



# Cloquet Public Schools

## Regular Meeting

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

5:30 pm Working Session

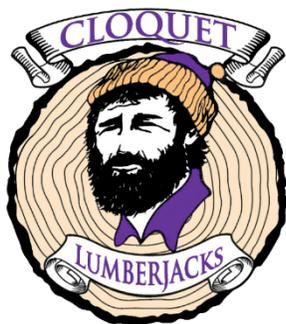
6:00 pm Regular Meeting

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1. Monday, June 28, 2021 Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
<b>XIV. Adjournment</b>	

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### IV. Consider Approval of School Board Minutes

1. May 24, 2021 School Board Meeting Minutes

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

1. Opportunity for Public Comment on Safe Return to Learning Plan
2. Building and Department Reports

### VI. Claims

1. Claims, June 15, 2021
2. Hand Checks, May 20, 2021
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#### 1. *Retirements*

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#### 2. *Resignation Letters*

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- b. Power Lunch Coordinator (Angela Jones)
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**VIII. School Board Committee Report**

- 1. Student Enrollment Report as of May 28, 2021

**IX. Agenda Addendums**

**X. New Business**

- 1. Consider Approving the 2021-2022 MSBA Contract Renewal for Association Fees, BoardBook Subscription and Policy Services
- 2. Consider Approving the 2021-2022 MSHSL Agreement
- 3. Consider Approving the 2021-2022 Arrowhead Regional Computing Consortium (ARCC) Membership Contract
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- 10. Consider Approving the Early Childhood Special Education Teacher June 2021 Duty Days Memorandum of Understanding

**XI. Superintendent's Report**

- 1. CTE Renovation Change Order
- 2. Tentative Contract Agreement with EMC Teacher Union
- 3. Safe Learning Plan

**XII. For Your Information**

- 1. Updated 2020-2021 Retirement Notice and Years of Service
- 2. Thank You For The New District Boardroom Artwork from Julie Deters and Her High School Students
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- 6. Internal Transfer 6.75 hrs/day to Churchill (Marlyn Ninneman)

**XIII. Upcoming Meetings/Events**

- 1. Monday, June 28, 2021 Regular School Board Meeting
- 5:30 p.m. Working Session
- 6:00 p.m. Regular Meeting

**XIV. Adjournment**

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

May 24, 2021

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

Topics discussed:

Dr. Cary notified the School Board of road closures on 14<sup>th</sup> Street starting June 7, 2021. He also updated them on the progress of the CTE remodel, Carlton tuition agreement discussion and current negotiations. Dr. Cary reviewed the agenda including the request for 2 media center positions, IOwA annual designation, and iPad and laptop purchases for CMS. The Board and Dr. Cary had a discussion regarding discontinuing the mask policy. Erin Bates, Community Education Director, explained the changes to school readiness, ECFE, Kids Corner/Kindercorner programming and fees. Dr. Cary reviewed the updates to the wellness policy #533 and answered questions about the employee request for a 1 year leave of absence.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 6:12 p.m.

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May 24, 2021

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on May 24, 2021 was called to order by Board Chair T. Lammi at 6:14 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Executive Assistant to the Superintendent
- Candace Nelis, Business Manager
- Thomas Brenner, Cloquet Middle School Principal
- Bill Bauer, Technology Support Specialist
- Erin Bates, Community Education Director
- 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 May 24, 2021 board agenda. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**APPROVAL OF MEETING MINUTES**

- RESOLVED by D. Battaglia to approve the May 10, 2021 school board meeting minutes, as presented. N. Sandman 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 N. Sandman to approve Claims, May 19, 2021; Hand Checks, May 6, 2021, May 7, 2021, May 12, 2021, May 13, 2021, and May 19, 2021; Treasurer's Report, October and November 2020; Investments Report, November 2020, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**CONSENT ITEMS**

- RESOLVED by G. Huard to approve the Consent Items, as presented:

1. **Retirements:**

- Debra Peterson, Gifted and Talented Coordinator, effective June 9, 2021
- Denise Hill, EBD Paraprofessional at Cloquet Middle School, effective June 3, 2021

2. **Resignations:**

- Kristie Peterson, Head Secretary at NLA, effective June 21, 2021 (contingent on hire below)
- Mikayla Paul, Lifeguard and WSI, effective April 30, 2021

3. **Recommendations of Employment:**

<b>NAME</b>	<b>POSITION/LOCATION</b>	<b>SALARY**</b>	<b>START DATE</b>
a. TSSS Positions as listed in attachment			
b. Stephanie Pasek	0.6 FTE Social Studies Teacher at CHS	BA Step 1	8/26/21
c. Katelyn LaPorte	0.8 FTE Math Teacher at CHS	MA Step 5	8/26/21
d. Alexis Crotteau	1.0 FTE 7 <sup>th</sup> /8 <sup>th</sup> Grade Math Teacher at CMS	BA Step 5	8/26/21
e. Kristie Petersen	Head Secretary at CMS ( 8 hrs/day – 210 days)	Step 5 frozen	Approx. 8/10/21
f. Shauna Hendrickson	Age to Age Fellow (15 hrs/week – 10 weeks)	\$15/hr	6/1/21
g. Grace Presslein	Program Assistant at Kids Corner	\$14.50/hr	5/4/21

2. **Extra Services Contracts**

- Iris Keller                      Fall Musical Director

3. **Permission to Post**

- Extended School Year (ESY) as listed in attachment
- 7th/8th Grade English Teacher at Cloquet Middle School Starting 2021-2022
- 1.0 FTE DCD M/M Special Education Teacher at Cloquet High School Starting 2021-2022
- Two (2) EBD/ SLD Long-term Substitute Teacher at Cloquet High as listed in attachment
- Head Secretary at Northern Lights Academy
- Two (2) 6.75 hours/day Paraprofessional for Northern Lights Academy Day Treatment Program in Carlton starting 2021-2022
- Internal Posting for 6.75 hrs/day Part Time Cleaner at Churchill Elementary School

4. **Staffing Adjustments**

- 1.0 FTE Elementary Media Center Specialist and 1.0 FTE Cloquet Middle/High School Media Center Specialist – these positions will be partially paid by ESSER and Title IV funds as well a reduction of 1 Media Center Paraprofessional Position at CMS, Gift & Talented Extra Service Contract and 0.6 FTE District Wide Media Specialist.

D. Battaglia 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 May 17, 2021 was presented and reviewed.

**AGENDA ADDENDUMS**

- There was nothing added at this time.

**NEW BUSINES**

- RESOLVED by K. Scarbrough to approve the resolution relating to the termination and non-renewal of teaching contract of probational teacher, Josh Terwey, as presented. G. Huard seconded the motion. A roll call vote was called: T. Lammi-yea, N. Sandman-nay, D. Battaglia-yea, G. Huard – yea, M. Juntunen-yea, K. Scarbrough-yea. The resolution was approved with a 5-1 vote.
- RESOLVED by T. Lammi to approve the 1 Year Leave for 24 hrs/week ECSE Preschool Paraprofessional, Amanda Wilson, as presented. N. Sandman 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 School Board's Decision on Future Structure of Regular School Board Meetings, as presented. After School Board discussion the motion was taken off the table and D. Battaglia made a motion to table the resolution until the June 14, 2021 meeting. M. Juntunen seconded the motion, and the resolution was tabled by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve Dr. Michael Cary, Superintendent, the Designation of Identified Official with Authority (IOWA) for Cloquet Public Schools Effective July 1, 2021 through June 30, 2022, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve the lease agreement for 950 iPads with AppleCare and cases for Cloquet Middle School, 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 M. Juntunen to approve the lease agreement for 80 Laptops for Cloquet Middle School staff, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the resolution rescinding the MSBA-MASA Face Mask Policy 808 contingent on guidance from Minnesota Department of Education (MDE) Minnesota Department of Health (MDH) effective June 30, 2021 at 11:59:59, 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 K. Scarbrough to approve the School Readiness and ECFE Tuition Changes, 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 N. Sandman to approve Kids Corner and Kindercorner rate changes, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the District Wellness Policy #533 waiving 2<sup>nd</sup> and 3<sup>rd</sup> readings, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

**SUPERINTENDENT'S REPORT**

All items were covered in working session.

**FOR YOUR INFORMATION**

- 2021 Staff Retirements - Congratulations on Your Retirement!
- 2021 Staff Years of Service Recognition Awards - Thank You for Your Years of Service!
- Internal Transfer from Early 5's Teacher to Kindergarten Teacher at Churchill Elementary School Beginning the 2021-2022 School Year (Shannon Kackman)
- Internal Transfer of 1.0 Special Education Teacher to 1.0 Academic Interventionist at Cloquet High School Starting the 2021-2022 School Year (Lindsay Smith)
- Internal Transfer from 1.0 FTE DCD M/M Special Education to 1.0 FTE EBD/SLD Teaching Position Starting the 2021-2022 School Year (Mariah Carlson)
- Internal Transfer of 6.75 Hours/Day Part-time Cleaner from Churchill Elementary School to Cloquet Middle School (James Belden)

- Average Section Sizes
- Thursday, May 27, 2021 - Cloquet Area Alternative Education Programs (CAAEP) Graduation - 2 p.m.
- Friday, May 28, 2021 - Cloquet High School Graduation - 6:00 p.m.

**UPCOMING MEETINGS/EVENTS**

- Thursday, May 27, 2021 – EMC Teacher Negotiations – 4:00 p.m.
- Monday, June 7, 2021 - Technology Committee Meeting - 3:30 p.m.
- Monday, June 14, 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 6:32 p.m.

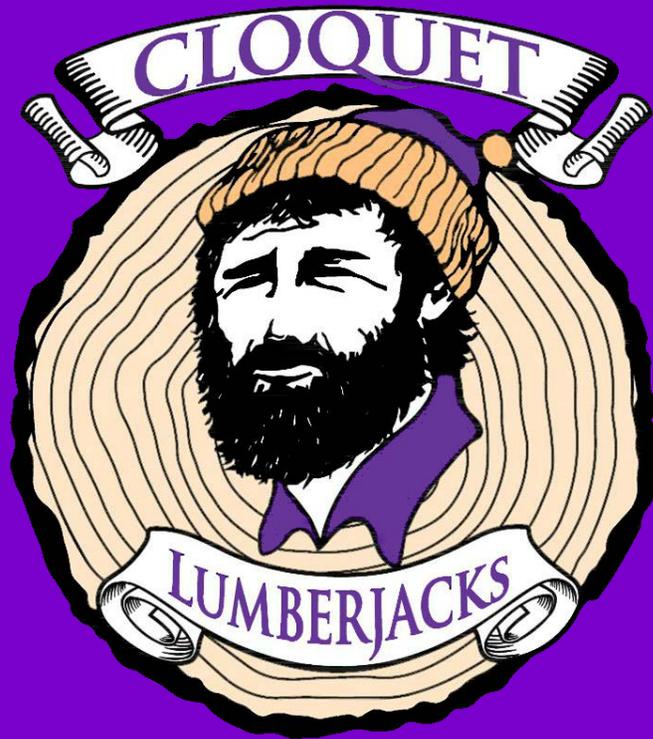
ATTEST:

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Clerk of the School Board

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Chair of the School Board



**Cloquet Public Schools**  
**Summer 2021**  
**Safe Learning Plan**

June 7, 2021



## **CLOQUET PUBLIC SCHOOLS SUMMER 2021 SAFE LEARNING PLAN**

**June 14, 2021**

### **Introduction**

On June 18<sup>th</sup>, the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) released the *Guidance for Minnesota Public Schools: 2020-21 School Year Planning* (from MDE) and the *2020-2021 Planning Guide for Schools* (from MDH). These guides established requirements and recommendations for schools in safeguarding student and public health for the coming school year. These guides also established three scenarios under which education was to be provided during the coming school year. The Cloquet Public Schools created a 2020-2021 School Year Plan which received public comment and was publicly shared throughout the year on the district website.

Since the creation of the plan, the country and state have made progress in curbing the pandemic and, as a result, have adjusted the requirements and recommendations for schools throughout the year. Recently, the state of Minnesota, through the work of the MDH and MDE released updated guidance for summer school for 2021. This updated plan will highlight Cloquet Public Schools implementation of the guidance.

### **Health and Safety Practices for Summer 2021**

#### **Social Distancing**

Cloquet Public Schools will encourage distancing, where practical, for summer session. Consideration and priority will be given to the education objectives of the lesson and activities when determining when distancing will occur.

#### **Face Coverings**

##### *On School Transportation*

The Center for Disease Control (CDC) has mandated masks on all public transportation, including school buses until further notice. At this time, masks are still required on school transportation.

### *In School Buildings*

Face coverings may be worn during summer session but will not be required. Students were instructed on proper masking throughout the 2020-21 school year. Masking procedures were reinforced throughout the year.

### Hygiene Practices

Cloquet Public Schools has reviewed MDH's Recommended Supplies for Schools and ensures the availability of appropriate supplies to support healthy hygiene behavior (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Cloquet Schools has developed processes to frequently check and refill supplies at the point of use (e.g., hand sanitizer available near shared equipment, hand sanitizers near school building entrances/exits, etc.).

Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations.

### Monitoring and Excluding for Illness

Cloquet Public Schools will follow Minnesota Department of Health (MDH) protocol for monitoring and excluding students and staff with confirmed or suspected cases of COVID.

### Handling Suspected or Confirmed Positive Cases of COVID-19

Each individual school health office staff will be responsible for responding to COVID-19 concerns. The School Health Office staff will communicate to District Nurse Sarah Ellena, RN, LSN to coordinate with local health authorities regarding the positive COVID-19 case(s).

For the safety of all students, families and staff, it is imperative that individuals self-report to their respective school's health office any symptoms consistent of COVID-19, a positive test for COVID-19, or a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies including HIPAA and FERPA.

Students or staff with a confirmed or suspected case of COVID will be excluded from school until they meet all three of the following conditions:

- They feel better. Their cough, shortness of breath, or other symptoms are better; and,
- It has been 10 days since they first felt sick or tested positive; and,
- They have no fever for at least 24 hours, without using medicine that lowers fever.

Close contacts of confirmed cases will be identified by school nursing staff. Families and staff will be notified if they have been deemed a close contact. Close contacts will be asked to monitor for symptoms of COVID-19 for 14-days following exposure and report to school nursing staff if they develop COVID-like symptoms. Close contacts will not be required to

quarantine. Those who develop COVID-like symptoms will be required to isolate/quarantine until they receive a negative test or until they meet all three of the following conditions:

- They feel better. Their cough, shortness of breath, or other symptoms are better; and,
- It has been 10 days since they first felt sick or tested positive; and,
- They have no fever for at least 24 hours, without using medicine that lowers fever.

### Diagnostic and Screening Testing

Parents/guardians are asked to screen their child each morning before sending them to school for symptoms of COVID-19. If your child is displaying symptoms, parents should keep their student home from school until a negative test result has been received or until they meet all three of the following conditions:

- They feel better. Their cough, shortness of breath, or other symptoms are better; and,
- It has been 10 days since they first felt sick or tested positive; and,
- They have no fever for at least 24 hours, without using medicine that lowers fever.

### Cleaning and Ventilation

Cloquet Public Schools has a routine cleaning schedule and standards of cleanliness in place for each building. This routine will be followed for the duration of summer school.

Staff have been informed of the practice of opening windows and doors to increase cross flow of fresh air in classrooms. This practice will be encouraged throughout the summer as weather conditions permit.

Ventilation systems are regularly monitored for consistent airflow and exchange within each building.

### Health Accommodations for Children with Disabilities

Cloquet Public Schools will follow all active requirements from MDH regarding infection prevention and control practices for delivering direct support services to students.

Parents should connect with their child's case manager and/or building principal to arrange a discussion regarding specific concerns.

### Vaccination

Vaccination is a personal choice for consideration by staff and families of students. Cloquet Public Schools has regularly shared information regarding vaccination opportunities within the region and will continue to share future summer opportunities when requested by Carlton County Public Health or local health care partners.

## Coordination with State and Local Health Officials

Cloquet Public Schools has been in consistent communication with Carlton County Public Health and other local health care officials throughout the period of the pandemic. We will continue to work with local and state officials as may be necessary to comply with requirements from MDE and MDH throughout the summer session and to monitor the status of COVID-19 prevalence in our region.

## Continuation of Services

Cloquet Public Schools has intentionally expanded summer school services to support a broader need for academic help in response to the impacts of the COVID-19 pandemic during the 2020-21 school year. We will also plan for expanded summer support in the summer of 2022. We encourage families to communicate your student's academic, social, emotional, mental health and other needs to school staff/administration. This will assist the district greatly in establishing proper supports to assist students with the effects experienced as a result of the pandemic.

## Food Service

Cloquet Public Schools participates in the summer food service program. Community residents age 18 or under are eligible for free lunch during weekdays from June 14<sup>th</sup> through August 20<sup>th</sup>. Free lunch is available for walk-in pick up at Washington Elementary School and Cloquet High School.

## Department Reports

### Churchill Elementary:

The school year ended well. The last week included some outside track and field events with a BBQ picnic. Thank you to B&B Market for loaning the grill! We held a fun awards ceremony with our staff to end the year. We also honored our years of service awards and retirements of Mary Lindholm and Skye Smith.

