoughby
Back: Aj Maijala, Paddy Generau, Michael Kayser, Tyler Issendorf, Logan Dushkin, Cade Anderson, Dylan Heehn, Henry Slater, Jack Slater

UPCOMING MEETINGS/EVENTS

- Monday, March 15, 2021 – DAC Meeting – 3:45 p.m.
- Tuesday, March 16, 2021 – Health, Safety and Crisis Committee Meeting – 3:45 p.m.
- Monday, March 22, 2021 – Curriculum Committee Meeting – 4:00 p.m.
- Monday, March 22, 2021 Regular Meeting
5:30 Working Session
6:00 Regular Meeting
- Wednesday, March 24, 2021 – JOM/LIEC Meeting – 5:30 p.m.
- Thursday, March 25, 2021 – District Wellness Policy Committee Meeting – 3:45 p.m.
- Spring Break – March 29-April 2, 2021
- Monday, April 12, 2021 Regular 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 6:46 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Planning continues for MCA testing. Most of our Distance Learning Families in grades 3 and 4 have agreed to come into the building so their children can take the assessment. Churchill continues to focus on a building goal of improving our writing instruction in our classrooms and other intervention settings. We have been working with Pam Tomassoni at the state level for guidance. All Churchill Leadership teams are learning about the GELN Writing Standards and are assessing classroom time spent on writing and instruction. Churchill continues to be one of the largest fundraising schools for the American Heart Association. Churchill students raised \$14,000.00 this school year which is really great considering our strange year!

Thanks to our families for the great conference attendance and to our PIE group for providing our teachers dinner. Thanks also to our PIE group who are providing Churchill t-shirts for students and staff.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

All is well at Washington! Last week we finished up our second night of virtual conferences, which was both fantastic and grueling. Back to back online meetings for 4 hours is a lot to ask of teachers, but as always they rose to the challenge and ensured that each of their students had a well planned and focused conference. I am so grateful for our amazingly adaptable staff, and also for our parents and guardians. We had 91% of families attend their child's conference either via Google Meet or a conference call!

This week would have typically been filled with Kindergarten Round-up fun. Due to this unique year we are excited to host Round-up at Washington on May 18th instead. Plans are in the works and I'm positive it will be a valuable and well attended introduction to Cloquet Public Schools!

On March 23 & 24 we will be celebrating the great job our students did in Trimester 2 by taking a trip to Premiere Theater in Cloquet! Students will be walking to the theater with their class, spacing out one class/theater, keeping their masks on for the full show, and having a WONDERFUL time participating in the first off-site endeavor in 12 months! Though different, the kids are extremely excited to go to the movies! A huge thank you to our Partners in Education (P.I.E.) group for funding the school-wide event so that it is at no cost to our students!

Overall things are going well! As a school community we are working hard to ensure a great last two months of school.

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

- The 6th graders went skiing at Mont du Lac at the beginning of March and had a BLAST!! Students and teachers were very thankful to be able to do this
- Trimester three began on March 8th - 7th and 8th graders are now with their last specialist of the year (Art/IT/FCS)
- The CMS staff are enjoying their time together in Mixed PLC groups every 2nd and 3rd Wednesday afternoon of the month - teachers share lessons and get the opportunity to give and receive meaningful feedback centered around our school goals and educational best practices (EBP).
- The CMS Leadership team is digging into Family Engagement survey data and has begun the process of making some changes to serve our families better - several families offered to be a part of a family engagement committee, and we have also created a monthly activity calendar to keep families informed of what's going on in our school

- 8th and 9th-grade teachers are volunteering to be a part of a Transition Team next year - the first goal will be to research and find evidence-based practices to help these students move from Middle School to High School.
- The CMS student council is in the very early stages of creating an Inclusion Club - the idea has come entirely from the students, and their chosen first step is to survey their peers to find out which direction they would like to move the club in.
- The CMS student council is sponsoring a College and Career Spirit week March 22nd - 26th! Staff will be sharing their college experiences with their homerooms, each homeroom will be choosing a school that they would like to represent them and then decorating their classroom doors, School songs/colors/mascots will be shared throughout the week on Schoology, and everyone will participate in dress-up days throughout the week (school color day, career day, PJ Day)

Submitted by Tom Brenner, Cloquet Middle School Principal

Cloquet High School:

- Students are back to full in-person learning. 72% of our students have returned. The remaining 28% accounts for just over 200 students still on full DL.
- We are working through sections for next year's master class schedule
- The Spring Play has started rehearsal
- Winter sports seasons have enter their playoffs
- The Boys XC ski team made it to state – finished 13th at the state meet
- We continue with planning for credit recovery options
- Our seniors have a field trip planned to Mont Du Lac this Friday

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP has started with MCA testing in the junior high. We will then transition to the 10th and 11th grade MCA's.

We have a group of students that will be having an overnight trip in Sandstone at the Osprey Wild Camp with Mrs. Deters. Students went last year and had a memorable time learning many things about Science and themselves. The Osprey Wild Organization has provided the CAAEP students with scholarships to attend with the only cost to the school being transportation. Many thanks to them from the CAAEP Crew.

During Spring Break, CAAEP will be running an "in person" Spring break academy on Tuesday, March 30 through Thursday April 1 from 8 am to 4 pm at the Garfield building. All are eagerly anticipating a beautiful spring break, the end of quarter 3 and the beginning of quarter 4.

Submitted by Connie Hyde, CAAEP Principal

Community Education

Adults with Disabilities

This spring, we have been able to add back movie night (minus pizza or any snacks or beverages) by showing on a large projector screen and DVD/projector. We had our first run at the new equipment and set up last Friday (March 12th) and it was a success. Clients are happy to get back to some form of normalcy.

Aquatics

- Spring Swim Lessons open for registration on Monday, March 15th.
- Saturday, "Mini" Group Swim Lessons, parent participation is required.
- We are offering Wednesday and Friday sessions for Tadpoles/Water Babies for April and May.
- Friday Family Swim is pre-registration only. 9
- Spring and Summer Swim Camps are available for registration

- Beach opens June 14th. \$4.00 per person. Operational Hours TBD. With the recent lift of restrictions, we will be able to offer season passes.
- Summer Swim lessons dates and times TBD

ECFE/Time for Tots/Screenings

Fall registration began for currently enrolled families on March 8th.

Fall registration will open to the public on March 22nd.

Next Screenings are scheduled for: Aug 24-26 2021

Kids Corner

*Kids Corner is open over spring break

*Summer registration will open up on May 1st for any new families

*Registration for fall 2021-2022 school year open up August 1st

*We are working on a Kindercare Kindergarten Bootcamp summer program that will run 10 weeks this summer- More details to come (depending on State funding)

*Closed days May 31st, July 5th

Marketing

Spring/Summer Lumberlog will be sent to print on March 18 or 19, in homes by March 29.

Recreation

We added a few zoom classes that are in collaboration with other Community Eds beginning in April. We will be doing a virtual fitness challenge this summer called "Tour de Cloquet" where participants complete 100 miles of walking, running or other equivalent activities to earn a medal. We are also having a photo contest in the month of May as well.

Submitted by Erin Bates, Community Education Director

Business Department:

The Business Office is busy with just wrapping up back pay on contracts that have been settled for the year, working on preliminary numbers for the 2021-2022 school year and getting ready to wrap up some year end items. It seems crazy to think that we are almost at year end already when I feel like the year just started. Staff have been healthy in our office and hard at work just making sure we are wrapping everything up that we can. We are also working closely with ARCC on getting some month end items done so we can bring some more reports to the board. Please let me know if you have any questions.

Submitted by Candace Nelis, Business Manager

American Indian Education Department:

Greetings School Board Members,

Our high school classrooms have been hopping with in person students, some we haven't seen since last March. Many Spring Break Academy letters went out to give students who have credit makeup a chance to recover those needed credits. There was a high number of AIE freshman on this list which isn't what we like or normally see. DL and Hybrid added an extra layer of difficulty for many AI students. For most who have been identified as needing Spring Break Academy, they are going to also need Summer School.

AIE Program is looking at submitting grant funding from Higher Pathways college readiness with the American Indian Scholarship Fund. \$3000 can be used to help support college application fees and highlight film contract. In addition to the many offerings that the AIE program supports for college visits, virtual tours, guest speakers and financial aid planning, this will be very helpful to encourage applying to colleges/universities.

Washington Elementary AIE Teacher, Heidi Dahlstrom has been connecting with our AIE students/families that still continue to Distance Learn. She has reading and math groups along with homework help time. She has been able to offer attendance incentives that have proven success. We are fortunate to have a go getter like Heidi.

March JOM and LIEC meetings will be on Wednesday March 24th beginning at 5:30pm. A zoom link will be provided on the AIE webpage along with agenda packet. MDE, Office of Indian Education compliance documents will be included on the LIEC agenda.

Reach out anytime if you have any questions or concerns.

Submitted by Teresa Angell, American Indian Education Director / Achievement & Integration Coordinator

Building and Grounds

Early phases of the High Schools CTE project will begin over spring break. We will get a head start cleaning out the metals and woods lab and dispose of any unneeded materials as well as identify items that will need to be stored and relocated into the new space. Towards the end of May we will have everything not being relocated to the new space disposed of and everything being saved stored. This will allow contractor to disconnect relocate all the equipment to the auto shop. Asbestos abatement will begin June 1st.

Summer LTFM projects have been shared with site administrators and being scheduled currently.

Permission to post for summer helpers and grounds crew members will be brought forth at the next board meeting with no changes from last summer.

Submitted by Dylan Carlson, Building and Grounds Director

Technology

The Technology Department is still seeing a downward trend in tickets as we continue through the year, although as students are coming back into the classroom we're seeing a slight uptick in broken devices. Over the last few weeks it has come out that there is a significant security hole in Microsoft Exchange servers that is impacting organizations world-wide. The NSA estimates that as many as 30,000 different organizations have been compromised due to this issue. After conducting a thorough examination of our server environment, there is no indication that Cloquet Public Schools is compromised at this time. This is likely due to our firewall blocking all connections from countries other than the United States already. As we have tried to patch this flaw, we have discovered that there is an issue with our Exchange Server that is preventing us from installing this patch. In order to fix this issue, we need to install a new Exchange Server 2016 and migrate from our old server to the new server. After we have finished migrating to the new server, we will be properly patched and no longer impacted by this security vulnerability.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$81,403.55
02	Food Services	\$32,378.17
03	Transportation	\$10,793.44
04	Community Services	\$2,302.23
12	Activities	\$9,156.13
45	OPEB Irrevocable Trust	\$2,272.69
Report Total		\$138,306.21