We have doubled our summer school enrollment this summer and currently have 73 students enrolled and a full staff who will begin Monday, 6/14. Interviews for elementary teaching positions have been a focus recently for both elementary schools and continue to find excellent candidates for elementary positions. The custodial staff have begun their cleaning and prepping our school for next fall and have a good plan in place. A summer exterior window project for our upper level will be a major upgrade for our building. The Churchill office will be trained on the new phone system 6/16. Happy Summer!

Submitted by David Wangen, Churchill Elementary Principal

### Washington Elementary:

We are busy as ever at Washington!!

-On Friday, May 28<sup>th</sup>, we celebrated our School of Excellence validation (from 2019) with morning pictures, a mid-day picnic, and an end of the day celebratory rally! At the rally we were joined by many special guests, including Board Member Battaglia, Dr. Cary, Mrs. Nelis, Mrs. Acers from CEF, Mrs. Miens from our PIE group, Mr. Klunenbergl from Horace Mann (who donated two grand prize bikes again this year) and Jon Millerhagen, Executive Director of the Minnesota Elementary School Principal's Association. Mr. Millerhagen presented our School of Excellence team with our plaque and shared some special words with our students and the audience by outlining some of the important parts of our application that contributed to our validation. Special thanks to CEF for their generous grant to allow us to give each of our students and staff a School of Excellence t-shirt for the event! Below is a clip from KBJR on a feature they did after our "Fabulous Friday". I've also included the recording of our full celebration (about 30 minutes) in case you would like to view it as well.

<https://kbjr6.com/2021/05/30/washington-elementary-in-cloquet-celebrates-year-of-achievements/>

<http://bit.ly/PBIS-SOE>

-On Tuesday, June 1, we enjoyed an amazing Field Day!! The weather was perfect, and each of our grades were able to spend the day rotating through five stations where they could play games, do activities, play on the playground, enjoy some down time and HAVE FUN!! We ended our day with a treat, funded through our Partners in Education group!!

-On Wednesday, June 2, students were super excited for the Principal's Challenge in the afternoon. All year long our students work hard to show their "Purple Pride" by being Positive, showing Respect, Including others, and Doing their best, Everyday. The culmination of a year-long effort to show their Purple Pride comes together with a Principal's Challenge that they can earn through great behavior and good choices. Every year for the past four years our students have come up with ideas and voted on their top choice. This year they chose a dunk tank. All of Wednesday afternoon was spent outside getting dunked by each grade level. The joy our kids exuded was incredible – it was a wonderful afternoon! Special thanks to CAFD for filling our dunk tank (with really cold water!!) and for our PIE group for helping fund the dunk tank to allow for the Principal's Challenge to happen again this year.

-On Thursday, June 3, we had a 4<sup>th</sup> grade send-off that included ice cream floats and a "street dance" in the loading dock area.

-On Friday, June 4, we closed out an amazing year. Our staff celebrated with a luncheon, said our final goodbyes to two amazing women who are retiring, Sheila Fritsinger (special education teacher) and Judy Nelson (behavior intervention paraprofessional), and ended in a closing circle to wrap up the year (with the help of Carlton County circle keepers).

-During the week of June 7<sup>th</sup> staff worked diligently on wrapping up for the year, taking a deeper dive in the new reading standards and focusing on how to increase writing instruction and practice throughout our building in '21-22. Our Reading Task Force team at Washington has guided our staff development focused on the GELN Essentials. I am thankful for their leadership and direction as a team! Finally, grades were completed, new schedules and rosters were distributed, and a deep sigh of relief could be heard around the building!

-This year has been very challenging! I am so grateful to be surrounded by amazing educators and humans! The team effort that has taken place to get us across the finish line has been incredible, and a well-deserved break is upon us.

Submitted by Robbi Mondati, Washington Elementary Principal

#### Cloquet Middle School:

CMS had a very successful end of the year and would like to thank our students and families for making the best of a very tough situation. Our students were resilient, and our parents were patient throughout all the ups and downs that COVID provided us. Both of these groups granted us grace and answered the call whenever help was needed.

I like to tell the staff that the school year is a marathon and not a sprint, but our staff sprinted an entire marathon this year. They never slowed down during the year and just kept doing what was best for students at every turn. I could not be prouder of the middle school staff!

Submitted by Tom Brenner, Cloquet Middle School Principal

#### Cloquet High School:

- Graduation went very well – Dr. Cary, Ted Lammi, and Nate Sandman help Tim and I hand out diplomas. I thought the setting on the football field was great. The weather cooperated and we have a stadium that was packed – fun night!
- The all night graduation party went well – thanks for the many community volunteers for making this happen.
- We've got 130ish students registered for summer school. These students are making up credit in order to stay on track to graduate on time.
- Construction is moving along with our CTE wing.
- We're working to finish up our hiring for 21-22.
- Congratulations to our boys golf team – heading to state.
- Our boys and girls track teams both made it to True Team state. Our boys finished second. The individual Section 7AA meet is being held in Cloquet this year – hopefully we'll have some state entrants to update you on for our next meeting.
- It's been a rewarding school year, but we can't ignore how unusually hard it was! Our staff is ready to decompress this summer...Tim and I included!

Submitted by Steve Battaglia, Cloquet High School Principal

#### Cloquet Area Alternative Education Programs:

CAAEP has concluded a successful school year, in spite of COVID, and is preparing to start our Academy Style summer school. The month of June, Tuesday, Wednesday and Thursday from 8 am ~ 4 pm will see 20 or more students in the Garfield gym working on credit recovery. The month of July will bring students in for a credit

recovery program that is a collaborative effort with Carlton County, The REACH program and CAAEP. The first, and possibly 2<sup>nd</sup>, weeks in August will bring students in for another credit recovery option with Mr. Syck and myself with a hands on picnic table project that will collaboratively teach to standards in Art, Math and Language Arts.

CAAEP has started the interview process for a .4 English teacher and looks forward to having Gregg Dold (social studies) return to start the year. CAAEP is also looking forward to welcoming a .2 PE teacher and .4 health (emphasis on mental health) to our "CAAEP Crew".

We are finishing up 20-21 and starting 21-22 these summer months with vacation days sprinkled in between.

Submitted by Connie Hyde, CAAEP Principal

### NLA

The NLA students and staff ended the year in a flurry of activity. Students made great progress throughout the year and are excited for a bit of a vacation. The NLA Extended School Year program starts next week. We will be offering 6 half days of programming in June, July and August for students who qualified for Extended School Year Services. We are excited to see all the progress students will be making during the summer.

NLA is also excited to announce the newest addition to our programming. At the June 4th, 2021 NLA Board meeting, the board approved an agreement with North Homes to provide day treatment services to a small number of students. This program will start with one classroom which will be located in the Carlton High School where they had some space. Up to twelve 9th and 10th grade students from the NLSEC cooperative districts will be able to access day treatment and educational services this coming school year. Students will receive therapeutic groups for three hours per day and the rest of their day will be spent in the classroom receiving educational services. One teacher and two paraprofessionals will work with these students along with a therapist and mental health practitioner.

We are very excited for this program to get started. It is the plan to expand it to other grade levels as NLA finds space to do so. We are thankful for the space which Carlton School District is allowing us to lease. If anyone is interested in knowing more about NLA-Carlton, please feel free to contact Barb Mackey.

Submitted by Barb Mackey, NLA Assistant Special Education Director

### Community Education

#### **Aquatics**

- Beach opens June 14th. \$4.00 per person. Family passes are on sale.
- Summer Swim Lessons: July 12-22nd, August 16th- 26th

#### **ECFE/School Readiness/Screenings**

- 2 sections of SR are full for fall.
- All other SR & ECFE classes have some openings.
- Next Screenings are scheduled for: Aug 24-26 2021

#### **Kids Corner**

\*Kindercorner has been awarded \$81,600 to provide summer programming to help prepare 4 and 5 year olds entering Kindergarten this fall. The program, Kindergarten Bootcamp, will run 5 days a week, 6 hours a day for 10 weeks. Wrap around care will also be provided if needed. Priority for scholarships will be given to children in the following categories:

- In foster care
- Under child protection

- Experiencing homelessness
- Enrolled in a tribal program
- Children of teenage parents
- At risk for or currently receiving Early Childhood Special Education (ECSE)
- English learners
- Qualifying for free or reduced-price lunch or other public assistance programs

Remaining spots will be given to other children entering Kindergarten in the fall. We are excited to be offering this opportunity to our youngest learners!

\*Summer registration opened up on May 3rd for any new families

\*Kindercorner registration is open now for those attending School Readiness 2021-22

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

\*Closed July 5th

Submitted by Erin Bates, Community Education Director

Business Department:

The Business Office is working hard to get some of the year end cleanup done for payoffs and also getting ready to set up the new fiscal year items. It has been a very busy year for all of us with new staff and adjusting how the business office runs. I am presenting the budget for 21-22 this evening and also the Long Term Facilities plan for the next fiscal year. This is part of the levy process. We will be working on the levy process in July so that we can bring the preliminary numbers to you in September for approval. We are also just gearing up for audit season which seems crazy that we are at that time of year already.

Submitted by Candace Nelis, Business Manager

American Indian Education Department:

Greetings School Board Members,

The AIE Program celebrated the successes of our Native students at our Senior Honor Banquet held at Spirit Mountain on May 12<sup>th</sup>. It was a beautiful evening to recognize the hard work and dedication our students, families and program staff.

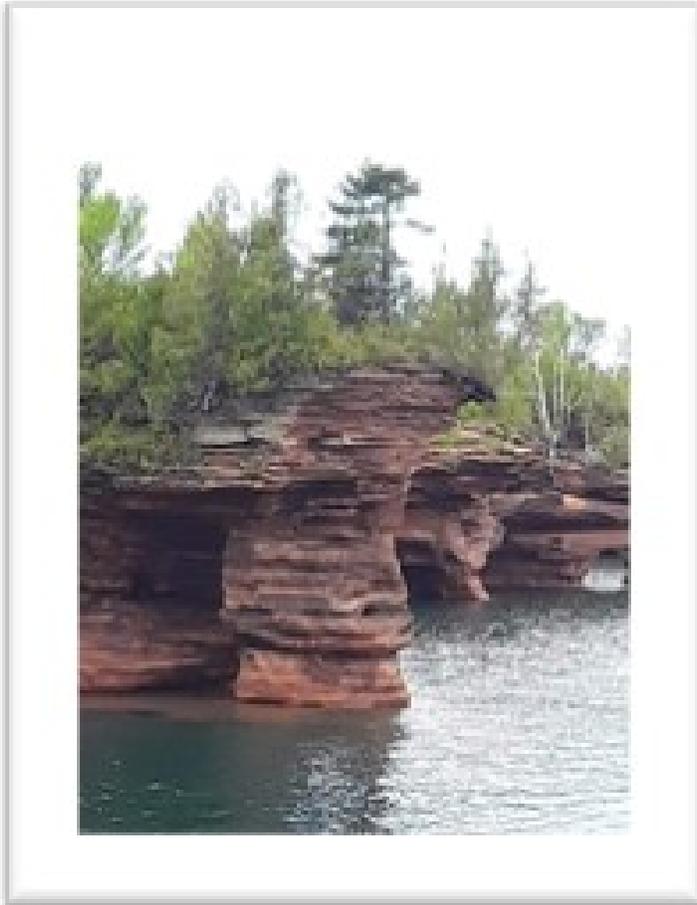


The school drum was built over a week period in May, led by Julian Kitto and several AIE students. The wood of the drum is maple and was painted a sky blue. The hide is buffalo and the lacing is elk. These materials received several days of prep work from the hide being scraped, the boards being sanded, to the lacing being soaked. The new Fond du Lac Culture Center

hosted the making of the drum and elder, James Tom, brought the hide and passed his knowledge of traditional drum making. Leftover hide will be used to make hand drums.

A new released book, Waabooz miinawaa Nigig “Rabbit and Otter” from Black Bears and Blueberries publishing company (written by Liz Granholm and Illustrated by Anna Granholm) was purchased by AIE and distributed at Kindergarten Round up to all families. We are fortunate to have access to Native authored and illustrated titles and excited to get them into the homes of our incoming Cloquet students.

CAAEP AIE program collaborated an adventure for Summer Symposium Credit Recovery. 8 students participated in an educational experience including; ferry trip to Madeline Island, stay in a lake home on Lake Superior, stories by the fire, Chief Buffalo memorial, sea cave tour and so much more. The laughter, memory making and first time experiences for many was priceless. Miigwech Cara Lahti, Tom Proulx and Lindsey Markwardt for their roles in making this a memorable week!





Have a safe, enjoyable summer!

Submitted by Teresa Angell, American Indian Education Director

#### Building and Grounds

CTE Renovation Project Updates:

The moving of equipment and asbestos abatement has been complete. Demo is just about finished up. The project is off to a good start.

A Cloquet Middle School part time cleaner has accepted a transfer to the open Garfield part time cleaner position. This Middle School part time cleaner position will not be renewed as it is a temporary COVID position.

A Cloquet High School part time cleaner has accepted a transfer to the open Churchill part time cleaner position. This High School part time cleaner position will not be renewed as it is a temporary COVID position.

Formal training has been given to the Head Custodians on the preventative maintenance work order system called School Dude. A majority of preventative maintenance work orders are generated/scheduled during the summer month. Updates on completed work orders will be given to the board in monthly school board reports.

Submitted by Dylan Carlson, Building and Grounds Director

## Technology

The Technology Department is in one of our busier times of the year as we begin our summer projects. We've been busy going through student devices and sending broken devices in for repair in order to have them ready for next year. We've ordered new equipment for next year and are preparing for its arrival and deployment. We've also been busy preparing the district to change over to a new phone system that will enable better communication for everyone across the district as well as save us money. We have a plan in place to change over to the new system on 6/16 and are putting on the finishing touches right now. The department is not short of things to do but we're charging forward, getting ready for the 2021-2022 school year.

Submitted by T.J. Smith, Technology Director

**Cloquet Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General	\$148,499.14
02	Food Services	\$35,405.69
03	Transportation	\$154,079.48
04	Community Services	\$3,028.95
05	Capital Expenditure	\$21,447.47
06	Building Construction	\$31,655.00
12	Activities	\$20,497.59
<b>Report Total</b>		<b>\$414,613.32</b>

## 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		94042	157910	Check	1	1055		ADVANTAGE EMBLEM	Yes	No	No	USD	06/15/2021	134.00
			94133	157911	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY/	Yes	No	No	USD	06/15/2021	636.50
			94017	157912	Check	1	10196		ALBIN ACQUISITION CORP	Yes	No	No	USD	06/15/2021	20.00
			94132	157913	Check	1	7142		ANDERSON, LISA	Yes	No	No	USD	06/15/2021	128.00
			94156	157914	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	06/15/2021	60.00
			94184	157915	Check	1	9581		ARCHITECTURAL RESOURCES INC	Yes	No	No	USD	06/15/2021	3,462.75
			94010	157916	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	06/15/2021	12.25
			94178	157917	Check	1	9514		ARS	Yes	No	No	USD	06/15/2021	882.50
			94116	157918	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	06/15/2021	371.13
			94145	157919	Check	1	8268		BATES, ERIN	Yes	No	No	USD	06/15/2021	60.00
			94121	157920	Check	1	6546		BEADLE, PHIL	Yes	No	No	USD	06/15/2021	141.50
			94171	157921	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	06/15/2021	138.61
			94099	157922	Check	1	5013		BERUBE, LISA	Yes	No	No	USD	06/15/2021	399.32
			94123	157923	Check	1	6657		BIRCHBARK BOOKS	Yes	No	No	USD	06/15/2021	3,042.91
			94027	157924	Check	1	10346		BOEDIGHEIMER TAMEIRA	Yes	No	No	USD	06/15/2021	663.95
			94015	157925	Check	1	10142		BOTTILA, ANJA	Yes	No	No	USD	06/15/2021	315.00
			94181	157926	Check	1	9548		BRENNER MARK	Yes	No	No	USD	06/15/2021	35.00
			94008	157927	Check	1	06553		BRENNER, MICHELLE	Yes	No	No	USD	06/15/2021	315.00
			94169	157928	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	06/15/2021	138.61
			94024	157929	Check	1	10339		BROWN NATHANIEL	Yes	No	No	USD	06/15/2021	83.00
			94134	157930	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	06/15/2021	2,013.28
			94163	157931	Check	1	9171		BURNOS, JAMES L	Yes	No	No	USD	06/15/2021	149.00
			94172	157932	Check	1	9301		CARMENS RESTAURANT	Yes	No	No	USD	06/15/2021	770.00
			94053	157933	Check	1	1549		CENGAGE LEARNING INC	Yes	No	No	USD	06/15/2021	560.00
			94105	157934	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	06/15/2021	316.59
			94041	157935	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	06/15/2021	8,057.24
			94068	157936	Check	1	2840		CLOQUET COUNTRY CLUB	Yes	No	No	USD	06/15/2021	1,200.00
			94044	157937	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	06/15/2021	1,197.52
			94045	157938	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	06/15/2021	148,487.96
			94048	157939	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	06/15/2021	3,801.75
			94186	157940	Check	1	9705		CREATIVEDGE DESIGNS, LLC	Yes	No	No	USD	06/15/2021	644.00
			94037	157941	Check	1	10357		CSS MEN'S BASKETBALL	Yes	No	No	USD	06/15/2021	480.00
			94158	157942	Check	1	8883		DAHL, SALES AMANDA	Yes	No	No	USD	06/15/2021	147.00
			94051	157943	Check	1	14260		DELTA EDUCATION	Yes	No	No	USD	06/15/2021	135.27
			94069	157944	Check	1	2915		DETERS, JULIE	Yes	No	No	USD	06/15/2021	71.90
			94104	157945	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	06/15/2021	76.79
			94077	157946	Check	1	3461		DOUCHETTES PARTY & TENT RENT/	Yes	No	No	USD	06/15/2021	3,347.16
			94128	157947	Check	1	6879		DURAND, CHELSEA	Yes	No	No	USD	06/15/2021	178.35
			94148	157948	Check	1	8529		DURBIN, WILLIAM	Yes	No	No	USD	06/15/2021	1,787.90
			94028	157949	Check	1	10347		EAKER KIRSTIN	Yes	No	No	USD	06/15/2021	247.85
			94175	157950	Check	1	9445		EDPUZZLE INC	Yes	No	No	USD	06/15/2021	1,420.00