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	93321	157223	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	USD	03/23/2021	1,980.98
			93326	157224	Check	1	10159		ADVANCED SERVICES, INC	Yes	No	No	USD	03/23/2021	98.00
			93375	157225	Check	1	7573		AIRE SERV HEATING & AIR CONDITK	Yes	No	No	USD	03/23/2021	240.01
			93329	157226	Check	1	10196		ALBIN ACQUISITION CORP	Yes	No	No	USD	03/23/2021	8.00
			93408	157227	Check	1	9362		BELDEN, TANYA	Yes	No	No	USD	03/23/2021	44.19
			93404	157228	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	03/23/2021	138.61
			93385	157229	Check	1	8140		BERGERON, ANDREW S	Yes	No	No	USD	03/23/2021	120.00
			93363	157230	Check	1	5013		BERUBE, LISA	Yes	No	No	USD	03/23/2021	143.79
			93402	157231	Check	1	9274		BIG FROG CUSTOM T-SHIRTS & MOF	Yes	No	No	USD	03/23/2021	409.00
			93391	157232	Check	1	8294		BLUE TARP FINANCIAL INC	Yes	No	No	USD	03/23/2021	133.15
			93325	157233	Check	1	10142		BOTTILA, ANJA	Yes	No	No	USD	03/23/2021	50.00
			93398	157234	Check	1	9026		BRENNER, JILL	Yes	No	No	USD	03/23/2021	76.25
			93403	157235	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	03/23/2021	138.61
			93323	157236	Check	1	06679		BRINGE-WICK, ANNETTE	Yes	No	No	USD	03/23/2021	204.04
			93324	157237	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	03/23/2021	55,159.00
			93339	157238	Check	1	10470		CLOQUET COMMUNITY EDUCATION	Yes	No	No	USD	03/23/2021	200.00
			93341	157239	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	03/23/2021	1,361.80
			93342	157240	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	03/23/2021	1,076.00
			93355	157241	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	03/23/2021	2,588.75
			93332	157242	Check	1	10250		DANIELSON MIYAH	Yes	No	No	USD	03/23/2021	25.00
			93345	157243	Check	1	14301		DEMCO INC	Yes	No	No	USD	03/23/2021	79.00
			93369	157244	Check	1	6287		DENMAN, ALLAN	Yes	No	No	USD	03/23/2021	118.75
			93392	157245	Check	1	8415		DETERS, CHEYENNE	Yes	No	No	USD	03/23/2021	482.78
			93380	157246	Check	1	7907		EDMENTUM INC	Yes	No	No	USD	03/23/2021	120.00
			93370	157247	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/23/2021	468.06
			93386	157248	Check	1	8207		ERZAR, TYLER JAY	Yes	No	No	USD	03/23/2021	100.00
			93358	157249	Check	1	4863		FLEISCHAUER, TAMMY	Yes	No	No	USD	03/23/2021	17.36
			93347	157250	Check	1	2074		FOLLETT SCHOOL SOLUTIONS	Yes	No	No	USD	03/23/2021	56.30
			93401	157251	Check	1	9177		FORUM COMMUNICATIONS	Yes	No	No	USD	03/23/2021	176.72
			93396	157252	Check	1	9009		GILBERT, SYDNEY	Yes	No	No	USD	03/23/2021	188.72
			93344	157253	Check	1	1314		GODNAI, JASON	Yes	No	No	USD	03/23/2021	35.30
			93343	157254	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	03/23/2021	4,631.00
			93410	157255	Check	1	9837		HANSON KAYLEN	Yes	No	No	USD	03/23/2021	98.00
			93378	157256	Check	1	7736		HIETALA, LISA	Yes	No	No	USD	03/23/2021	167.40
			93387	157257	Check	1	8208		HOLIDAY STATIONSTORES LLC	Yes	No	No	USD	03/23/2021	543.77
			93377	157258	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	03/23/2021	3,971.45
			93349	157259	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	03/23/2021	10.64
			93373	157260	Check	1	7096		JACKS HOMETOWN DAIRY	Yes	No	No	USD	03/23/2021	7,295.69
			93356	157261	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	03/23/2021	27.78
			93351	157262	Check	1	28656		KALLIS, SHELLY	Yes	No	No	USD	03/23/2021	138.61
			93407	157263	Check	1	9340		KANGAS, ADAM	Yes	No	No	USD	03/23/2021	267.00