## 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	94119	157951	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/15/2021	234.03
			94087	157952	Check	1	4198		ELLENA, SARAH	Yes	No	No	USD	06/15/2021	643.17
			94135	157953	Check	1	7576		ESKO PUBLIC SCHOOLS	Yes	No	No	USD	06/15/2021	100.00
			94054	157954	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	06/15/2021	87.76
			94144	157955	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	06/15/2021	41.44
			94151	157956	Check	1	8653		EVERGREEN LAWN SERVICE	Yes	No	No	USD	06/15/2021	1,951.03
			94112	157957	Check	1	5782		FASTENAL COMPANY	Yes	No	No	USD	06/15/2021	824.73
			94047	157958	Check	1	1148		FLINN SCIENTIFIC INC	Yes	No	No	USD	06/15/2021	861.13
			94060	157959	Check	1	2074		FOLLETT SCHOOL SOLUTIONS	Yes	No	No	USD	06/15/2021	2,291.95
			94160	157960	Check	1	8894		FONOTI, MACE	Yes	No	No	USD	06/15/2021	55.00
			94165	157961	Check	1	9177		FORUM COMMUNICATIONS	Yes	No	No	USD	06/15/2021	548.72
			94174	157962	Check	1	9382		FOSTER, REBECCA	Yes	No	No	USD	06/15/2021	171.18
			94082	157963	Check	1	3900		FRABONIS	Yes	No	No	USD	06/15/2021	90.00
			94140	157964	Check	1	7790		FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	USD	06/15/2021	19,969.85
			94088	157965	Check	1	42195		FUN EXPRESS LLC	Yes	No	No	USD	06/15/2021	807.54
			94038	157966	Check	1	10358		GARDNER BUILDERS DULUTH LLC	Yes	No	No	USD	06/15/2021	27,990.90
			94018	157967	Check	1	10240		GENERAL PARTS LLC	Yes	No	No	USD	06/15/2021	1,288.86
			94062	157968	Check	1	21450		GOPHER SPORT	Yes	No	No	USD	06/15/2021	1,480.64
			94063	157969	Check	1	21950		GREAT LAKES ALARM	Yes	No	No	USD	06/15/2021	1,389.00
			94049	157970	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	06/15/2021	2,382.55
			94106	157971	Check	1	5590		GREER, SARAH	Yes	No	No	USD	06/15/2021	395.01
			94155	157972	Check	1	8780		HANSON, WILLA	Yes	No	No	USD	06/15/2021	53.32
			94013	157973	Check	1	10126		HARPER, MELISSA	Yes	No	No	USD	06/15/2021	50.00
			94065	157974	Check	1	23630		HEDMAN, KAREN	Yes	No	No	USD	06/15/2021	30.00
			94110	157975	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	06/15/2021	10,113.63
			94114	157976	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	06/15/2021	172.66
			94066	157977	Check	1	24795		HOUGHTON MIFFLIN CO	Yes	No	No	USD	06/15/2021	400.00
			94056	157978	Check	1	1858		HUGHES, GARY	Yes	No	No	USD	06/15/2021	45.00
			94136	157979	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	06/15/2021	363.72
			94064	157980	Check	1	2290		HUSBY, JANET	Yes	No	No	USD	06/15/2021	170.70
			94176	157981	Check	1	9455		INCIDENT IQ, LLC	Yes	No	No	USD	06/15/2021	6,704.00
			94084	157982	Check	1	4002		INFINITE CAMPUS INC	Yes	No	No	USD	06/15/2021	15,492.00
			94190	157983	Check	1	9840		INNOVATIONAL WATER SOLUTIONS	Yes	No	No	USD	06/15/2021	1,090.20
			94040	157984	Check	1	10360		INSTITUTE FOR ENVIRONMENTAL A	Yes	No	No	USD	06/15/2021	1,783.48
			94108	157985	Check	1	5624		ISD #0094 - LIL LUMBERJACKS	Yes	No	No	USD	06/15/2021	858.60
			94043	157986	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	06/15/2021	384.61
			94126	157987	Check	1	6846		ISD #0094 TIME FOR TOTS	Yes	No	No	USD	06/15/2021	6,825.69
			94067	157988	Check	1	2526		ISD #0094 VAN	Yes	No	No	USD	06/15/2021	1,422.96
			94127	157989	Check	1	6866		ISD #0094 LIL THUNDER LEARNING	Yes	No	No	USD	06/15/2021	465.75
			94092	157990	Check	1	4572		JLX FILTERS	Yes	No	No	USD	06/15/2021	7,091.51
			94147	157991	Check	1	8417		JOHNSON, DEREK	Yes	No	No	USD	06/15/2021	148.56

## 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		94021	157992	Check	1	10307		JONES SCHOOL SUPPLY COMPANY	Yes	No	No	USD	06/15/2021	68.61
			94095	157993	Check	1	4792		JOSTEN'S	Yes	No	No	USD	06/15/2021	66.93
			94161	157994	Check	1	8942		JOSTENS INC	Yes	No	No	USD	06/15/2021	186.49
			94022	157995	Check	1	10308		JUNCTION TIRE	Yes	No	No	USD	06/15/2021	49.08
			94187	157996	Check	1	9755		KITTO JULIAN	Yes	No	No	USD	06/15/2021	50.00
			94143	157997	Check	1	8224		KLOSOWSKI, BRETT D	Yes	No	No	USD	06/15/2021	83.00
			94150	157998	Check	1	8635		KNEELAND, STEVEN F	Yes	No	No	USD	06/15/2021	83.00
			94154	157999	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	06/15/2021	21.06
			94107	158000	Check	1	5608		KRAFTHEFER, MATTHEW	Yes	No	No	USD	06/15/2021	3,000.00
			94146	158001	Check	1	8324		KUBIS, BRENT	Yes	No	No	USD	06/15/2021	83.00
			94070	158002	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	06/15/2021	431.26
			94157	158003	Check	1	8868		LAFONTAINE, ALYSE	Yes	No	No	USD	06/15/2021	480.21
			94026	158004	Check	1	10345		LAHTI CARA	Yes	No	No	USD	06/15/2021	140.56
			94122	158005	Check	1	6599		LAKE SUPERIOR LAUNDRY	Yes	No	No	USD	06/15/2021	61.51
			94071	158006	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	06/15/2021	3,790.95
			94182	158007	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	06/15/2021	17.36
			94185	158008	Check	1	9584		LEW DANE	Yes	No	No	USD	06/15/2021	207.00
			94173	158009	Check	1	9381		LOONS, JESSICA	Yes	No	No	USD	06/15/2021	11.76
			94188	158010	Check	1	9756		LYRIC OPERA OF THE NORTH INC	Yes	No	No	USD	06/15/2021	50.00
			94014	158011	Check	1	10128		MAJERLE, JACKIE	Yes	No	No	USD	06/15/2021	12.32
			94029	158012	Check	1	10349		MANGAN JENNIFER	Yes	No	No	USD	06/15/2021	81.00
			94177	158013	Check	1	9479		MARKWARDT, LINDSEY	Yes	No	No	USD	06/15/2021	222.47
			94057	158014	Check	1	1946		MASE	Yes	No	No	USD	06/15/2021	1,330.00
			94030	158015	Check	1	10350		MCCORMICK MARCIA	Yes	No	No	USD	06/15/2021	45.00
			94153	158016	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	06/15/2021	509.27
			94076	158017	Check	1	34186		MENARDS	Yes	No	No	USD	06/15/2021	536.43
			94019	158018	Check	1	10246		MEYERS TONIA	Yes	No	No	USD	06/15/2021	34.52
			94055	158019	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	06/15/2021	13.50
			94130	158020	Check	1	6936		MIDWEST SPEICAL INSTRUMENTS	Yes	No	No	USD	06/15/2021	477.50
			94152	158021	Check	1	8706		MITCHELL, MARTHA	Yes	No	No	USD	06/15/2021	428.66
			94137	158022	Check	1	7661		MNDRIVERSMANUALS.COM	Yes	No	No	USD	06/15/2021	404.47
			94138	158023	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	06/15/2021	183.31
			94081	158024	Check	1	38552		MUSIC IN MOTION	Yes	No	No	USD	06/15/2021	146.13
			94117	158025	Check	1	6299		NELSON, BETH	Yes	No	No	USD	06/15/2021	87.91
			94052	158026	Check	1	1539		NIEMI, BRENDA	Yes	No	No	USD	06/15/2021	52.73
			94085	158027	Check	1	41000		NORTHERN PRINTERY	Yes	No	No	USD	06/15/2021	285.00
			94086	158028	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	06/15/2021	87.57
			94183	158029	Check	1	9570		OLSON STEVEN J	Yes	No	No	USD	06/15/2021	91.00
			94080	158030	Check	1	3803		OLSON, LAURA	Yes	No	No	USD	06/15/2021	61.88
			94129	158031	Check	1	6886		OUR REDEEMER LUTHERAN CHURC	Yes	No	No	USD	06/15/2021	300.00
			94074	158032	Check	1	3249		PACK & MAIL STATION	Yes	No	No	USD	06/15/2021	2,987.60

## 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	94139	158033	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	06/15/2021	5.75
			94050	158034	Check	1	1326		PAN O GOLD	Yes	No	No	USD	06/15/2021	898.10
			94009	158035	Check	1	10045		PATCH MY PC,LLC	Yes	No	No	USD	06/15/2021	2,124.15
			94012	158036	Check	1	10084		PEAR DECK INC	Yes	No	No	USD	06/15/2021	11,838.00
			94089	158037	Check	1	4449		PETERSON, DEBRA	Yes	No	No	USD	06/15/2021	18.17
			94073	158038	Check	1	3091		PETERSON, STACY	Yes	No	No	USD	06/15/2021	178.59
			94031	158039	Check	1	10351		PHINNEY BRENNNA	Yes	No	No	USD	06/15/2021	100.00
			94058	158040	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	06/15/2021	1,920.00
			94101	158041	Check	1	5087		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	06/15/2021	957.84
			94025	158042	Check	1	10340		PODGORNIK NICHOLAS	Yes	No	No	USD	06/15/2021	149.00
			94078	158043	Check	1	3602		PRAXAIR	Yes	No	No	USD	06/15/2021	126.63
			94090	158044	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	06/15/2021	3,071.00
			94059	158045	Check	1	2064		PRITCHETT, SHELLY	Yes	No	No	USD	06/15/2021	110.00
			94091	158046	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	06/15/2021	109.54
			94036	158047	Check	1	10356		RABIDEAUX SHELLY	Yes	No	No	USD	06/15/2021	130.32
			94020	158048	Check	1	10303		RAND MCNALLY	Yes	No	No	USD	06/15/2021	310.00
			94118	158049	Check	1	6320		RANDALL, DUSTIN	Yes	No	No	USD	06/15/2021	1,500.00
			94170	158050	Check	1	9288		RASMUSSEN, BRENDA	Yes	No	No	USD	06/15/2021	25.76
			94093	158051	Check	1	46565		REALLY GOOD STUFF	Yes	No	No	USD	06/15/2021	850.05
			94023	158052	Check	1	10337		RPM ATHLETICS LLC	Yes	No	No	USD	06/15/2021	1,995.00
			94179	158053	Check	1	9518		RUEHLING ASSOCIATES, INC	Yes	No	No	USD	06/15/2021	100.00
			94032	158054	Check	1	10352		RUHNKE EMILY	Yes	No	No	USD	06/15/2021	28.64
			94149	158055	Check	1	8631		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	06/15/2021	73.50
			94072	158056	Check	1	3066		S&S WORLDWIDE INC	Yes	No	No	USD	06/15/2021	468.43
			94061	158057	Check	1	2087		SAMMY'S PIZZA	Yes	No	No	USD	06/15/2021	266.45
			94016	158058	Check	1	10192		SCHERKENBACK KENNETH	Yes	No	No	USD	06/15/2021	29.50
			94124	158059	Check	1	6743		SCHMIDT, AMANDA	Yes	No	No	USD	06/15/2021	158.37
			94180	158060	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	06/15/2021	1,250.84
			94096	158061	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	06/15/2021	2,645.00
			94097	158062	Check	1	48761		SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	06/15/2021	1,942.84
			94131	158063	Check	1	7075		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	06/15/2021	1,067.58
			94098	158064	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	06/15/2021	147.77
			94011	158065	Check	1	10060		SEESAW	Yes	No	No	USD	06/15/2021	4,675.00
			94083	158066	Check	1	3942		SIEVERT, RICK	Yes	No	No	USD	06/15/2021	15.46
			94125	158067	Check	1	6811		SINISALO, ELIZABETH	Yes	No	No	USD	06/15/2021	315.00
			94100	158068	Check	1	50250		SKUTEVIKS FLORISTS	Yes	No	No	USD	06/15/2021	252.50
			94191	158069	Check	1	9874		SKYLINE SOCIAL & GAMES	Yes	No	No	USD	06/15/2021	3,850.00
			94164	158070	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	06/15/2021	60.00
			94141	158071	Check	1	7941		STAPLES BUSINESS CREDIT	Yes	No	No	USD	06/15/2021	96.57
			94189	158072	Check	1	9828		STARK TIMOTHY	Yes	No	No	USD	06/15/2021	123.20
			94102	158073	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	06/15/2021	2,853.06

### 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	94034	158074	Check	1	10354		STILLWELL SUZANNE	Yes	No	No	USD	06/15/2021	171.18
			94142	158075	Check	1	8055		STUKEL, ANDREW	Yes	No	No	USD	06/15/2021	91.00
			94033	158076	Check	1	10353		SWANSON JESSICA	Yes	No	No	USD	06/15/2021	38.00
			94120	158077	Check	1	6452		SWARTWOVDT, TINA	Yes	No	No	USD	06/15/2021	199.51
			94166	158078	Check	1	9265		SWIFTWATER ADVENTURES	Yes	No	No	USD	06/15/2021	528.00
			94159	158079	Check	1	8889		TARAY, BRENDA	Yes	No	No	USD	06/15/2021	200.48
			94075	158080	Check	1	33710		THE MASTER TEACHER INC	Yes	No	No	USD	06/15/2021	510.60
			94094	158081	Check	1	4751		THYSSENKRUPP ELEVATOR CORP	Yes	No	No	USD	06/15/2021	3,766.11
			94103	158082	Check	1	54606		TIERNEY BROTHERS	Yes	No	No	USD	06/15/2021	133.47
			94039	158083	Check	1	10359		TKI	Yes	No	No	USD	06/15/2021	683.10
			94167	158084	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	06/15/2021	1,565.14
			94046	158085	Check	1	1130		UNIVERSITY OF MINNESOTA	Yes	No	No	USD	06/15/2021	276.00
			94109	158086	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	06/15/2021	32,094.53
			94168	158087	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	06/15/2021	566.32
			94111	158088	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	06/15/2021	246.40
			94113	158089	Check	1	58008		WEST MUSIC	Yes	No	No	USD	06/15/2021	100.32
			94162	158090	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	06/15/2021	1,207.50
			94035	158091	Check	1	10355		WROBLEWSKI BRANDI	Yes	No	No	USD	06/15/2021	11.76
			94079	158092	Check	1	3795		YOUNG, AARON	Yes	No	No	USD	06/15/2021	62.43
			94192	158093	Check	1	9904		ZIMNY RYAN	Yes	No	No	USD	06/15/2021	1,500.00
			94115	158094	Check	1	60300		ZION LUTHERAN CHURCH	Yes	No	No	USD	06/15/2021	3,163.34
Bank Total: 2														\$414,613.32	
Report Total:														\$414,613.32	

**Cloquet Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General	\$58,408.13
02	Food Services	\$18.64
04	Community Services	\$17.78
12	Activities	\$181.35
45	OPEB Irrevocable Trust	\$98,522.90
<b>Report Total</b>		<b>\$157,148.80</b>

### 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	93979	157881	Check	1	10036		BEARABOO	Yes	No	No	USD	05/20/2021	520.00
			93980	157882	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	05/20/2021	4,436.35
			93987	157883	Check	1	9578		CONSTELLATION NEWENERGY -GA	Yes	No	No	USD	05/20/2021	6,757.83
			93984	157884	Check	1	4686		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	05/20/2021	14,800.80
			93981	157885	Check	1	3461		DOUCHETTES PARTY & TENT RENT/	Yes	No	No	USD	05/20/2021	940.35
			93986	157886	Check	1	7376		HEALTHPARTNERS	Yes	No	No	USD	05/20/2021	97,665.00
			93989	157887	Check	1	9894		LAKE SUPERIOR CONFRENCE	Yes	No	No	USD	05/20/2021	1,353.00
			93983	157888	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	05/20/2021	3,780.46
			93985	157889	Check	1	5736		MEDICAREBLUE RX	Yes	No	No	USD	05/20/2021	857.90
			93988	157890	Check	1	9628		MINNESOTA LIFE INSURANCE COMF	Yes	No	No	USD	05/20/2021	5,075.65
			93982	157891	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	05/20/2021	20,961.46
Bank Total: 2														\$157,148.80	
Report Total:														\$157,148.80	

**Cloquet Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General	\$16,882.19
02 Food Services	\$329.93
03 Transportation	\$855.43
04 Community Services	\$230.73
05 Capital Expenditure	\$49.99
12 Activities	\$1,728.69
45 OPEB Irrevocable Trust	\$112.50
<b>Report Total</b>	<b>\$20,189.46</b>

### 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	93997	157892	Check	1	1055		ADVANTAGE EMBLEM	Yes	No	No	USD	05/28/2021	1,300.00
			94002	157893	Check	1	6078		AMAZON	Yes	No	No	USD	05/28/2021	10,393.73
			94004	157894	Check	1	7673		CENTURY LINK	Yes	No	No	USD	05/28/2021	230.73
			93999	157895	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	05/28/2021	468.75
			93990	157896	Check	1	10069		DISC	Yes	No	No	USD	05/28/2021	240.00
			94005	157897	Check	1	8208		HOLIDAY STATIONSTORES LLC	Yes	No	No	USD	05/28/2021	615.43
			93998	157898	Check	1	1061		ISD #0094	Yes	No	No	USD	05/28/2021	4,250.88
			94007	157899	Check	1	9894		LAKE SUPERIOR CONFRENCE	Yes	No	No	USD	05/28/2021	600.00
			93991	157900	Check	1	10129		MARCINIAK, MARY	Yes	No	No	USD	05/28/2021	14.97
			94001	157901	Check	1	5967		MEDIACOM	Yes	No	No	USD	05/28/2021	260.69
			94006	157902	Check	1	9640		MILESTONES & MEMORIES,LLC	Yes	No	No	USD	05/28/2021	65.38
			94000	157903	Check	1	4584		ON SITE COMPANIES-OSSDL	Yes	No	No	USD	05/28/2021	487.00
			93993	157904	Check	1	10341		PETERSON KURT	Yes	No	No	USD	05/28/2021	112.50
			94003	157905	Check	1	7243		PIZZA HUT	Yes	No	No	USD	05/28/2021	164.40
			93992	157906	Check	1	10282		POKEGAMA GOLF COURSE	Yes	No	No	USD	05/28/2021	285.00
			93995	157907	Check	1	10343		RIDGEVIEW COUNTRY CLUB	Yes	No	No	USD	05/28/2021	100.00
			93994	157908	Check	1	10342		SECTION 7A COMMITTEE	Yes	No	No	USD	05/28/2021	400.00
			93996	157909	Check	1	10344		STILLWATER HIGH SCHOOL GOLF	Yes	No	No	USD	05/28/2021	200.00
Bank Total: 2														\$20,189.46	
Report Total:														\$20,189.46	

**INVESTMENTS  
2020-21 - FISCAL YEAR**

DATE: **DECEMBER 2020**

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN LIQUID ASSET		\$ -	\$ -
\$ 5,163,930.18	0.00%	AMERITRADE		\$ -	\$ (3,217.49)
\$ 8,105,241.09	1.66%	MSD MAX		DAILY	\$ 278.47
<u>\$ 13,269,171.27</u>	<b>SUB TOTAL LIQUID ASSET FUNDS</b>				
\$ 146,000.00	1.69%	MN TRUST	CD	3/19/2021 \$ 3,692.31	\$ -
\$ 496,043.68	1.69%	MN TRUST	SEC/DTC		
\$ 16,628.61	1.58%	MN TRUST			\$ 0.31
<b>\$ 13,927,843.56</b>	<b>- TOTAL INVESTMENT VALUE</b>				<b>\$ (2,938.71)</b>
	<b>MSDLAF LIQUID CLASS INTEREST &amp; FEES</b>				<b>\$ 15.79</b>
	<b>TOTAL MONTHLY INTEREST</b>				<b>\$ (2,922.92)</b>

YTD TOTAL INTEREST AS OF 12/31/20

\$ 26,776.37  
=====

\$ 67,100.00 2020-21 BUDGET

**2019-20 - FISCAL YEAR**

\$ 14,276,606.84 - TOTAL INVESTMENT VALUE 12/31/2019

\$ 115,327.61 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 208,757.82 - TOTAL INTEREST EARNED FOR FISCAL YR 2019-2020

**INVESTMENTS: FUND 06 CONSTRUCTION  
2020-21 - FISCAL YEAR**

DATE: DECEMBER 2020

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -		MN TRUST	SDA		\$ -
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 35,985.18	1.58%	MN TRUST	Dividend Reinvest / Bank Fee	\$	0.93
		MN TRUST	Trade Int-Security Sale/DTC Maturity	\$	-
\$ 78,707.05		EHLERS / Ameritrade		\$	(138.92)

**\$ 114,692.23** - TOTAL CONSTRUCTION FUND INVESTMENT VALUE

TOTAL MONTHLY INTEREST \$ (137.99)

YTD TOTAL INTEREST AS OF 12/31/20 \$ (180.67)  
 =====  
 \$ 10,000.00 2020-21 BUDGET

2019-20 - FISCAL YEAR

\$ 211,675.97 - TOTAL INVESTMENT VALUE 12/31/2019	\$ 8,776.82 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$ 9,329.85 - TOTAL INTEREST EARNED FOR FISCAL YR 2019--20

**INVESTMENTS: FUND 45 OPEB  
2020-21 - FISCAL YEAR**

DATE: DECEMBER 2020

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 2,531,568.80	0.03%	MN TRUST	11/30/2020		
\$ 234,700.00	3.04%	MN TRUST CD	12/7/2020		\$ -
\$ 235,800.00	2.84%	MN TRUST CD	1/28/2021		\$ -
\$ -	1.36%	MN TRUST CD	1/28/2021		\$ -
	1.98% - 2.28%	MN TRUST SEC/DTC			
	1.90%	MN TRUST	Dividend Reinvest / Bank Fee	\$	42.39
		MN TRUST	Trade Interest-Security Sale / DTC	\$	-
\$ 2,789,337.36		ASSOCIATED BANK	Dividend / BankFee / Interest	\$	25,827.38
\$ -		MID AMERICA		\$	-
<u>\$ 5,791,406.16</u>	- TOTAL INVESTMENT VALUE				
	TOTAL MONTHLY INTEREST				<u>\$ 25,869.77</u>

YTD TOTAL INTEREST AS OF 11/30/20

\$ 91,811.06  
=====

\$ 300,000.00 2020-21 BUDGET

2019-20 - FISCAL YEAR

\$ 5,301,819.38 - TOTAL INVESTMENT VALUE 11/30/2019

\$ 87,064.27 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 131,586.89 - TOTAL INTEREST EARNED FOR FISCAL YR 2019-20



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**Redemptions**

Initiate ACH Redemption

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[Initiate Wire Redemption](#)

**Transfers**

[Transfer](#)

[Exchange](#)

[Participant to Participant](#)

Miscellaneous

[Stop Payment Request](#)

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Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3295781

Transaction Type	Exchange
Entry Date	5/14/2021
Transaction Date	5/14/2021
From Account	600041 - General Fund
Investment Type	MSDLAF+ MAX Class
Exchange To Investment Type	MSDLAF+ Liquid Class
Amount	\$1,000,000.00

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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent

**FROM:** Erin Bates, Community Education Director  
Colombe Anderson, Kids Corner Coordinator

**DATE:** June 8th, 2021

**RE:** Retirement of Linda Mankowski from her position as Program Assistant from Kids Corner effective July 30 , 2021.

<b>RATE OF PAY:</b>	<b>\$18.76</b>
<b>HOURS WORKED:</b>	<b>32-40</b>
<b>START DATE:</b>	<b>3/14/16</b>
<b>END DATE:</b>	<b>7/30/2021</b>

---

## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent

**FROM:** Erin Bates, Community Education Director  
Kayla Cotner, Aquatics Coordinator

**DATE:** May 21, 2021

**RE:** Resignation of Harmony Tracy: Lifeguard

**RATE OF PAY:** \$11.75

**HOURS WORKED:** varied

**START DATE:** 5/1/2019

**END DATE:** 5/21/21

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## MEMORANDUM

---

**TO:** Dr. Michael Cary, Superintendent

**FROM:** Erin Bates, Community Education Director  
Kayla Cotner, Aquatics Coordinator

**DATE:** May 27, 2021

**RE:** Resignation of Jaron Kass: Lifeguard

**RATE OF PAY:** \$11.75

**HOURS WORKED:** varied

**START DATE:** 5/1/2019

**END DATE:** 5/21/21



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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

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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: June 1, 2021

RE: **Recommendation for Employment – Summer School**

---

We are recommending that the following staff be hired for 2020 Summer School at Cloquet Senior High School from June 8 – July 1, 2021.

SUBJECT	NAME	Dates	Total Hours	Total Pay - \$33.87/hour
ENGLISH	Josh Terwey	June 8, 9, 10 June 15, 16, 17 June 22, 23, 24 June 29, 30 & July 1	108	\$3,657.96
MATH	Kevin Brenner	June 8, 9, 10 June 15, 16, 17 June 22, 23, 24 June 29, 30 & July 1	108	\$3,657.96
SCIENCE	Amy Hexum	JUNE 8, 9, 10	27	\$914.49
SCIENCE	Stephanie Marsh	JUNE 8, 9, 10	27	\$914.49
SCIENCE	Al Denman	June 22, 23, 24	27	\$914.49
SOCIAL STUDIES	Bret Baker	June 8, 9, 10 June 15, 16, 17 June 22, 23, 24 June 29, 30 & July 1	108	\$3,657.96
Computer Applications	Chandra Allen	June 15, 16, 17 June 22, 23, 24	54	\$1,828.98

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# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator  
**DATE:** May 25, 2021  
**RE:** Targeted Services Summer School Hire Memo

**I recommend that the following staff for the 2021 Targeted Services Summer School:**

<u>School Counselor</u>	<u>Total Hours – (6/14/21– 8/20/21)</u>	<u>Rate of Pay</u>	<u>School Site</u>
Abbi Sewell	10 hours/week for 6 weeks	\$33.87/Hour	Washington

**BUDGETED CURRENT YEAR: Yes.**

**REASON FOR HIRE: Targeted Services Summer School**

**(Employment is subject to Cloquet School Board Approval)**

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# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator  
**DATE:** June 3, 2021  
**RE:** Targeted Services Summer School Hire Memo

**I recommend that the following additional staff for the 2021 Targeted Services Summer School:**

<u>Teacher</u>	<u>Total Hours – (6/14/21– 8/20/21)</u>	<u>Rate of Pay</u>	<u>School Site/ Grade</u>
Add additional section of K Sarah Jurek	120 hours	\$33.87/Hour	Washington/K

**BUDGETED CURRENT YEAR: Yes.**

**REASON FOR HIRE: Targeted Services Summer School**

**(Employment is subject to Cloquet School Board Approval)**

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# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator  
**DATE:** June 9, 2021  
**RE:** Targeted Services Summer School Hire Memo

I would like to recommend the following paraprofessional for the 2021 Targeted Services Summer School:

<u>Site Paraprofessional</u>	<u>Total Hours – (6/14/21 – 7/1/21)</u>	<u>Rate of Pay</u>	<u>School Site</u>
Cody Salo	60 hours	\$16.99/Hour	CMS

(Employment is subject to Cloquet School Board Approval)



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: Tom Brenner, Middle School Principal  
DATE: May 26, 2021  
RE: 6<sup>th</sup> Period Stipend for the 2020-2021 School Year

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I am requesting approval for the following 6<sup>th</sup> period stipend at Cloquet Middle School for the 2020-2021 school year.

- James Cotner \$4,779.00\*\*

RATIONALE: Due to CMS COVID scheduling conflicts, Mr. Cotner volunteered to work with special education students during his preparatory period. Due to our schedule change, we needed to add a period to fulfill all of our student's special education hours required as part of the individual education plan (IEP).

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

TB:cmc

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## Memorandum

---

To: Dr. Michael Cary, Superintendent  
From: Beth Dohnansky, Food Service Director  
Date: May 27, 2021  
RE: Recommendation for Summer Foodservice Employment

I am recommending the possible employment of based on seniority and as needed of:

Phyllis Whelan	Carmen Dougherty
Nancy Manty	Lindsey Peterson
Penny Bassett	Jean Black
April Isaacson	Karla Cresap
Kim Werhan	Becky Wagner
Rachel Wuollet	Lindsey Paulson
	Veronica Yellin

Rate of Pay:	\$17.18
Hours to be worked:	3.0 Hours/Day (Monday – Friday)

Starting Date:	June 14, 2021
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Length of Contract:	Ongoing
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Budgeted Current Year:	Yes
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Reason for hire:	Position vacancy
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Posted:	Internally
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Employment is based on Cloquet School Board approval.



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: Tom Brenner, Middle School Principal  
DATE: June 2, 2021  
RE: Recommendation for Employment

I am recommending the employment of Victoria Green to fill the 1.0 FTE 7<sup>th</sup>/8<sup>th</sup> Grade Language Arts position at Cloquet Middle School beginning the 2021-2022 school year.

RATE OF PAY:	BA (Sem.)/Step 4 – Per the Teachers’ Agreement
TOTAL COST:	\$46,267.00 – this will change once contract is finalized for 2021-2022
HOURS TO BE WORKED:	8 Hours/Day (Monday – Friday)
START DATE:	August 30, 2021
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Yes, internally
RATIONALE FOR HIRE:	CMS is excited to recommend Vicky Green for the open 7th and 8th-grade language arts position. Vicky did an outstanding job teaching 8th-grade language arts this year and will be an excellent addition to the middle school.

(Employment is contingent upon Cloquet School Board approval.)

TB:cmc



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent  
FROM: Tom Brenner, Middle School Principal  
DATE: June 7, 2021  
RE: Recommendation for Employment

I am recommending the employment of Kathleen Northrup to fill the 1.0 FTE Special Education Teacher - SLD position at Cloquet Middle School for the 2021-2022 school year.

RATE OF PAY:	MA, Step 5
TOTAL COST:	\$58,723*
HOURS TO BE WORKED:	8 Hours/Day (Monday – Friday)
START DATE:	August 26, 2021
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
Posted:	Internally and Externally
RATIONALE FOR HIRE:	CMS is excited to recommend Kathleen Northrup for our open special education position. Kathleen just completed her special education degree but is not new to teaching. She is licensed and has teaching experience in both Spanish and English as a second language. Her references speak highly of her ability to build relationships with students while helping them reach high academic standards.

\* Rate based on the 2019-2021 EMC Master Agreement. New rate will be based on negotiated 2021-2023 rate.

(Employment is contingent upon Cloquet School Board approval.)

TB:cmc



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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Connie Hyde, Cloquet Area Alternative Education Programs Principal  
**DATE:** June 8, 2021  
**RE:** Recommendation for Employment

I am recommending the employment of Lauren Empson to fill the 0.4 FTE English Teacher at Cloquet Area Alternative Education Programs starting the 2021-2022 school year pending appropriate Minnesota licensure.

<b>RATE OF PAY:</b>	BA, Step 1
<b>TOTAL COST:</b>	\$18,630.15*
<b>HOURS TO BE WORKED:</b>	3 Hours/Day (Monday – Friday)
<b>START DATE:</b>	August 26, 2021
<b>LENGTH OF CONTRACT:</b>	Ongoing
<b>BUDGETED CURRENT YEAR:</b>	Yes
<b>Posted:</b>	Internally and Externally
<b>RATIONALE FOR HIRE:</b>	She comes highly recommended and will make a great addition to the CAAEP team with her experience working with standards based grading.

\* Rate based on the 2019-2021 EMC Master Agreement. New rate will be based on negotiated 2021-2023 rate.

(Employment is contingent upon Cloquet School Board approval.)

CH:mjm

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



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

Barb Mackey, Asst. Special Education Director  
[bmackey@nlacoop.org](mailto:bmackey@nlacoop.org)

TO: Dr. Michael Cary, Cloquet Superintendent

FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director

DATE: June 8, 2021

RE: Recommendation for Employment

I am recommending the employment of Ms. Susan Moriarity to fill the 1.0 FTE Special Education EBD Teacher at Northern Lights Academy Cooperative #6096-52 for the 2021-2022 school year.

RATE OF PAY: BA +40 (Sem)/Step 5 - Per the Teachers' Master Agreement

TOTAL COST: \$58,723 (Based on the 2019-2021 Salary Schedule)

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

START DATE: August 24, 2021

LENGTH OF CONTRACT: 2021-2022

BUDGETED CURRENT YEAR: Yes

POSTED: Yes, internally and externally.

RATIONALE FOR HIRE: NLA is recommending Ms. Susan Moriarity for the open EBD position. She has been working as a special education teacher in a charter school with students who have great difficulty making progress in school. Her recommendations state that she is able to connect with students who struggle and her intervention skills are successful. She will make a great addition to the NLA staff.

There were 3 other applicants for this position. One person had a current MN special education license and the other 2 were licensed in California and willing to obtain the MN licensure, but the interview team felt that Ms. Moriarity was the best candidate for the position.