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	93394	157264	Check	1	8818		KANGAS, KEVIN W	Yes	No	No	USD	03/23/2021	177.00
		93390	157265	Check	1	8282		KEPPERS, ASHLEY	Yes	No	No	USD	03/23/2021	86.14
		93388	157266	Check	1	8224		KLOSOWSKI, BRETT D	Yes	No	No	USD	03/23/2021	108.00
		93348	157267	Check	1	2076		KOLOGGE, JENNIFER	Yes	No	No	USD	03/23/2021	29.96
		93352	157268	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	03/23/2021	10,249.67
		93374	157269	Check	1	7137		LENNARTSON, ASHLEE	Yes	No	No	USD	03/23/2021	35.41
		93384	157270	Check	1	8117		LIEBAERT, ANDREW	Yes	No	No	USD	03/23/2021	108.00
		93354	157271	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	03/23/2021	3,832.07
		93350	157272	Check	1	2692		MASSP	Yes	No	No	USD	03/23/2021	195.00
		93383	157273	Check	1	8069		MCINERNEY, JENNIFER	Yes	No	No	USD	03/23/2021	44.19
		93368	157274	Check	1	5736		MEDICAREBLUE RX	Yes	No	No	USD	03/23/2021	1,097.90
		93334	157275	Check	1	10252		MESABI EAST AREA NORDIC	Yes	No	No	USD	03/23/2021	100.00
		93371	157276	Check	1	6471		MHSRC/DIP	Yes	No	No	USD	03/23/2021	380.00
		93399	157277	Check	1	9031		MICKELSON, LARAIN LYNN	Yes	No	No	USD	03/23/2021	190.00
		93376	157278	Check	1	7603		MONT DU LAC	Yes	No	No	USD	03/23/2021	3,534.98
		93333	157279	Check	1	10251		MUNTER DIANA	Yes	No	No	USD	03/23/2021	10.00
		93322	157280	Check	1	01301		NCS PEARSON INC	Yes	No	No	USD	03/23/2021	690.00
		93381	157281	Check	1	7977		OLIN, COURTNEY	Yes	No	No	USD	03/23/2021	57.27
		93400	157282	Check	1	9110		OLSON, BRENT R	Yes	No	No	USD	03/23/2021	168.00
		93353	157283	Check	1	3803		OLSON, LAURA	Yes	No	No	USD	03/23/2021	55.70
		93379	157284	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	03/23/2021	11.50
		93338	157285	Check	1	10256		PEACOCK THOMAS	Yes	No	No	USD	03/23/2021	310.20
		93346	157286	Check	1	1913		PERTLER, JILL	Yes	No	No	USD	03/23/2021	675.00
		93395	157287	Check	1	8979		PIERCE, ROBERT	Yes	No	No	USD	03/23/2021	79.00
		93389	157288	Check	1	8248		PILON, MICHAEL	Yes	No	No	USD	03/23/2021	219.00
		93364	157289	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	03/23/2021	2,069.67
		93411	157290	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	03/23/2021	1,174.79
		93330	157291	Check	1	10220		PRAIRIE NURSERY INC	Yes	No	No	USD	03/23/2021	181.50
		93357	157292	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	03/23/2021	679.42
		93327	157293	Check	1	10177		REGION 7AA	Yes	No	No	USD	03/23/2021	485.00
		93359	157294	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	03/23/2021	56.44
		93362	157295	Check	1	48801		SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	03/23/2021	168.50
		93360	157296	Check	1	48761		SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	03/23/2021	757.66
		93361	157297	Check	1	48799		SCHOLASTIC INC	Yes	No	No	USD	03/23/2021	36.65
		93393	157298	Check	1	8745		SHELDON, DARREN	Yes	No	No	USD	03/23/2021	158.00
		93331	157299	Check	1	10249		SKLORS STEPHANIE	Yes	No	No	USD	03/23/2021	71.00
		93335	157300	Check	1	10253		SORENSEN BECKY	Yes	No	No	USD	03/23/2021	53.88
		93328	157301	Check	1	10178		SPECTRUM AQUATICS	Yes	No	No	USD	03/23/2021	619.00
		93382	157302	Check	1	8055		STUKEL, ANDREW	Yes	No	No	USD	03/23/2021	100.00
		93412	157303	Check	1	9976		SUNDQUIST KRISTIE	Yes	No	No	USD	03/23/2021	7.00
		93409	157304	Check	1	9371		SWANSON, KAREN	Yes	No	No	USD	03/23/2021	71.00

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	93336	157305	Check	1	10254		TURNBULL RACHAEL	Yes	No	No	USD	03/23/2021	57.66
			93365	157306	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	03/23/2021	852.42
			93366	157307	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	03/23/2021	23,794.33
			93406	157308	Check	1	9319		WALDORF, ELIZABETH	Yes	No	No	USD	03/23/2021	25.00
			93367	157309	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	03/23/2021	369.60
			93372	157310	Check	1	6928		WATERS, NICOLE	Yes	No	No	USD	03/23/2021	98.00
			93340	157311	Check	1	1080		WILLGOHS, NIKKELYN JAE	Yes	No	No	USD	03/23/2021	675.00
			93337	157312	Check	1	10255		WILLIAMS ERIN	Yes	No	No	USD	03/23/2021	25.00
			93405	157313	Check	1	9308		YORSTON, TRISTY	Yes	No	No	USD	03/23/2021	44.19
			93397	157314	Check	1	9013		YOUNGREN JESSICA	Yes	No	No	USD	03/23/2021	42.00
Bank Total: 2														\$138,306.21	
Report Total:														\$138,306.21	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$16,175.40
12	Activities	\$920.48
Report Total		\$17,095.88

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	93312	157212	Check	1	6078		AMAZON	Yes	No	No	USD	03/05/2021	4,157.80
			93313	157213	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	03/05/2021	2,015.00
			93311	157214	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	03/05/2021	8,405.93
			93314	157215	Check	1	9000		SUPERIOR GLASS INC	Yes	No	No	USD	03/05/2021	1,495.00
			93310	157216	Check	1	2267		WALMART COMMUNITY GEMB	Yes	No	No	USD	03/05/2021	1,022.15
Bank Total: 2														\$17,095.88	
Report Total:														\$17,095.88	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$1,848.97
04	Community Services	\$229.77
12	Activities	\$2,000.00
45	OPEB Irrevocable Trust	\$2,218.50
Report Total		\$6,297.24

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	93318	157217	Check	1	5724		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	03/12/2021	2,218.50
			93319	157218	Check	1	7673		CENTURY LINK	Yes	No	No	USD	03/12/2021	229.77
			93317	157219	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	USD	03/12/2021	25.87
			93316	157220	Check	1	10248		LESLIE RILEY	Yes	No	No	USD	03/12/2021	2,000.00
			93315	157221	Check	1	10167		VERIZON WIRELESS	Yes	No	No	USD	03/12/2021	1,823.10
														Bank Total: 2	\$6,297.24
														Report Total:	\$6,297.24

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$4,360.18
Report Total		\$4,360.18

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	93320	157222	Check	1	1061		ISD #0094	Yes	No	No	USD	03/11/2021	4,360.18	
															Bank Total: 2	\$4,360.18
															Report Total:	\$4,360.18

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: March 15, 2021
RE: Resignation of Barb Lammi, Adult Enrichment Coordinator

RATE OF PAY: \$23.23
HOURS WORKED: 10
START DATE: 5/16/2012
END DATE: 4/15/2021



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

Barb Mackey, Asst. Special Education Director
bmackey@nlacoop.org

TO: Dr. Michael Cary, Cloquet Superintendent
FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director
DATE: March 18, 2021
RE: Recommendation for Employment

I am recommending the employment of Mr. Nathan Knutson to fill the 1.0 FTE Supplemental Special Education EBD Teacher at Northern Lights Academy Cooperative #6096-52 for the remainder of the 2020-2021 school year pending approval of Tier 1 licensure from PELSB. Until license is confirmed from PELSB, Mr. Knutson has agreed to work as a short call substitute. When he is granted Tier 1 licensure, it will become long term for the remainder of the school year.