(Employment is contingent upon Cloquet School Board approval.)



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## MEMORANDUM

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To: Cloquet School Board  
From: David Wangen, Churchill Principal  
Date: 6/10/21  
Re: E5/Dev K Hire Recommendation

I am recommending Elizabeth Nelson, as the 1.0 FTE E5/Dev K Teacher at Churchill Elementary School for the 2021-2022 school year.

Step/Lane: BA Step 5  
Budgeted for 21-22: Yes

Employment is based on Cloquet School Board approval.

DW:mb

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

9007 Clyde Avenue  
Duluth, MN 55808  
May 17, 2021

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

Dear Mr. Wangen:

I am pleased to present my resume for consideration for the K-4 Teacher opening(s) at Churchill Elementary School. With several years of classroom experience, including ten years as an elementary teacher, I am confident in my ability to be a valuable asset to your school district.

As my resume will demonstrate, my career has focused on teaching preschool through middle school aged students. I strongly believe that every child can learn and achieve high expectations and that it is important to understand the different learning needs, strengths, and knowledge that students bring to the classroom.

Throughout my career, I have had outstanding opportunities to learn from and teach diverse groups of students, including those with learning disabilities, those who performed at or below grade level, and those who were gifted or exceptional. I have also had the pleasure of teaching children of different socioeconomic backgrounds. As a result of my experiences, I have become a more compassionate teacher who is able to proficiently differentiate instruction with creative and stimulating lessons. My lessons are Common Core State Standards based that bring a hands-on approach to learning, engage students, and require students to do the work.

I believe that I am an excellent teacher when it comes to classroom management. My years of experience have enabled me to find techniques and routines that have been successful for various situations. In my classroom, my students help build our classroom communities, rules, and norms, so our expectations are clear. Making connections with students and families and having mutual respect in the classroom is very important to me.

I am especially interested in Churchill Elementary School because of its demonstrated commitment to quality education. My resume is enclosed to provide you with additional details regarding my background. I am certain an interview would fully reveal my abilities and enthusiasm for the opportunity to contribute to your faculty. Please feel free to contact me at 218-393-8632 or [bnelson.qp@gmail.com](mailto:bnelson.qp@gmail.com) to schedule a time that would be convenient for you.

Thank you in advance for your time and consideration.

Sincerely,



Elizabeth Nelson

# **ELIZABETH J. NELSON**

9007 Clyde Avenue • Duluth, Minnesota 55808  
bnelson.qp@gmail.com 218-393-8632

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## **EDUCATIONAL GOAL**

To provide effective support and instruction so that students attending Churchill Elementary School can reach high expectations.

## **HIGHLIGHTS OF QUALIFICATIONS**

- Offering several years of diverse teaching experience including an extensive background in early childhood education through middle school
- Enthusiastic, warm, compassionate, and caring teacher who supports all children becoming successful learners and works to create an atmosphere that is stimulating, encouraging, and adaptive to all learning needs.
- Strong track record of utilizing child-centered curriculum and student creativity to help children achieve their highest potential. Skilled at creating a learning environment with high expectations, full of support.
- Successfully initiate positive classroom management plans, promoting individual responsibility and positive reinforcement, and equitable practices.
- Excellent ability to establish and maintain rapport with both children and parents based on superb interpersonal and communication skills.

## **AREAS OF EXPERTISE**

- Common Core State Standards
- RTI Strategies
- Early Childhood Education
- Classroom Management
- Individual Education Plans Development
- Summer Program Development
- Special Education Experience
- Respective Student Relationships

## **EDUCATION**

University of Wisconsin-Superior  
**Bachelor of Science**  
Major: **Elementary Education** Minor: **Early Childhood Education, 8/98**  
Major: **Physical Education / Corporate and Community Health Promotion, 5/93**  
Minor: **Health**

## **LICENSURE**

Minnesota Teaching License - Prekindergarten through Sixth Grade  
Child and Adult CPR Certified - American Red Cross

# ELIZABETH J. NELSON

Page Two

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## PROFESSIONAL EXPERIENCE

CLOQUET SCHOOL DISTRICT, Cloquet, Minnesota, 8/2017 to 6/2021

**Long-Term Sixth Grade Substitute Teacher**, Cloquet Middle School, 8 to 11/2017, 3 to 5/2019, 1 to 2/2020, 8/2020 to 6/2021

- Use a variety of technology to teach distance learners and in-person learners.
- Teach math, advanced math, social studies, and English to sixth grade students with a variety of abilities and needs.
- Prepared, administered, and graded tests and assignments to evaluate students' abilities.
- Provided daily tutoring support during study hall to students needing extra help with math, English, and social studies.

**Long-Term Substitute Special Education Teacher**, Cloquet Middle School, 2/2018 to 5/2018

- Plan and conduct reading, writing, and math activities for fifth and sixth grade special education students.
- Administer tests to help determine children's developmental level, strengths, and areas of need.

**Long-Term Substitute Early Childhood Special Education Teacher**, Washington Elementary, 11/2017 to 2/2018

- Use IEP goals to plan and implement activities for 27 children, ages one to four, in various preschool/daycare settings.
- Communicate daily with preschool/daycare teachers to assist them as needed in order to meet the needs of children.
- Attend IEP meetings and communicate with parents/guardians to promote learning and development at home and school.

**Long-Term Second Grade Substitute Teacher**, Washington Elementary School, 1/2017 to 5/2017

- Plan and conduct activities in a classroom of 22 second grade students providing opportunities to observe, question, and investigate while they learn.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.

PROCTOR SCHOOL DISTRICT, Proctor, Minnesota, 9/2019 to 12/2019

**Long-Term Sixth Grade Substitute Teacher**, A.I. Jedlicka Middle School

- Teach five sections of math to sixth grade students with varying abilities.
- Provided small group and individual tutoring before and after school.
- Prepared teaching materials, evaluated student learning, and communicated with parents

DULUTH SCHOOL DISTRICT, Duluth, Minnesota, 5/2018 to 11/2018

**Long-Term Substitute Fifth Grade Teacher**, Lowell Elementary, 8/2018 to 11/2018

- Teach Guided Reading and Math, Science, Social Studies, and Health to 25 fifth graders.
- Establish and maintain a positive and respectful classroom culture with effective behavior management practices (PBIS) and classroom organization.

**Long-Term Substitute Special Education Teacher**, Stowe Elementary, 5/2018 to 6/2018

- Instruct third through fifth grade students in reading, writing, and math individually and in groups using various teaching methods to accommodate diverse academic and behavioral needs.
- Administer end of year assessments to be included in progress reports, and use data to plan for the following school year.

DULUTH EDISON CHARTER SCHOOL, Duluth, Minnesota, 8/2016 to 11/2016

**Kindergarten Teacher**

- Taught students with a wide range of needs in a kindergarten classroom of 25 students.
- Differentiated curriculum to address multiple learning needs of children by means of daily writing workshops, small reading groups and math explorations.

# ELIZABETH J. NELSON

Page Three

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QUEEN OF PEACE CATHOLIC SCHOOL, Cloquet, Minnesota, 8/10 to 6/16

**First Grade Teacher**

- Taught all academic subject areas including Spanish, Art, and Technology.
- Implemented remedial programs for students requiring extra help in a school with limited resources.
- Provide differentiated instruction to meet a wide range of learning abilities.
- Actively engaged students in the learning process through the use of diverse manipulatives, literature, guest speakers, media resources, songs, and theater production to encourage participation and allow students to take ownership of their learning.

ST. JAMES CATHOLIC SCHOOL, Duluth, Minnesota, 4/07 to 6/10

**Substitute Teacher, 9/07 to 6/10**

**Long-Term First Grade Substitute Teacher, 8/08 to 6/09**

HERMANTOWN COMMUNITY SCHOOLS, Hermantown, Minnesota, 1/06 to 5/10

**Substitute Teacher, Hermantown Community Schools, 1/06 to 5/10**

**Teacher, Hawks Summer Camp, summer 2006, 2008, and 2010**

- Taught remedial math; physical education; games and strategies; and preparation for first grade.

CROMWELL-WRIGHT SCHOOL DISTRICT, Cromwell, Minnesota, 8/07 to 5/08

**ECFE / ECSE and School Readiness Early Childhood Teacher**

ESKO SCHOOL DISTRICT, Esko, Minnesota, 4/07 to 5/08

**ECFE Teacher and Substitute Teacher**

SUPERIOR SCHOOL DISTRICT, Superior, Wisconsin, 1/02 to 7/08

**Substitute Teacher, 9/02 to 5/06**

**Summer School Teacher, summers 2004 to 2007**

- Taught students preparing to enter kindergarten or first grades.
- **Exclusive Substitute Teacher, Great Lakes Elementary School, 9/03 to 12/05**
- Contracted position to work in elementary classrooms, assist Title I teacher, and assist in classrooms with at-risk students.
- Taught kindergarten half days beginning in October to assist teacher with medical needs. Taught all math and science curriculum.

**Long-Term Substitute Kindergarten Teacher, Great Lakes Elementary School, 9/02 to 6/03**

- Participated in the creation and implementation of a district-wide report card and rubric for assessments.
- Established a positive, respectful classroom culture with strategic classroom organization and effective behavior management practices.

**Long-Term Substitute Kindergarten Teacher, Blaine Elementary School, 1/02 to 6/02**

FAMILY FORUM, Superior, Wisconsin, 1/99 to 1/02 and 10/06 to 11/06

**Long-Term Substitute Teacher, Head Start #1, Superior, Wisconsin, 10/06 to 11/06**

**Head Start Teacher, 1/99 to 1/02**

**Center Manager, 1/99 to 1/02**

BENEDICTINE DEVELOPMENTAL PRESCHOOL, Duluth, Minnesota, 8/98 to 2/99

**Preschool Teacher**

**LICENSED PERSONNEL**  
**APPLICATION FOR EMPLOYMENT**

ISD # 094 is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, sexual orientation, religion or natural origin, marital status, or status with regard to public assistance of whatever nature or disability.

PERSONAL DATA: DATE: 4-15-21 SOCIAL SECURITY NO. \_\_\_\_\_

Name Nelson, Elizabeth Jo  
(Last) (First) (Middle or Maiden)

Present Address 9007 Clyde Avenue, Duluth, MN 55808  
(Street) (City) (State) (Zip)

Present Telephone Number 218-393-8632

Military Service Dates - Date of Discharge \_\_\_\_\_

Military Occupational Specialty (MOS) -

Areas of Teacher Certification and for what State: Minnesota PreK-6

Areas of Teacher Certification you have applied for but have not yet received: -

What extracurricular activities have you supervised or be interested in supervising: Any after school academic or sports activities.

**EMPLOYMENT DESIRED:**

Position Academic Intervention Teacher Date you can start June, 2021

Do you have any objection for us contacting your current employer about your employment candidacy with our school district at this time?

Check one:  YES  NO

**EDUCATION:**

Education	Name & Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School	Superior High School Superior, WI	7 8 9 10 11 (12)	Yes	General
College/University	UW - Superior Superior, WI		Yes	BS - PE/Corp. Well-ness. Minor - Health
College/University	UW - Superior Superior, WI		Yes	BS - Elementary Ed Minor - Early Childhood Ed.
College/University				

Special Skills or Abilities: I have a wide range of experience over many years and a strong foundation to understand and teach children of all ages and needs.

Applicant's Comments: I'm a caring, dedicated, and reliable person with high expectation for self and students. I'm a good communicator, approachable, and respectful of my students, families, and coworkers

**Work Experience:** Be complete. Experience and training ratings are determined by the information you provide. **DO NOT MARK APPLICATION "SEE RESUME."** Account for ALL your time. Applications will be rejected if incomplete. Complete the dates of employment section for all positions occupied.

<b>Present or last employer</b>		Address		City	State	Zip
Attached to this page is a list of work experience.						
Job Title		Supervisor		Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time Hrs/Wk		STARTING SAL.	LAST SALARY
Reason for leaving						
Specific Duties						
<b>Second last employer</b>		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time Hrs/Wk		STARTING SAL.	LAST SALARY
Reason for leaving						
Specific Duties						
<b>Third last employer</b>		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time Hrs/Wk		STARTING SAL.	LAST SALARY
Reason for leaving						
Specific Duties						

Fourth last employer			Address		City	State	Zip
Job Title		Supervisor			Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time		Hrs/Wk	STARTING SAL.	LAST SALARY
Reason for leaving							
Specific Duties							

**For additional relevant work or volunteer experience, please complete applicable parts of the following sections.**

Employer			Address		City	State	Zip
Job Title		Supervisor			Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time		Hrs/Wk	STARTING SAL.	LAST SALARY
Reason for leaving							
Specific Duties							

Employer			Address		City	State	Zip
Job Title		Supervisor			Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	FULL TIME or Part-Time		Hrs/Wk	STARTING SAL.	LAST SALARY
Reason for leaving							
Specific Duties							

**Attach additional pages of employment/volunteer information if necessary.**

**REFERENCES (THREE REFERENCES REQUIRED)**

**DO NOT USE RELATIVES FOR REFERENCES**

Full Name	Address City, State Zip	Relationship	Occupation (if applicable)	Telephone No.	Years Acquainted
Jen Larva	2000 Rice Lake Road Duluth, MN 55811	Former Coworker	Curriculum- Duluth Schools	218-590- 0848	3 years
Chris Metzger	2001 Washington Avenue Cloquet, MN 55720	Coworker	Teacher- CMS	218-391- 3188	5 years
Tristy Yorston	2001 Washington Avenue Cloquet, MN 55720	Coworker	Teacher- CMS	218-234- 5361	10 years

**VETERAN'S PREFERENCE:** If you are a Veteran or the spouse of a disabled or deceased Veteran and wish to claim Veteran's Preference, you must provide the required documents (DD214 or disability certificate) and signature.

Please check the appropriate items if you are claiming Veteran's Preference: \_\_\_\_\_

I hereby indicate that I am a: \_\_\_ Veteran \_\_\_ Disabled Veteran

Signature: \_\_\_\_\_

Check if applicable: \_\_\_ Disabled individual \_\_\_\_\_

Please indicate in this box any accommodations you may need to participate in the testing, interview, or selection process.

**PLEASE READ AND SIGN**

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment and may constitute grounds for my immediate dismissal should I be employed by the Cloquet School District (ISD 94). I hereby authorize investigation of all statements contained in this application and other application or employment credentials submitted. I also authorize any and all current and former employers, organizations where I have volunteered, references named in this application, or any agent of such a current or former employer or volunteer organization, to release to ISD 94 and its agents any and all public or private information regarding my job performance, fitness, or qualifications to perform the position I am presently seeking and any other employment or related information. I understand the ISD 94 will use this information to determine my fitness and qualifications for the position I am seeking. I hereby release ISD 94 and all current and former employers, volunteer organizations, and references listed herein and any and all agents acting on behalf of ISD 94, former employers, volunteer organizations, or references from any and all liability of whatever nature by reason of requesting or providing such information.

I understand that Minnesota Statutes may require that I authorize and pay for a criminal background check should I be offered this position.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the ISD 94 School Board. Until such approval, ISD 94 shall not be liable for reliance on any oral or written offers of employment made to me. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

It is unlawful to knowingly hire any alien not authorized to work in the United States. Verification of all new hires will be by examining: 1) United States passport or 2) United States birth certificate or social security card and a driver's license, state issued I.D. card or alien identification document.

This authorization expires one year from the date of my signature below.

Date 4-15-21 Applicant's Signature Elizabeth G. Nelson



Issued to: **ELIZABETH JO NELSON**  
File Folder Number: **378763**

Issuance date: **12/10/2020**  
Serial Number:

License	Licensure Field	Student Level	Expiration Date
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An application to renew a license may be submitted after January 1 in the year of expiration. You are responsible for the following renewal conditions even if you do not teach in this licensure period. Licensing information is available at <http://mn.gov/pelsb>.

### Teaching

Tier 4	PRE-KINDERGARTEN	Pre K	06/30/2025
Tier 4	Elementary Education	K-6	06/30/2025

### Applies to all (Teaching)

If you have been or are currently employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified by the district's local continuing education committee.

If you are currently residing in Minnesota but have never been employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified and approved by your local school district's continuing education committee.

If you do not live in Minnesota and have never been employed in Minnesota, you may renew your license by submitting an official transcript verifying 12 quarter or 8 semester credits in the licensure area(s) or in general education courses.

These credits must have been earned within the five year period immediately preceding the renewal.

All of the renewal options indicated above must include the specific professional development requirements in rules that are in effect at the time of renewal.

**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](mailto:PELSB@STATE.MN.US)  
Call: 651-539-4200



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  
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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>

April 15th, 2021

To Whom It May Concern:

I am writing this letter of recommendation on behalf of Beth Nelson. She has worked next to my classroom numerous times as a long-term sub including the 2020-2021 school year. Through observations of her working with kids, I feel justified in writing this letter.

Beth has a wonderful rapport with people of all ages, especially children. She has a unique ability to connect with her students. Her expectations are clearly stated and enforced making her classroom a comfortable space for all students. Beth's talent for teaching simple concepts, as well as more advanced topics, is truly superior. She has excellent written and verbal communication skills, is organized, and reliable. She has used multiple technology tools to enhance her lessons and can effectively teach in person, online or using a combination of those. Beth can work independently and is able to follow through to ensure that the job gets done. She has a strong knowledge base in all areas and strives to make her teaching interesting and informative.