RATE OF PAY: BA Step 1 - Per the Teachers' Master Agreement

TOTAL COST: Based on the 2020-2021 Salary Schedule

HOURS TO BE WORKED: 1.0 FTE (Monday-Friday)

START DATE: March 22, 2021

LENGTH OF CONTRACT: 2020-2021

BUDGETED CURRENT YEAR: Yes

POSTED: Yes, internally and externally.

RATIONALE FOR HIRE:

NLA is recommending Mr. Nathan Knutson for the supplemental EBD position. He has life experience as well as experience working as a substitute teacher for NLA. He has excellent references. He will make a great addition to the NLA team.

There were 0 applicants for the position with a teaching license.

(Employment is contingent upon Cloquet School Board approval.)



Issued to: **NATHAN GENE KNUTSON**
File Folder Number: **1006158**

Issuance date: **09/29/2020**
Serial Number:

License	Licensure Field	Student Level	Expiration Date
Substitute			
Short Call Substitute	Short Call Substitute Teacher	Pre K to Adult	06/30/2023

To renew for another three-year short-call substitute teaching license submit a complete renewal application form after January 1 of the year of expiration.
NOTE: This license is valid for substitute teaching on a day-to-day basis not to exceed 15 consecutive school days replacing the same teacher.
To substitute for the same teacher for more than 15 consecutive school days, the substitute teacher must hold a tiered license valid for that assignment.

Note: It is the responsibility of the license holder to examine the license for accuracy. Please contact PELSB within 30 days of the issue date if you believe this license contains any errors or omissions. License requirements are subject to change. The licensed professional is responsible for knowing current and revised regulations. It is the responsibility of the license holder to obtain and maintain valid appropriate Minnesota licensure to practice in this state.

PELSB
1021 Bandana Blvd. E., Suite 222,
Saint Paul, MN 55108-5111

Email: PELSB@STATE.MN.US
Call: 651-539-4200

Nate Knutson

2102 Maplewood Ave.
Cloquet, MN 55720

(218) 591-3135

Nate.knutson6@gmail.com

March 15th, 2021

Barb Mackey
Principal- Northern Lights School
302 14th Street
Cloquet, MN 55720

Dear Principal Mackey:

I am writing to express my interest in the Supplemental Special Education position at the Northern Lights School. My Bachelor's degree in Psychology, Criminal Justice and minor in Family and Community Health as well as 20 years in the social/criminal justice field blended with the last year of teaching experience makes me a perfect candidate for this position.

I understand that teaching is not just imparting education – it is mentorship of young minds. I feel delighted and fulfilled when I have the opportunity to work with the students of Northern Lights. I understand the days may be difficult and the journey through education may be different for each. This is exactly why I am attracted to this work.

Through my experiences, I developed expertise in leading, social understanding, and assessment and evaluation in many venues. My disciplinary nature will be an asset as your school is based on principles of discipline, commitment and persistence.

It would be a great pleasure to discuss this position with you in more detail. Thank you for your time and consideration.

Sincerely,


Nate Knutson



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, Principal – Washington Elementary School

DATE: March 17, 2021

RE: Permission to Post

I am requesting permission to post for a 1.0 FTE DCD M/M or Multi-categorical Special Education teacher to serve our K-4 students at Washington Elementary. The posting is due to an upcoming retirement. We will be for hiring for a permanent replacement and the position will begin at the start of the 2021-2022 school year.



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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: Thomas Brenner, Principal Cloquet Middle School

DATE: March 19, 2021

RE: **REQUEST TO POST**

We are requesting permission to post for the following teaching positions due to staff openings beginning the 2021-2022 School Year:

- 1.0 FTE 5th Grade Teacher
- 1.0 FTE 6th Grade Teacher



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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: Thomas Brenner, Principal Cloquet Middle School

DATE: March 18, 2021

RE: **REQUEST TO POST**

We are requesting permission to post for the following positions due to staff retirements beginning the 2021-2022 school year:

- 8 hrs/day, 210 days/year, Head Secretary at Cloquet Middle School
- 8 hrs/day, 211 days/year, Guidance Secretary at Cloquet Middle School



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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 High School

DATE: March 17, 2021

RE: **REQUEST TO POST**

We are requesting permission to post for the following paraprofessional position due to staff a staff a recent staff transfer for the remainder of the 2020-2021 school year:

- 6.5 Hours/Day Setting 3 EBD paraprofessional at Cloquet High School

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: March 10, 2021

RE: Permission to post Age to Age Fellows

I am requesting permission to post for summer, 2021

Up to 15 hours per week for 10 weeks, 2 positions



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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: March 11, 2021

RE: Extended Day High School Staffing (Spring Break Academy)

I recommend that the following staff be hired for Spring Break Academy (Credit Recovery) for the 2020-2021 school year:

<u>Teacher</u>	<u>Total Hours – (03/30/21 – 04/01/21)</u>	<u>Rate of Pay</u>	<u>School Site</u>
Cullen Franek	24 Hours	\$33.46/Hour	CHS
Bret Baker	24 Hours	\$33.46/Hour	CHS
Kevin Brenner	24 Hours	\$33.46/Hour	CHS
Josh Terwey	24 Hours	\$33.46/Hour	CHS
Chandra Allen	24 Hours	\$33.46/Hour	CHS

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Credit Recovery

(Employment is subject to Cloquet School Board Approval)



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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: March 11, 2021

RE: Industrial Technology Maintenance Hours

I am requesting the following hours for the Industrial Technology teachers to prepare for the upcoming construction of our CTE area – these hours will replace the normal summer maintenance hours.