Beth is an intelligent, capable, and personable woman. She is always quick on her feet, with sensible reactions in all circumstances. I feel confident in saying that she is capable of handling any situation fairly and with thoughtfulness. She put in extra time to adapt her lesson to our multi-cultural environment. There is no question that she will put in the time to be prepared. She was always at school early or long after the last bell. I think she would be an excellent addition to any school district. I recommend her highly for any teaching position. If you have any further questions, please feel free to contact me.

Sincerely,

Christine Metzger  
Sixth Grade Teacher  
Cloquet Middle School  
218-391-3188

Tristy Yorston  
Cloquet Middle School  
2001 Washington Ave.  
Cloquet, MN 55720  
April 15, 2021

To Whom It May Concern,

This letter is intended to serve as a recommendation for Beth Nelson to be considered for employment as an elementary education teacher.

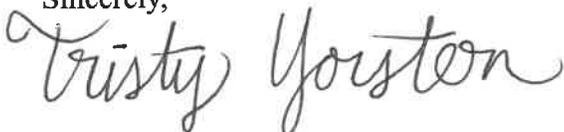
I worked with Beth three years ago at Queen of Peace School in Cloquet, MN. She has been working as a long-term substitute for the last year and half and we are currently working together again as she is a long-term Special Education teacher at Cloquet Middle School. She has taught many different grade levels ranging from Special Education and birth through grade six. She impressed me from the very beginning with her dedication for teaching, learning, and growing for and with the students. Beth made it a point to become a vital contributor to the school and took on many activities while teaching at the school. Beth has a wonderful commitment to her students. She has developed and implemented differentiated teaching into her whole class setting, she is organized and well-prepared for each class, and she sets high standards and expectations for every student in each of her classes.

Being dedicated to her own beliefs and values is one of the best qualities that Beth has. She is always looking to improve her teaching abilities and her student's learning abilities. Beth always proved to be reliable, respectful, hard-working and enthusiastic. On top of all these traits, I believe that Beth's level of commitment, her calm and friendly nature, and her natural gift of communication will ensure her success in all that she aspires to do, but specifically in an educator's role. This passion and dedication for self-improvement has made her a success and an outstanding teacher to work with.

There is no doubt in my mind that Beth will be an asset and a wonderful addition to your staff. I have seen firsthand, her abilities to communicate ideas, and to thoughtfully learn from previous experiences as she reflects on her goals and visions. These are the types of abilities that allow Beth to be committed to her career in the education field.

In addition to her interest and dedication to what she wants to achieve, Beth is a wonderful friend and teacher. As a result, she has earned respect from both peers and colleagues who have had the opportunity to meet her. I believe she will find much success as she continues her teaching career. Please contact me if you have any questions, or if you need any more information 218-234-5361 or tyorston@isd94.org. Thank you.

Sincerely,



Tristy Yorston  
Special Education Teacher  
Cloquet Middle School



Independent School District No. 94  
Cloquet, Minnesota 55720

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602 Arthur Street • 218-879-1261 • FAX-878-3013  
**Cloquet Area Alternative Education Programs**  
302 14th Street • 218-879-0115 • FAX -879-6941  
[www.isd94.org](http://www.isd94.org)

May 6, 2021

To Whom It May Concern:

I am writing this letter on behalf of Elizabeth Nelson for an open position in your school district. Beth has most recently worked at CMS as a long-term sub for the 2020-2021 school year in our sixth grade. She has also completed long-term sub positions for us in special education and 6th grade social studies. In every position she has covered for us she has proven to be a hard worker and a capable teacher.

Through her experience at the Cloquet Middle School, I have had the opportunity to observe Beth and watch her grow professionally. Her biggest strength may be her ability to form relationships with her students and her ability to come in and become a part of her professional team. Beth has also demonstrated willingness to improve her instructional practices through our PLC process and by working with our instructional coaches. She is a lifelong learner and has shown the desire to improve upon her already strong instructional practices.

An area that Beth appears to have strong command is in her classroom management skills. Beth fully understands that strong teacher-student relationships are the key to classroom management success. She also establishes classroom procedures and rules with her students so they understand and follow them.

Time and time again, Beth has demonstrated that she genuinely cares for all of her students and wants them to succeed. She has also shown many strengths, such as organization, time management, collaboration skills and various other skills that all good teachers exhibit. She is passionate about becoming stronger in her profession and I am confident she will continue to grow. I am happy to recommend her! If you have additional questions I can be reached at 218-879-3328.

Tom Brenner

Principal, Cloquet Middle School



**"Every Learner, Every Day!"**



November 19, 2018

To whom it may concern:

It is my pleasure to write this letter of recommendation for Elizabeth Nelson. Mrs. Nelson served as a fifth grade long-term substitute teacher during the 2018-19 school year under my tenure. Mrs. Nelson shadowed the homeroom teacher from the start of the school and took over as soon as her maternity leave began, covering for twelve weeks.

The transition from the homeroom teacher to Mrs. Nelson was seamless. She immediately began teaching our school-wide behavior expectations and adopted the classroom management practices established by the homeroom teacher. Mrs. Nelson attended our new teacher trainings and embraced our established practice profile articulated in our school improvement plan. She demonstrated her competency in the practices during our fidelity checks.

Mrs. Nelson became a respected member of our staff in a short period of time. She worked hard to learn the curriculum and the standards based reporting system that she was expected to use. She quickly caught up to speed with the work being done in the Professional Learning Community (PLC) and works in tangent with the other teacher on her team.

What impressed me the most of Mrs. Nelson is her work ethic and dedication. She worked tirelessly to ensure that her students were engaged in their learning, often being one of the first teachers to arrive each morning. She always showed compassion when working with her students and tried to put herself into their shoes. She worked hard to build a good rapport with the students.

Although Mrs. Nelson was only a member of our school community for a portion of the year, I would highly recommend that you consider her for an elementary teaching position. She was a quick learner and could easily integrate into an unfamiliar school setting. She was extremely flexible and willing to support our needs. If I could, I would hire Mrs. Nelson without hesitation. If you require further information, I would be happy to discuss Mrs. Nelson's strengths and attributes that would make her an excellent elementary classroom teaching candidate.

Sincerely,

Jen Larva  
Principal- Lowell Elementary School  
218-590-0848



ISD 94 • Cloquet, MN 55720 • [www.isd94.org](http://www.isd94.org)

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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

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: June 10, 2021

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of **Shelly Ross** as a 1.0 FTE EBD Teacher at Cloquet High School for the 2021-2022 school year.

RATE OF PAY: MA Step 5

TOTAL COST: \$58,723  
\*20-21 salary, adjusted upon ratification of new  
Teacher Master Agreement

HOURS TO BE WORKED: Monday – Friday

STARTING DATE: August 26, 2021

LENGTH OF CONTRACT: 2021-2022 School Year

POSTED: Yes

REASON FOR HIRE: Vacancy

RATIONALE FOR HIRE: Ms. Ross is an experienced Special Education teacher that comes highly recommended from Richfield High School.

(Employment is contingent upon Cloquet School Board approval)



Independent School District No. 94  
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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: Tom Brenner, Middle School Principal  
DATE: June 10, 2021  
RE: Recommendation for Employment

I am recommending the employment of Sam Longseth to fill the 1.0 FTE Academic Interventionist position at Cloquet Middle School beginning the 2021-2022 school year.

RATE OF PAY:	BA Step 2
TOTAL COST:	\$42,719.00 (updated when contract settled for 2021-2022)
HOURS TO BE WORKED:	8 Hours/Day (Monday – Friday)
START DATE:	August 26, 2021
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Internally and externally
RATIONALE FOR HIRE:	CMS is excited to recommend Sam Longseth for our open intervention specialist position. He comes highly recommended from Esko, where he developed and ran their intervention program. His expertise will help us hit the ground running next year with this new program.

(Employment is contingent upon Cloquet School Board approval.)

TB:cmc

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA	GPA Pts
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Inst. Name: Winona State University  
 Award Name: Bachelor of Science-Teaching  
 Major: Social Science/History  
 Awarded on: 05/05/2017

MINNESOTA TRANSFER CURRICULUM  
 12/11/2014

Lake Superior College  
 UNGD SEMESTER Credits Accepted in Transfer Summer 2012: 0.00

University Of Minnesota-Duluth  
 UNGD SEMESTER Credits Accepted in Transfer Fall 2012: 3.00

Fond du Lac Tribal & Community College  
 UNGD SEMESTER Credits Accepted in Transfer Summer 2014: 4.00  
 UNGD SEMESTER Credits Accepted in Transfer Fall 2014: 3.00

Fond du Lac Tribal and Community College  
 UNGD SEMESTER Credits Accepted in Transfer Summer 2012: 13.00  
 UNGD SEMESTER Credits Accepted in Transfer Summer 2015: 3.00

\*\*\*\*\* Winona State University \*\*\*\*\*  
 Summer 2012  
 Freshman  
 \*\*\*\* Trsf Att: 13.00 Earn: 13.00 GPA Crs: 20.00 GPA Pts: 68.00 GPA: 3.40  
 UNGD Cum Att: 13.00 Earn: 13.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00

Fall 2012  
 Major: Accounting Candidate  
 Sophomore  
 CNST 191 Intro to Public Speaking 3.00 B 3.00 3.00 9.00  
 ACCT 211 Fin/l Acct Prin 3.00 B 3.00 3.00 9.00  
 MATH 140 Applied Calculus 3.00 B 3.00 3.00 9.00  
 HIST 151 US Hist Since 1865 3.00 B 3.00 3.00 9.00  
 OR 100 Intro to Higher Education 1.00 P 1.00 0.00 0.00  
 GS 200 Intro to Global Studies 3.00 A 3.00 3.00 12.00  
 UNGD Term Att: 16.00 Earn: 16.00 GPA Crs: 15.00 GPA Pts: 48.00 GPA: 3.20  
 \*\*\*\* Trsf Att: 3.00 Earn: 3.00 GPA Crs: 3.00 GPA Pts: 9.99 GPA: 3.33  
 \*\*\*\* Cum Att: 32.00 Earn: 32.00 GPA Crs: 15.00 GPA Pts: 48.00 GPA: 3.20

Spring 2013

STAT 210 Statistics 3.00 C 3.00 3.00 6.00  
 CHEM 100 Chem Appreciation 3.00 A 3.00 3.00 12.00  
 ART 109 Intro to Art ( 0.00) 0.00 0.00  
 ENG 111 College Rdg/Wrtg ( 0.00) 0.00 0.00  
 ECON 201 Prin of Microecon 3.00 B 3.00 3.00 9.00  
 UNGD Term Att: 16.00 Earn: 9.00 GPA Crs: 9.00 GPA Pts: 27.00 GPA: 3.00  
 \*\*\*\* Cum Att: 48.00 Earn: 41.00 GPA Crs: 24.00 GPA Pts: 75.00 GPA: 3.12

Fall 2013

Major: Accounting  
 ART 109 Intro to Art 3.00R C / 3.00/ 3.00 6.00  
 HIST 120 West Civ to 1500 3.00 B 3.00 3.00 9.00  
 ECON 202 Prin of Macroecon 3.00 B 3.00 3.00 9.00  
 ACCT 212 Managerial Acct Prin 3.00 C 3.00 3.00 6.00  
 MCOM 115 Photography Appreciation 3.00 A 3.00 3.00 12.00  
 UNGD Term Att: 15.00 Earn: 15.00 GPA Crs: 15.00 GPA Pts: 42.00 GPA: 2.80  
 \*\*\*\* Cum Att: 63.00 Earn: 56.00 GPA Crs: 39.00 GPA Pts: 117.00 GPA: 3.00

Spring 2014

Junior  
 MKTG 300 Principles of Marketing 3.00 C 3.00 3.00 6.00  
 MGMT 325 Organizational Dyn 3.00 B 3.00 3.00 9.00  
 ACCT 361 Intern Manag/Cost Acct 3.00 W 0.00 0.00 0.00  
 ACCT 311 Intermed Acct I 3.00 W 0.00 0.00 0.00  
 PESS 144 Act: Curling 1.00 A 1.00 1.00 4.00  
 PESS 120 Ballroom Dance 1.00 W 0.00 0.00 0.00  
 FIN 360 Corporate Finance 3.00 B 3.00 3.00 9.00  
 UNGD Term Att: 17.00 Earn: 10.00 GPA Crs: 10.00 GPA Pts: 28.00 GPA: 2.80  
 \*\*\*\* Cum Att: 80.00 Earn: 66.00 GPA Crs: 49.00 GPA Pts: 145.00 GPA: 2.95

Summer 2014

HIST 121 West Civ 1500-1815 3.00 A 3.00 3.00 12.00  
 UNGD Term Att: 3.00 Earn: 3.00 GPA Crs: 3.00 GPA Pts: 12.00 GPA: 4.00  
 \*\*\*\* Trsf Att: 4.00 Earn: 4.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00  
 \*\*\*\* Cum Att: 87.00 Earn: 73.00 GPA Crs: 52.00 GPA Pts: 157.00 GPA: 3.01

Fall 2014

Major: Social Science: History Tch Candidate  
 GEOG 211 Economic Geography 3.00 B 3.00 3.00 9.00  
 HERS 204 Pers & Comm Hlth 3.00 B 3.00 3.00 9.00  
 SPED 300 Child/Yth w/Exceptionalities 3.00 B 3.00 3.00 9.00  
 SOC 150 Introduction to Sociology 3.00 B 3.00 3.00 9.00  
 UNGD Term Att: 12.00 Earn: 12.00 GPA Crs: 12.00 GPA Pts: 36.00 GPA: 3.00  
 \*\*\*\* Trsf Att: 3.00 Earn: 3.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00  
 \*\*\*\* Cum Att: 102.00 Earn: 88.00 GPA Crs: 64.00 GPA Pts: 193.00 GPA: 3.01

Pursuant to the Family Educational Rights and Privacy Act, this information cannot be released to any other party without written consent of the learner.

WINONA STATE UNIVERSITY WINONA, MINNESOTA 55987-5838  
 OFFICIAL TRANSCRIPTS ARE PRINTED ON SECURITY PAPER AND DO NOT REQUIRE A RAISED SEAL  
 SEE REVERSE SIDE FOR EXPLANATION OF GRADES, COURSE LEVEL, AND SEMESTER SYSTEM

Lori L. Beseler  
 Senior Associate Registrar

NOTE: A WHITE SIGNATURE MUST BE PRESENT FOR TRANSCRIPT TO BE VALID

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA	GPA Pts
<b>Spring 2015</b>						
Senior						
POLS 320	Constitutional Law	3.00	W	0.00	0.00	0.00
HIST 298	Hist Rech Methods	3.00	C	3.00	3.00	6.00
PESS 101	Basketball	1.00	A	1.00	1.00	4.00
HIST 150	US Hist to 1865	3.00	B	3.00	3.00	9.00
POLS 228	Public Service	3.00	B	3.00	3.00	9.00
UNDG Term Att:	13.00 Earn: 10.00 GPA Crs: 98.00 GPA Pts: 28.00					
**** Cum Att:	115.00 Earn: 74.00 GPA Crs: 221.00 GPA Pts: 2.98					
<b>Summer 2015</b>						
Major: Social Science: History Teaching						
Major: Social Science: History Tch Candidate						
**** Trsf Att:	3.00 Earn: 3.00 GPA Crs: 3.00 GPA Pts: 12.00					
UNDG Cum Att:	118.00 Earn: 101.00 GPA Crs: 74.00 GPA Pts: 221.00					
<b>Fall 2015</b>						
Major: Social Science: History Teaching						
POLS 343	Human Rights in Thry/Prac	3.00	C	3.00	3.00	6.00
POLS 333	Media and Politics	3.00	B	3.00	3.00	9.00
POLS 341	Hlth Care Politics/Policy	3.00	B	3.00	3.00	9.00
EDFD 401	Hum Dev/Lrn: K-12/5-12	2.00	A	2.00	2.00	8.00
EDFD 460	Multic Yth, Child/Fam	2.00	A	2.00	2.00	8.00
UNDG Term Att:	13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 40.00					
**** Cum Att:	131.00 Earn: 114.00 GPA Crs: 87.00 GPA Pts: 261.00					
<b>Spring 2016</b>						
Major: Social Science: History Teaching						
HIST 431	So Sc/Hist Tchg Prof Cap	3.00	A	3.00	3.00	12.00
POLS 321	American Presidency	3.00	B	3.00	3.00	9.00
POLS 399	Top: Lang, Sex & Politics	3.00	B	3.00	3.00	9.00
EDFD 441	Curr/Ins/Assess:K-12/5-12	3.00	A	3.00	3.00	12.00
EDFD 421	Class Mgmt: K-12/5-12	1.00	A	1.00	1.00	4.00
UNDG Term Att:	13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 46.00					
**** Cum Att:	144.00 Earn: 127.00 GPA Crs: 100.00 GPA Pts: 307.00					
<b>Fall 2016</b>						
Major: Social Science: History Teaching						
Minor: Political Science						
EDUC 331	Tch Soc Studies-Sec	3.00	B	3.00	3.00	9.00
EDFD 449	Midd Lev Phil/Org/Plng	3.00	B	3.00	3.00	9.00
EDFD 459	Professional Educator	3.00	A	3.00	3.00	12.00
EDFD 462	Multyth/Chld/Fam Part II	1.00	A	1.00	1.00	4.00
POLS 399	Top: Campaigns & Election	3.00	A	3.00	3.00	12.00
UNDG Term Att:	13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 46.00					
**** Cum Att:	157.00 Earn: 140.00 GPA Crs: 113.00 GPA Pts: 353.00					

Spring 2017  
 EDST 465 St. Tch: Secondary 12.00 P 12.00 0.00 0.00  
 UNDG Term Att: 12.00 Earn: 12.00 GPA Crs: 0.00 GPA Pts: 0.00  
 \*\*\*\* Cum Att: 169.00 Earn: 152.00 GPA Crs: 113.00 GPA Pts: 353.00

\*\*\* END OF ACADEMIC TRANSCRIPT \*\*\*

Pursuant to the Family Educational Rights and Privacy Act, this information cannot be released to any other party without written consent of the learner.