<u>Teacher</u>	<u>Total Hours – (Spring of 2021)</u>	<u>Rate of Pay</u>
Bret Gunderson	30 hours	\$26.29
Richard Rhoades	30 hours	\$26.29

(Employment is subject to Cloquet School Board Approval)

To: Superintendent Cary and ISD #94 School Board Members
 From: Paul Riess, Activities Director
 Date: March 15th, 2021
 Re: 2020-2021 Spring Contracts
 Please approve the additional volunteers in red for the spring season

SPORT	POSITION	NAME	DATES	AMOUNT
<i>Golf</i>				
Paid through golf activities account	Assistant	Jim Stafford	3/29/2021- 6/18/21	\$1,000
<i>Track</i>				
<i>These positions will be paid from the track activities account</i>	Assistant coach	Tim Anderson	3/29/2021- 6/18/21	up to \$2600
	Assistant coach	Dakota Myllamaa	3/29/2021- 6/18/21	up to \$250
	Assistant coach	Joe Defoe	3/29/2021- 6/18/21	up to \$250
	Assistant coach	Jodi Lorenz	3/29/2021- 6/18/21	up to \$250
	Assistant coach	Jennifer Shepherd	3/29/2021- 6/18/21	volunteer
	Assistant coach	Ed Martin	3/29/2021- 6/18/21	volunteer
	Assistant coach	Larry Sherk	3/29/2021- 6/18/21	volunteer
	Assistant coach	Dale Flankey	3/29/2021- 6/18/21	volunteer
	Assistant coach	Dan Jago	3/29/2021- 6/18/21	volunteer
	Assistant Coach	Harry Cottrell	3/29/2021- 6/18/21	volunteer
	Assistant coach	Kevin Pfeil	3/29/2021- 6/18/21	volunteer
	Assistant coach	Thomas Udenberg	3/29/2021- 6/18/21	volunteer
	Assistant coach	Isaac Boedigheimer	3/29/2021- 6/18/21	volunteer
	Assistant coach	Evan Erickson	3/29/2021- 6/18/21	volunteer
<i>Boys Tennis</i>				
	Assistant coach	Nick Lind	3/29/2021- 6/18/21	Volunteer
	Assistant coach	Jim Tomhave	3/29/2021- 6/18/21	Volunteer
	Assistant coach	Erik Blesener	3/29/2021- 6/18/21	volunteer
<i>Spring 3 Act Play</i>				
<i>These 2 positions are paid through 3 act play activities account</i>	Sound and lights	John Justad	3/8/2021-5/2/2021	\$500
	Costumes	Karen Fox	3/8/2021-5/2/2021	\$500
<i>Softball</i>				
	Scorebook/assistant coach	Joel Korby	3/29/2021- 6/18/21	volunteer
	Assistant Coach	Tiffany Rodd	3/29/2021- 6/18/21	volunteer
	Assistant Coach	Olivia Diver	3/29/2021- 6/18/21	volunteer



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 Elementary School Principal

Date: March 16, 2021

RE: Recommendation for Employment

I am recommending the employment of Marilyn Robb to fill a 6.5 Hr/Day Consistent Support Paraprofessional position at Washington that recently became available due to a staff resignation.

Rate of Pay:	\$ 16.99 – Step 1
Starting Date:	April 6, 2021
Length of Contract:	Ongoing
Budgeted Current Year:	Yes
Reason for Hire:	Mrs. Robb has been a paraprofessional at CHS this year and comes highly recommended. She will be a great fit in our open position.

Employment is based on Cloquet School Board approval.

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

Job Description (Update March 15, 2021)
Cloquet Public School

Enrichment and Recreation Coordinator

Department: Cloquet Community Education

Reports to: Community Education Director

General Description:

Lead the effort to establish, plan, organize and supervise the City Recreation program according to the needs of the citizens of the Cloquet community. Ensure that all policies and proper procedures are followed. Hire, supervise, schedule and evaluate all staff. Follows city and school facility policies and ensures the safe, legal operation of the program. Primarily responsible for the adult enrichment program including programming for adults over the age of 55.

Education/Licensure Needed: Prefer Four year related degree

Job Qualifications:

Experience working with the operations and programming of a recreation program

Excellent communication skills-must build personal relationship with key people in recreation in the community and school

Ability to organize and manage numerous activities

Work as a team member within Community Education and with the City of Cloquet

Operating knowledge of Microsoft Office and registration software

Excellent communication and customer relation skills;

Workflow management, time management; planning, prioritizing and organization skills; Experience in developing and managing adult enrichment programs

Job Duties:

1. Leadership

- Provide a positive setting that enables participants to enjoy a quality enrichment and recreation program with a variety of options and programs.
- Works closely with the CE Director to offer quality programming that meets the needs of the community.
- Develops rapport and uses good communication skills with school staff, and works as a positive team member with community education staff.
- Develops a positive rapport with the City of Cloquet staff.
- Attend Park Commission and Community Education Advisory Council meetings when related to recreation.
- Attend Community Education Coordinator meetings.