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Lori L. Beseler  
 Senior Associate Registrar



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: June 10, 2021

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Michelle Wick as a .2 Industrial Technology Teacher for the Cloquet High School 2021-2022 school year.

RATE OF PAY: Michelle will be a long-term sub for approx. the first 3 quarters of 21-22. During this time, she will be paid on a 6<sup>th</sup> period assignment for this teaching assignment. When C. Franek returns from his LOA, Michelle will continue this assignment on a .2 FTE contract.

TOTAL COST: Per Contract

HOURS TO BE WORKED: Monday - Friday

STARTING DATE: August 26, 2021

LENGTH OF CONTRACT: 2021-2022 School Year

POSTED: Yes

REASON FOR HIRE: Vacancy

RATIONALE FOR HIRE: Michelle has the skills and experience to excel in this position.

(Employment is contingent upon Cloquet School Board approval)

# CLOQUET PUBLIC SCHOOLS



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: June 4, 2021

RE: **PERMISSION TO HIRE**

---

I am recommending that Sara Bacon be hired as a School Readiness Teacher for the Early Childhood Family Education/School Readiness program within Community Ed.

Rate of Pay:	Starting Pay \$28.04
Hours Worked:	25-30 Hours/Week and 35 Weeks/Year
Start Date:	August 16, 2021
Length of Contract:	Ongoing
Reason for Hire:	Expansion of School Readiness Classes.
Qualifies for Benefits:	Yes As Per the Teachers Union Contract- Sick and Personal Time Other pending union negotiations.

\*Employment is subject to Cloquet School Board approval

# CLOQUET PUBLIC SCHOOLS



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: June 4, 2021

RE: **PERMISSION TO HIRE**

---

I am recommending that Kayla Cotner be hired as an Early Childhood Secretary/  
Early Childhood Screening Manager for the Early Childhood Family  
Education/School Readiness program within Community Ed.

Rate of Pay:	Starting Pay \$17.08
Hours Worked:	1,425 Hours Per Year
Start Date:	June 28, 2021
Length of Contract:	Ongoing
Reason for Hire:	Resignation of current Secretary/ECS Manager.
Qualifies for Benefits:	Yes As Per the Part-Time Secretary Union Contract- 15 Sick Days/Year 2 Personal Days 3 Emergency Days Some Paid Holidays

\*Employment is subject to Cloquet School Board approval

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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent

**DATE:** June 2, 2021

**FROM:** Erin Bates, Community Education Director

**RE:** I am recommending that Thomas Heren be hired as a Beach Lifeguard Supervisor for Cloquet Community Education.

**RATE OF PAY:** \$14.50 per hour

**HOURS TO BE WORKED:** Up to 40 hours week

**STARTING DATE:** June 1, 2021

**LENGTH OF CONTRACT:** Ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** Opening

**QUALIFIES FOR BENEFITS:** No

**“Employment is subject to Cloquet School Board Approval”**

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## MEMORANDUM

---

**TO:** Dr. Michael Cary, Superintendent

**DATE:** May 25, 2021

**FROM:** Erin Bates, Community Education Director

**RE:** I am recommending that Payton Reppe be hired as a Lifeguard for Cloquet Community Education.

**RATE OF PAY:** \$11.29 per hour

**HOURS TO BE WORKED:** Up to 40 hours week

**STARTING DATE:** June 1 2021

**LENGTH OF CONTRACT:** Ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** Opening

**QUALIFIES FOR BENEFITS:** No

**“Employment is subject to Cloquet School Board Approval”**

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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent

**DATE:** May 2, 2021

**FROM:** Erin Bates, Community Education Director

**RE:** I am recommending that Quinn Fierkelepp be hired as a Concession attendant for Cloquet Community Education.

**RATE OF PAY:** \$10.08 per hour

**HOURS TO BE WORKED:** Up to 40 hours week

**STARTING DATE:** June 1, 2021

**LENGTH OF CONTRACT:** Ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** Opening

**QUALIFIES FOR BENEFITS:** No

**“Employment is subject to Cloquet School Board Approval”**

---

# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent

**DATE:** May 18, 2021

**FROM:** Erin Bates, Community Education Director

**RE:** I am recommending that Joshua Baker, Mary Kayser, Ramsey Norton, and Ryan Huls be hired as a Concession attendant for Cloquet Community Education.

**RATE OF PAY:** \$10.08 per hour

**HOURS TO BE WORKED:** Up to 40 hours week

**STARTING DATE:** June 1, 2021

**LENGTH OF CONTRACT:** Ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** Opening

**QUALIFIES FOR BENEFITS:** No

**“Employment is subject to Cloquet School Board Approval”**



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<http://www.isd94.org>

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## MEMORANDUM

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TO: Cloquet School Board Members

FROM: Dr. Michael Cary, Superintendent

DATE: May 25, 2021

RE: Recommendation for Extra Services Contract

I am recommending an extra-service contract for Sarah Ellena, District Nurse, for nursing services summer work for the 2021-2022 school year. The time period of this contract will be September 8, 2021 – June 9, 2022. This assignment will be paid at the daily rate of \$296.37 for 10 days for a total of \$2,963.70. Salary is per Schedule C of the 2019-2021 Teacher’s Master Agreement.

(Employment is contingent upon Cloquet School Board approval)

MC: mjm

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



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: June 1, 2021

RE: **2021-2022 RECOMMENDATION FOR EXTRA SERVICES CONTRACT – ACTIVITIES DIRECTOR**

---

I am recommending an extra service contract be issued to **Paul Riess, Activities Director**, for the time period of July 1, 2021 and June 30, 2022.

This assignment will be paid out per schedule D of the Teachers’ Master Agreement - \$10,759 for 20-21.

\*Actual amount will need to be amended for 21-22 following ratification of a new Teachers Master Agreement.

*Employment is contingent upon Cloquet School Board approval.*



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: June 1, 2021

RE: **2021-2022 RECOMMENDATION FOR EXTRA SERVICES CONTRACT – CHS COUNSELORS**

---

I am recommending extra services contracts for five days of pay each, with an additional five days of comp time at the CHS Principal’s approval, be issued to SHANNON SAMS and DAVID BERGAN, Cloquet High School Counselors, for extra counseling duties for the 2021-2022 school year for the time period August 1, 2021 – June 30, 2022.

The administration will assure adequate time is allocated for August student scheduling.

- Shannon Sams – 5 days @ daily rate = \$TBD\*\*
- David Bergan – 5 days @ daily rate = \$TBD\*\*

\*\* Amount will be based on 2021-2023 Teachers’ Master Agreement

*Employment is contingent upon Cloquet School Board approval.*



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## Memorandum

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TO: School Board of ISD 94  
FROM: Dr. Michael Cary, Superintendent  
DATE: 6/14/2021  
RE: Temporary Hourly MARSS Support

Board Members,

I am requesting permission to pay Nicole Sandman an hourly rate of \$30/hr to provide necessary temporary support for our MARSS and Data Specialist needs while our current MARSS coordinator is away from the district.



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: May 27, 2021

RE: Permission to Post

I am requesting permission to post for a 0.5 FTE Academic Interventionist Teacher at Washington Elementary for the 2021-22 school-year. This vacancy is due to a staff reassignment and a subsequent reduction in current Title One staff at Washington.

This position is ESSER 2 funded.



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: David Wangen, Churchill School Principal  
DATE: June 9, 2021  
RE: Permission to Post

---

I am requesting permission to post for a 0.5 FTE Academic Interventionist Teacher at Churchill Elementary School for the upcoming 2021-2022 school year.

This position is ESSER 2 funded.

DW:mb



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Cloquet, Minnesota 55720

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary Principal

DATE: June 1, 2021

RE: Permission to Post

I am requesting to post for a 1.0 FTE Early Childhood Special Education Teacher starting the 2021-2022 school year due to a staff resignation.

RM:mjm

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: June 10, 2021

RE: Permission to Post

I am requesting permission to post for 3<sup>rd</sup> Grade Teacher for the upcoming 2021-2022 school year. This posting is due to the re-assignment of a current 3rd grade teacher.



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Principal – Churchill Elementary School

DATE: June 10, 2021

RE: Permission to Post (internal only)

I am requesting permission to post for a 1.0 FTE Kindergarten grade teacher for the upcoming 2021-2022 school year due to larger class sizes next school year.



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: June 10, 2021

RE: Permission to Post

I am requesting permission to post for Kindergarten through 4<sup>th</sup> Grade Teachers for the upcoming 2021-2022 school year.



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8 June 2021

To: Dr. Michael Cary, Superintendent  
From: Teresa Angell, AIE Program Director TA  
RE: Permission to post for AIE Academic Tutor

For your consideration and approval, I am requesting permission to post for a 6.5hr/day Academic Tutor for the American Indian Education Program. This is a new position and will be 100% funded through Title VI 510 support.

The AIE Program has 7 AIE Academic Tutor positions throughout the district servicing over 600 students. The new position will work with grades K-12 providing academic support as the need has been identified to vary between sites. “Floating” between program classrooms will be monitored and directed by data to determine grade level focused interventions.

I will be available at the next board meeting to address any questions you may have.



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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Thomas Brenner, Cloquet Middle School Principal

DATE: June 10, 2021

RE: Permission to Post

---

I am requesting permission to post for a 6.5 hrs/day Lifeguard Paraprofessional at Cloquet Middle School for the upcoming 2021-2022 school year. The position was not filled at paraprofessional bumping day on June 9, 2021.

TB:mjm



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

Barb Mackey, Asst. Special Education Director  
[bmackey@nlacoop.org](mailto: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: June 9, 2021  
Re: Permission to Post for 4 Paraprofessional Positions for the 2021-2022 school year

The Northern Lights Academy is requesting permission to post for the following 6.75 hour/day paraprofessional positions for the 2021-2022 school year:

- One paraprofessional position to replace the retirement of the paraprofessional who was on leave this past school year. (This position is pending board approval of her retirement at this meeting.) This is an existing position.
- One paraprofessional position to fill the position open at the end of the bump on June 9, 2021. This position will be in the setting IV NLA programs. This position is an existing position.
- Two paraprofessional positions to fill the positions open at the end of the bump on June 9, 2021. These positions are for the NLA - Carlton Day Treatment program. The people hired for these positions will work at the NLA site located at the Carlton High School building. These two new positions were approved by the NLA Board on June 4, 2021.

Please let me know if you have any questions.



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## MEMORANDUM

---

TO: Dr. Michael Cary  
Superintendent

FROM: Dylan Carlson  
Director of Facilities and Grounds

DATE: June 9<sup>th</sup>, 2021

RE: **REQUEST TO POST**

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We are requesting permission to post for the following Part Time Cleaner positions due to on going cleaning needs district wide.

- 6.75 Hours/Day Part Time Cleaner at School TBD.
- 6.75 Hours/Day Part Time Cleaner at School TBD.
- 6.75 Hours/Day Part Time Cleaner at School TBD.



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# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**DATE:** June 10, 2021  
**FROM:** Erin Bates, Community Education Director  
**RE:** Permission to Post

**I am requesting permission to post for a para for Kindergarten Bootcamp.**

**RATE OF PAY:** per para contract

**HOURS TO BE WORKED:** 6 hours/day, 5 days/week.

**STARTING DATE:** June 14, 2021, or as soon as available.

**LENGTH OF CONTRACT:** 10 weeks

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** new summer offering

**QUALIFIES FOR BENEFITS:** N/A

**“Employment is subject to Cloquet School Board Approval”**

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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**DATE:** June 1, 2021  
**FROM:** Erin Bates, Community Education Director  
**RE:** Permission to Post - Aquatics Coordinator

I am requesting to post the Aquatics Coordinator position due to the resignation of Kayla Cotner.

**RATE OF PAY:** \$20.13 - \$22.36, depending on qualifications/experience

**HOURS TO BE WORKED:** 24-40/week

**STARTING DATE:** June 28, 2021

**LENGTH OF CONTRACT:** ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** Resignation

**QUALIFIES FOR BENEFITS:** personal, sick days

**“Employment is subject to Cloquet School Board Approval”**



ISD 94 • Cloquet, MN 55720 • [www.isd94.org](http://www.isd94.org)

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

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: June 4, 2021

RE: **REQUEST TO POST**

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We are requesting permission to post for the following positions due staff moving to a new position.

- ECFE Classroom Assistant
- 25 hours/week for 30 weeks
- Rate of Pay - \$14.50
- Starting Date - August 2021
- Length of Contract - Ongoing
- Budgeted Current Year - Yes
- Qualifies for Benefits – No

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# MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator  
**DATE:** June 2, 2021  
**RE:** Targeted Services Summer School Hire Memo

Below you will find the correct rates for the paraprofessionals for the 2021 Targeted Services Summer School:

<u>Site Paraprofessional</u>	<u>Total Hours – (6/14/21 – 8/20/21)</u>	<u>Rate of Pay</u>	<u>School Site</u>
Marcia Johnson	120	\$17.51/Hour	Churchill
Rachel Godnai	120	\$18.58/Hour	Churchill
Patti Anderson	60 (session 1 only)	\$19.41/Hour	Washington
Nicholas Niemi	60 (session 2 only)	\$16.99/Hour	Washington
Corinne Pappas	120	\$19.41/Hour	Washington
Nicolas Smoczynski	60	\$16.99/Hour	CMS

**(Employment is subject to Cloquet School Board Approval)**



From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board  
From: Paul Riess, Activities Director  
Date: June 7th, 2021  
Re: Adjustment to Extra-Services Coaching Contracts

I am recommending the following adjustments be made to the Spring 2020-2021 extra-services coaching contracts

**\*Rescind Dakota Myllamaa extra-services contract as a Track assistant**

**Dakota was going to potentially get paid out of the track activity account \$250 but was not able to help out as much as he anticipated**

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

Thank you,

Paul Riess

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator  
DATE: May 25, 2021  
RE: Targeted Services Summer School Hire Memo

I am rescinding the following staff member for 2021 Targeted Services Summer School due to unavailability:

**Site Paraprofessional Total Hours – (6/14/21 – 8/20/21) School Site**

Nicholas Smoczynski, Paraprofessional – 60 hours                      Cloquet Middle School



**From the Desk of:**

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

To: Mary Marciniak, Superintendent Cary, School Board  
From: Paul Riess- Activities Director  
Re: Donation

Please accept a donation for \$2500 from the Cloquet Eagles Aerie 1163 to be used towards girls athletics. As in previous years, this money will be used towards girls athletics when they have items that go above and beyond their equipment budgets.

If there are any questions, please contact me

PR

**From:** [Cheyenne Deters](#)  
**To:** [Mary Marciniak](#)  
**Subject:** Robotics donation  
**Date:** Wednesday, June 2, 2021 2:18:25 PM

---

Congratulations! The Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* has approved a grant for **\$1,000.00** to **Cloquet Senior High School-ISD #94** for the **RipSaw Robotics-New Robot/Drivetrain**, project # 21-20251.

Thanks,

**Cheyenne Deters**  
Cloquet Area Alternative Education Program  
Science Teacher & Work Based Learning Coordinator  
[FRC 7797 RipSaw Robotics Coach](#)

218-879-0115 x6311  
218-461-9018

"Science and everyday life cannot and should not be separated" Rosalind Franklin

**From:** [Connie Hyde](#)  
**To:** [Mary Marciniak](#)  
**Subject:** Board Request  
**Date:** Monday, June 7, 2021 1:30:54 PM

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Hi Mary,

Joe Klunenberg, Horace Mann representative, has offered CAAEP \$500.00 donation via Donors Choose. Horace Mann Corporate offices have sent the independent offices \$500.00 to disperse as they wish via donors choose. Can CAAEP have permission to accept the \$500.00 donation via Donors Choose, for ceramics supplies as we hope to start a ceramics class at CAAEP next year.