2. Programming

- Set up programming of a variety of classes, leagues, clubs and events that promote exercise, healthy living, and gathering of adults for fun recreational activities.
- Develops a year round program of a variety of adult recreation programs according to the needs of the community.
- Works with Cloquet area athletic associations to utilize fields, courts and buildings for adult recreation purposes. Supports efforts of all associations.

- Encourages area recreation by building partnerships in Carlton County and the Duluth area.
 - Create a profitable program that benefits the growth of the recreation program.
 - Responsible for the adult enrichment program and over 55 adult programs:
 - Develop an assortment of classes that meets the needs and desires of our diverse adult population; regularly assess the needs of our adult population
 - Lead effort on 2-3 established community events
 - Arrange all details needed for each class which may include equipment, supplies, publicity, communication, submit facility request, payments for instructors
 - Evaluate individual classes and programs on a regular basis
 - Communicate with custodial staff if needed
 - Makes sure customers are able to find their classroom and the instructor has everything needed for a quality class
 - Contact all additional tech help, equipment or other requests and have ready for the instructor
 - Watches the district calendar and schedules classes without district or community ed conflicts
 - Prepares classes for advertising in the LumberLog in a timely manner
3. Policies and Procedures
- Develop and oversee program policies and regulations to ensure that the recreation program is properly run.
 - Schedules and sets up programming to reflect the needs of the community.
 - Gets all information to the Community Education office in time for publications; assists CE office on public relations materials.
 - Follows all district, school and Community Ed. policies and procedures while contracting with individuals. Follows district policy on data privacy.
 - Prepare and maintain essential records, files, and computer documentation.
4. Budget
- Works within budget limitations and keeps programs financially stable. Works closely with the Cloquet Community Education Director on all budget and financial items.
 - Responsible for purchasing and inventory of all equipment, materials and concessions using the proper process designated by the Cloquet Public Schools.
5. Staffing
- Responsible for recruiting, hiring and evaluation of staff according to district policies and community education procedures.
6. Provide front-line customer service on the phone and at the counter relative to all areas of Community Education. Develops a rapport and uses good communication skills with customers.
7. Other duties as assigned.

Working Environment: Work is performed in an office setting or at a recreational activity.

Physical Requirement: There will be some lifting and movement of equipment usually less than 50 pounds.

Evaluation: The Community Education Director will choose an evaluation tool.

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: March 15, 2021

FROM: Erin Bates, Community Education Director

RE: Request to make a staff adjustment

I am requesting to make a staffing adjustment for our recreation and enrichment programs. Our current Recreation Coordinator, Joy Nelson, would assume the job duties of the enrichment program. Currently at 10 hours per week, her hours would increase to 15 per week. The revised job description is attached.



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	2/16	3/3	3/15						
CHURCHILL																				
Handicap Kindergarten		2	11	15	16	16	16	16	16	16	16	16	19	19						
Early Five/Dev Kindergarten		15	24	25	24	24	24	24	24	25	25	25	25	25						
Kindergarten - All Day		68	60	57	58	58	57	58	58	57	58	58	55	55						
First Grade		59	56	56	56	57	57	57	58	58	63	64	64	64						
Second Grade		76	76	77	77	77	77	77	77	77	79	79	80	80						
Third Grade		77	75	76	76	75	75	75	74	74	74	75	75	75						
Fourth Grade		84	84	84	84	84	84	84	83	84	85	86	86	87						
TOTAL CHURCHILL		381	386	390	391	391	390	391	390	391	400	403	404	405	0	0	0	0	0	0
WASHINGTON																				
Handicap Kindergarten		2	8	17	17	18	18	18	18	18	18	18	18	18						
Kindergarten - All Day		75	65	55	56	55	55	54	54	54	52	52	52	51						
First Grade		124	122	122	123	123	123	122	122	122	117	116	116	116						
Second Grade		110	107	106	105	104	104	105	104	104	104	104	103	103						
Third Grade		100	97	97	96	96	96	95	95	95	95	97	97	97						
Fourth Grade		106	100	99	99	98	98	99	99	99	99	98	98	98						
TOTAL WASHINGTON		517	499	496	496	494	494	493	492	492	485	485	484	483	0	0	0	0	0	0
TOTAL ELEMENTARY		898	885	886	887	885	884	884	882	883	885	888	888	888	0	0	0	0	0	0
Open Enrollment-Elementary																				
MIDDLE SCHOOL																				
Fifth Grade		200	197	197	197	197	196	196	196	194	194	194	194	193						
Sixth Grade		210	207	209	208	209	210	211	211	209	211	211	211	212						
Seventh Grade		223	220	220	219	220	221	220	220	219	219	219	218	218						
Eighth Grade		220	215	215	215	216	216	213	213	211	212	212	213	213						
TOTAL MIDDLE SCHOOL		853	839	841	839	842	843	840	840	833	836	836	836	836	0	0	0	0	0	0
Open Enrollment-CMS																				
HIGH SCHOOL																				
Ninth Grade		227	224	225	225	224	226	226	226	226	224	224	223	223						
Tenth Grade		190	192	192	192	191	188	189	188	188	187	186	185	185						
Eleventh Grade		184	181	179	179	180	177	174	171	171	167	167	167	168						
Twelfth Grade		179	177	174	175	174	172	171	171	171	173	171	171	171						
TOTAL HIGH SCHOOL		780	774	770	771	769	763	760	756	756	751	748	746	747	0	0	0	0	0	0
Open Enrollment-CHS																				
TOTAL HK-12		2531	2498	2497	2497	2496	2490	2484	2478	2472	2472	2472	2470	2471	0	0	0	0	0	0
TOTAL OPEN ENROLLMENT		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	82	82	81						
Junior High (grades 6-8)		3	3	3	5	5	7	7	7	7	7	9	9	10						
TOTAL CAAEP-Full-Time		78	78	80	80	77	84	77	69	69	88	91	91	91	0	0	0	0	0	0
** CAAEP - PART-TIME																				
EDHS																				
Extended Programming																				
Targeted Services																				
GRAND TOTAL		2609	2576	2577	2577	2573	2574	2561	2547	2541	2560	2563	2561	2562	0	0	0	0	0	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	2/16	3/3	3/15						
CHURCHILL																			
Handicap Kindergarten		3	3	4	4	4	4	4	4	3	3	4	4						
Early Five/Dev Kindergarten		3	5	4	4	4	4	4	4	6	6	6	6						
Kindergarten - All Day		18	16	16	16	16	16	16	16	14	14	13	13						
First Grade		3	3	3	3	3	3	3	3	2	2	2	2						
Second Grade		23	22	21	22	21	21	21	21	16	16	16	16						
Third Grade		15	15	17	16	16	16	16	16	15	11	11	10						
Fourth Grade		14	14	14	14	14	14	14	14	13	11	10	10						
TOTAL CHURCHILL	0	79	78	79	79	78	78	78	78	69	63	62	61	0	0	0	0	0	0
WASHINGTON																			
Handicap Kindergarten		3	3	3	3	3	3	3	3	1	1	1	2						
Kindergarten - All Day		15	13	14	14	14	13	13	13	9	9	9	9						
First Grade		50	48	46	47	47	47	47	47	31	31	31	28						
Second Grade		24	23	23	23	23	23	22	22	18	18	18	14						
Third Grade		25	25	25	25	25	25	25	25	25	16	16	14						
Fourth Grade		25	25	25	25	25	25	25	25	26	20	20	17						
TOTAL WASHINGTON	0	142	137	136	137	137	136	135	135	110	95	95	84	0	0	0	0	0	0
TOTAL ELEMENTARY	0	221	215	215	216	215	214	213	213	179	158	157	145	0	0	0	0	0	0
Open Enrollment-Elementary																			
MIDDLE SCHOOL																			
Fifth Grade		39	39	37	41	41	40	40	35	28	27	24	19						
Sixth Grade		52	55	57	57	62	62	62	60	49	46	42	42						
Seventh Grade		65	72	74	75	76	76	76	70	62	57	50	46						
Eighth Grade		71	71	75	77	76	76	76	73	70	63	62	58						
TOTAL MIDDLE SCHOOL	0	227	237	243	250	255	254	254	238	209	193	178	165	0	0	0	0	0	0
Open Enrollment-CMS																			
HIGH SCHOOL																			
Ninth Grade		55	60	67	77	80	80	80	80	68	71	71	63						
Tenth Grade		59	63	75	84	84	84	84	77	78	82	81	65						
Eleventh Grade		49	44	50	65	63	62	61	60	50	51	48	35						
Twelfth Grade		50	48	60	65	69	69	69	64	58	59	63	58						
TOTAL HIGH SCHOOL	0	213	215	252	291	296	295	294	281	254	263	263	221	0	0	0	0	0	0
Open Enrollment-CHS																			
TOTAL HK-12	0	661	667	710	757	766	763	761	732	642	614	598	531	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	0
CAAEP- FULL-TIME																			
High School (grades 9-12)		25	34	33	31	73	67	60	60	10	14	14	13						
Junior High (grades 6-8)		1	0	0	0	5	5	5	5	0	1	2	1						
TOTAL CAAEP-Full-Time	0	26	34	33	31	78	72	65	65	10	15	16	14	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	629	614	545	0	0	0	0	0	0

** NOT included in totals.



Carlton County

PUBLIC HEALTH & HUMAN SERVICES

Dave Lee, *Director*

March 3, 2021

Dr. Michael Carey, Superintendent
Cloquet Public Schools, ISD 94
301 – 14th Street
Cloquet, MN 22720

RE: Family School Support Worker Program

Dear Dr. Carey:

The Family School Support Worker Program is planning for the 2021-2022 school year. We would like to continue with this program in the Cloquet Public Schools. We receive positive comments from the principals and counselors at Washington, Churchill, the Cloquet Middle School, the Cloquet High School, and the Cloquet Area Alternative Education Program. We feel we have partnered well with the Cloquet School District during this global pandemic to help meet the needs of students, families, and staff.

Currently the Family School Support workers are Laura Sieben (1.0 Churchill/5th and 6th grades), Amber Male, (.8 Washington Elementary), Carolyn Golen (1.0 CAAEP Program) and Brenda Denman (1.0 Cloquet Middle School/Cloquet High School). We continue to appreciate your support and the ability to work with your schools as we provide these services to students and families.

Carlton County utilizes a cost share with the schools which will allow the Family School Support Worker Program to respond to service needs and make the program sustainable into the future. The cost share amount for this year is \$14,463/1 FTE Family School Support Worker. The cost share for the 2021-2022 school years will remain the same at \$14,463/1 FTE. I would like to confirm your school's plan to continue with 3.8 FTE Family School Support Workers. We would like to know by **April 30th** whether you intend to continue with the same level of service during the 2021-2022 school years or if you have any changes you are looking at. We know that this pandemic has had several financial ramifications and will keep the cost share the same.

Again, thank you for the ability to offer this service to youth in your district. I look forward to hearing from you.

Sincerely,

Brenda Carlson, Supervisor
Children's Mental Health/Family School Support Worker/Parent Support Outreach Programs
(218)878-2588

CC: Dave Lee, Director







Chris Miller