Thank you,  
Connie Hyde

## 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	4/7	4/21	5/3	5/17	5/28	
<b>CHURCHILL</b>																				
Handicap Kindergarten		2	11	15	16	16	16	16	16	16	16	16	19	19	19	19	18	18	18	
Early Five/Dev Kindergarten		15	24	25	24	24	24	24	24	25	25	25	25	25	25	25	25	25	25	24
Kindergarten - All Day		68	60	57	58	58	57	58	58	57	58	58	55	55	54	54	54	54	54	54
First Grade		59	56	56	56	57	57	57	58	58	63	64	64	64	63	63	63	63	63	63
Second Grade		76	76	77	77	77	77	77	77	77	79	79	80	80	80	80	80	80	80	80
Third Grade		77	75	76	76	75	75	75	74	74	74	75	75	75	76	76	76	76	76	76
Fourth Grade		84	84	84	84	84	84	84	83	84	85	86	86	87	85	85	85	85	84	83
<b>TOTAL CHURCHILL</b>		<b>381</b>	<b>386</b>	<b>390</b>	<b>391</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>400</b>	<b>403</b>	<b>404</b>	<b>405</b>	<b>402</b>	<b>402</b>	<b>401</b>	<b>400</b>	<b>398</b>	<b>0</b>
<b>WASHINGTON</b>																				
Handicap Kindergarten		2	8	17	17	18	18	18	18	18	18	18	18	18	16	17	17	17	17	
Kindergarten - All Day		75	65	55	56	55	55	54	54	54	52	52	52	51	52	51	51	51	51	51
First Grade		124	122	122	123	123	123	122	122	122	117	116	116	116	116	116	116	116	116	116
Second Grade		110	107	106	105	104	104	105	104	104	104	104	103	103	103	103	103	103	103	103
Third Grade		100	97	97	96	96	96	95	95	95	95	97	97	97	97	97	98	98	98	98
Fourth Grade		106	100	99	99	98	98	99	99	99	99	98	98	98	98	98	99	99	99	99
<b>TOTAL WASHINGTON</b>		<b>517</b>	<b>499</b>	<b>496</b>	<b>496</b>	<b>494</b>	<b>494</b>	<b>493</b>	<b>492</b>	<b>492</b>	<b>485</b>	<b>485</b>	<b>484</b>	<b>483</b>	<b>482</b>	<b>482</b>	<b>484</b>	<b>484</b>	<b>484</b>	<b>0</b>
<b>TOTAL ELEMENTARY</b>		<b>898</b>	<b>885</b>	<b>886</b>	<b>887</b>	<b>885</b>	<b>884</b>	<b>884</b>	<b>882</b>	<b>883</b>	<b>885</b>	<b>888</b>	<b>888</b>	<b>888</b>	<b>884</b>	<b>884</b>	<b>885</b>	<b>884</b>	<b>882</b>	<b>0</b>
Open Enrollment-Elementary																				
<b>MIDDLE SCHOOL</b>																				
Fifth Grade		200	197	197	197	197	196	196	196	194	194	194	194	193	193	193	193	193	193	193
Sixth Grade		210	207	209	208	209	210	211	211	209	211	211	211	212	210	211	212	212	212	211
Seventh Grade		223	220	220	219	220	221	220	220	219	219	219	218	218	220	219	218	218	218	217
Eighth Grade		220	215	215	215	216	216	213	213	211	212	212	213	213	213	213	213	213	213	214
<b>TOTAL MIDDLE SCHOOL</b>		<b>853</b>	<b>839</b>	<b>841</b>	<b>839</b>	<b>842</b>	<b>843</b>	<b>840</b>	<b>840</b>	<b>833</b>	<b>836</b>	<b>835</b>								
Open Enrollment-CMS																				
<b>HIGH SCHOOL</b>																				
Ninth Grade		227	224	225	225	224	226	226	226	226	224	224	223	223	224	223	224	224	224	224
Tenth Grade		190	192	192	192	191	188	189	188	188	187	186	185	185	184	184	183	183	183	184
Eleventh Grade		184	181	179	179	180	177	174	171	171	167	167	167	168	167	165	165	165	165	165
Twelfth Grade		179	177	174	175	174	172	171	171	171	173	171	171	171	171	171	171	171	171	170
<b>TOTAL HIGH SCHOOL</b>		<b>780</b>	<b>774</b>	<b>770</b>	<b>771</b>	<b>769</b>	<b>763</b>	<b>760</b>	<b>756</b>	<b>756</b>	<b>751</b>	<b>748</b>	<b>746</b>	<b>747</b>	<b>746</b>	<b>743</b>	<b>743</b>	<b>743</b>	<b>743</b>	<b>0</b>
Open Enrollment-CHS																				
<b>TOTAL HK-12</b>		<b>2531</b>	<b>2498</b>	<b>2497</b>	<b>2497</b>	<b>2496</b>	<b>2490</b>	<b>2484</b>	<b>2478</b>	<b>2472</b>	<b>2472</b>	<b>2472</b>	<b>2470</b>	<b>2471</b>	<b>2466</b>	<b>2463</b>	<b>2464</b>	<b>2463</b>	<b>2460</b>	<b>0</b>
<b>TOTAL OPEN ENROLLMENT</b>		<b>0</b>	<b>0</b>																	
<b>CAAEP- FULL-TIME</b>																				
High School (grades 9-12)		75	75	77	75	72	77	70	62	62	81	82	82	81	79	78	74	70	70	
Junior High (grades 6-8)		3	3	3	5	5	7	7	7	7	7	9	9	10	10	10	10	9	9	
<b>TOTAL CAAEP-Full-Time</b>		<b>78</b>	<b>78</b>	<b>80</b>	<b>80</b>	<b>77</b>	<b>84</b>	<b>77</b>	<b>69</b>	<b>69</b>	<b>88</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>89</b>	<b>88</b>	<b>84</b>	<b>79</b>	<b>79</b>	<b>0</b>
<b>** CAAEP - PART-TIME</b>																				
EDHS																				
Extended Programming																				
Targeted Services																				
<b>GRAND TOTAL</b>		<b>2609</b>	<b>2576</b>	<b>2577</b>	<b>2577</b>	<b>2573</b>	<b>2574</b>	<b>2561</b>	<b>2547</b>	<b>2541</b>	<b>2560</b>	<b>2563</b>	<b>2561</b>	<b>2562</b>	<b>2555</b>	<b>2551</b>	<b>2548</b>	<b>2542</b>	<b>2539</b>	<b>0</b>



*Where Minnesota School Boards Learn to Lead*

May 2021

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- Your MSBA staff is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to make your board a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services of MSBA. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our goal is to support, promote, and strengthen the work of our public school boards.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. Your dues invoice is enclosed, along with a renewal notice for those districts in MSBA's Policy Services. Please note that an MSBA Bylaws change, approved by the Association membership in January 2021, moved the deadline for membership dues payment to August 15 of each fiscal year. We have been by your side over the last challenging 14 months, and we look forward to helping you get back to better. We wish you a successful 2021-2022 school year and hope to continue as your valued and trusted Association. If you have questions, please do not hesitate to call your Association office at 800-324-4459.

Sincerely,

Kirk Schneidawind, Executive Director  
[kschneidawind@mnmsba.org](mailto:kschneidawind@mnmsba.org)

Michael Domin, President  
[mdomin@ci.k12.mn.us](mailto:mdomin@ci.k12.mn.us)

enc.

**MINNESOTA SCHOOL BOARDS ASSOCIATION**

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459  
[www.mnmsba.org](http://www.mnmsba.org)



## THE POWER OF MEMBERSHIP

In the unprecedented year of 2020, your MSBA pivoted to support, promote, and strengthen your work

1.

Assisted school districts during COVID-19 with an MSBA School Reopening Guide, regular updates with state leaders, monthly webinars on relevant and emerging issues and continuous training opportunities for board members



2.

Responded to more than 14,500 calls and emails, and logged 521,224 web views

3.



Trained 1,244 members in our Learning to Lead (Phase) workshops

4.



Protected 387 school districts, co-ops, and charter schools through the Minnesota School Boards Association Insurance Trust (MSBAIT)

5.



Advocated for and against 77 bills through the Legislature and brought 11 resolutions to MSBA's Delegate Assembly

# 6.



Educated and connected 1,276 members at Leadership Conference, and many more through Summer Seminar and other tailored trainings that focus on goal-setting for individual school boards

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# 7.



Provided timely and relevant communication to 3,711 members who subscribe to the Journal magazine, 3,433 who subscribe to The Leader, 1,932 who subscribe to eClippings, 1,284 Facebook members and 4,788 Twitter followers.

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# 8.



Led 168 board members from 24 school districts through Strategic Planning, aligning their district goals with the Superintendent and Board goals, submitting proposals or responding to specific questions to move districts forward

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# 9.



Guided 321 school districts, 24 Cooperatives, and 32 Charter Schools through our Policy Services

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# 10.

Directed and supported 136 board members from 21 school boards with superintendent searches

---





Minnesota School Boards Association  
1900 West Jefferson Ave  
St. Peter, MN 56082-3015  
507-934-2450 or 800-324-4459

# INVOICE

ATTN: Superintendent  
I.S.D. 94  
302 14TH ST  
CLOQUET, MN 55720-2102

Invoice No: 27377B5C5Q0  
Invoice Date: 5/25/2021  
Acct No: 84  
Due Date: **8/15/2021**  
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/21 to 6/30/22)	1	\$7,915.00	\$7,915.00
BoardBook Subscription Tier I	1	\$2,100.00	\$2,100.00
Policy Services Renewal (FY 7/1/21 to 6/30/22)	1	\$730.00	\$730.00

Subtotal:	\$10,745.00
Amount Paid:	\$0.00
Balance Due:	\$10,745.00

Dues for **ISD #94** are based on 2777.06 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2020, as provided by the Minnesota Department of Education.

**MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2021-22 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.**

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.





**2021-2022 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number ISD #94, County of Carlton, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

Cloquet \_\_\_\_\_  
\_\_\_\_\_

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

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

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_
- OR;  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

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

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

District Office Address, City, Zip: 302 14th St  
Cloquet MN 55720

School Superintendent's Phone: 218-879-6721 School Superintendent's Email: mcary@isd94.org

**2020-2021 RESOLUTION FOR MEMBERSHIP**  
**This page must be completed once for each school in the district.**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

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

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

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

**208.02 Designated Activity Representatives**

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

**208.03 Local Advisory Committee**

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

**Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

Cloquet

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Dave Battaglia

(Designated School Board Member – please print)

Paul Riess

(Designated School Representative – please print)

dbattagl@isd94.org

Email Address

priess@isd94.org

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Paul Riess

(Boys' Sports – please print)

Paul Riess

(Girls' Sports – please print)

Larissa Donnelly  
Kevin Huseth

(Music – please print)

(Speech – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

Paul Riess

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.



**To:** ARCC Member Superintendents  
**From:** Cindy Lee Olson, Executive Director  
**Subject:** 2021-2022 Membership Renewal  
**Date:** May 21, 2021

The ARCC Governance Board recently approved our Fiscal Year (FY) 21-22 budget and fee structure. **We are pleased to announce that membership fees for next year will remain unchanged for the THIRD year in a row.**

Fiscal year 2020-2021 was like no other with the COVID pandemic. ARCC made adjustments to how we delivered our service to provide you with a constant you could count on as your world turned upside down.

- Training continued remotely.
- Zoom meetings for Superintendents, Health Departments, MDE, MREA and MASA were organized.
- Infinite Campus developed tools to help with learning models and ARCC worked with your staff to move students from in person to remote to blended and back again.
- We created a way for you to count the number of days that students eligible for free and reduced lunch learned remotely. This allowed their households to receive emergency food support.
- We have been the mediator between MDE and Infinite Campus as districts convert to EdFi.
- All of your employees received paychecks as scheduled without disruption.
- During this we retired 3 employees, losing 45 years of institutional memory!

In the coming year ARCC will be working with you to more efficiently use existing SMART modules, new modules and modules that are coming soon. Some of the things you can expect to see include:

#### **Payroll**

- Electronic certifications (notification of assignments for staff).
- Ability for staff to sign documents through employee self-service.
- Ability for staff to change their W4 and direct deposit banking information online.
- More onboarding options and electronic storage of documents.
- Leave request/approval system.
- Time tracking system.
- Processing employee reimbursements through employee self-serve (and payroll).

- COBRA management.
- Benefits management (through an arrangement with a third party vendor).
- Regular learning sessions and demonstrations on SMART Payroll/HR functionality. Some of these will be recorded and posted on the ARCC web site for ease of use.

### Finance

- Requisition approval functionality in SMART eR.
- Assigning allowable account codes for requisitions to individual employees.
- School Finance 101 session for Principals/New Superintendents.
- School Finance overview for School Boards (recorded for ease of use).
- Regular learning sessions and demonstrations on SMART functionality including sessions on document management, exporting reports to Excel, and more.

### Student

- Assistance for districts using Infinite Campus on their EdFi conversions.
- Back to school sessions for nurses, counselors, teachers, MARSS, food service and other personnel.
- Training on
  - Academic Planning
  - Course Scheduling
  - Online Student Registration
  - Teacher Tools/Engagement Check In
  - School Store and Activity Registration
  - Enhanced Survey Tools
  - New Payment Platform Transition
  - MARSS, MCCC, CRDC
- Regular learning sessions and demonstrations on Infinite Campus functionality.

### Administration

- Increased communication between myself and your School Board to provide information about ARCC and answer any questions.
- Putting a team of member school districts together to work on our service model and fee schedule that will be effective for Fiscal Year 2022-2023.

Your current ARCC cost allocations (invoices) are based on adjusted (weighted) pupil units (APU). Our membership experienced an overall decrease of 1.88 APU, which is (.005%). Thus, changes will be the result of pupil unit changes in your district and changes in payroll usage data.

The membership renewal packet is being sent electronically this year. The packet includes the following documents to process:

- **Specific Services Contract** – Have your board approve, clerk sign, and return a copy of the signed document by E-mail to Michael Belich at [mbelich@arcc.org](mailto:mbelich@arcc.org) or to ARCC, 4884 Miller Trunk Highway, Ste 300, Hermantown, MN 55811.

- **Dues Invoice** – please print out your district’s copy (see tabs at the bottom of the file. Each district has their own tab) and forward to your accounts payable department to process for payment. Paper copies will not be sent.

The packet also includes the following informational documents:

- Summary of ARCC Services – menu of our most common services.
- Historical Fee Comparison – your district’s 15-year change.
- Fee legend.

Please do not hesitate to call me at 218-723-1700 x101 (or my cell 218-591-6317) if you have any questions or concerns about your ARCC services or invoice. If you plan to make a change in the services you receive, please contact us so we may provide you with a revised contract and invoice.

The ARCC staff and I look forward to supporting the important work you all do!

The following are your representatives on the ARCC Governance Board:

**2021-2022 ARCC Governance Board Members**

**School Board Members**

Jaimen Davis - Floodwood  
 Barb Kalmi – Nashwauk/Keewatin  
 Bob Rahja – Chisholm  
 Tim Riordan – Rock Ridge

**Superintendents**

Richard Aldrich – Hibbing  
 Reggie Engebritson – Mtn Iron/Buhl  
 David Pace – Greenway  
 Pat Rendle – Hill City

**Business Managers**

Steve Anderson – Proctor, Chair  
 Jennifer Drotts – Deer River/IASC, Clerk/Treasurer

**Instructional Management**

Sean Martinson – Grand Rapids

Enclosures:

- Summary of ARCC Services
- Historical 15-Year Fee Comparison
- Historical 15-Year Fee Legend
- Invoice to be processed by your Finance department**
- Separate agreement to sign and return to ARCC**



## **SPECIFIC SERVICES CONTRACT 2021-2022**

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. **094 CLOQUET** (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its members and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take action necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER needs.
  - a. Employ staff necessary to provide training\*, development, implementation, reporting and operational support of the services available, including:
    - Statewide Finance System (SMART Finance)
    - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
    - School finance procedures particular to the state of Minnesota
    - Statewide Personnel/Payroll System (SMART HR)
    - Training, editing, reporting and submission of STAR data to the Minnesota Department of Education
    - Assistance with the Affordable Care Act: tracking, compliance and reporting
    - Infinite Campus Student Information System
    - Training, editing, reporting and submission of MARSS and EdFi data from Infinite Campus and other student information systems to the Minnesota Department of Education
    - Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus student information system to the Minnesota Department of Education

- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System
  - Federal E-Rate support
  - Minnesota Telecom Equity Aid support
- \*Training will include time appropriate meals and refreshments at no additional charge.
- b. Maintain appropriate records and procedures for backup of Member's data that is housed on ARCC's servers.
  - c. Provide consultation and advice to MEMBER for conversion and implementation of selected services.
  - d. Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
  - e. Maintain all systems and services.
  - f. Maintain confidentiality of MEMBER's data.
  - g. Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
2. MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
  3. MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.
    - a. Selected services are:
 

<b>X</b>	<b>Finance/Accounting - Support and Training</b>
<b>X</b>	<b>Payroll/HR – Support and Training</b>
<b>X</b>	<b>Infinite Campus – Support, Training, MARSS, Ed Fi &amp; Student Data Reporting</b>
<b>Other Student Systems – Support, Training, MARSS Reporting</b>	
    - b. Invoices for the above selected services will be due and payable on:  
July 1, 2021 and January 1, 2022.
    - c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.

4. The ARCC Governance board has set 2021-2022 service rates, as follows:

<b>Membership Fee</b>	<b>\$3,250.00 plus \$4.25 per Adjusted Pupil Unit (APU), final prior year count</b>
<b>Finance/Accounting Personnel/Payroll</b>	<b>\$15.25 per APU, final prior year count Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$.35 per Check, ESS or Direct Deposit processed, plus \$11.25 per APU, final prior year count</b>
<b>Student Records</b>	<b>Campus: \$10.00 per APU, final prior year count, including \$5,550.00 minimum, plus \$.50 per APU Campus Learning (required) Other Systems: \$2,450.00 MARSS editing/reporting</b>
<b>Project Services</b>	<b>\$50.00 per hour, upon request from MEMBER (example: bank reconciliation, report writing, data conversion, etc.)</b>

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.
6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2022-2023 discounts will be made in 2021-2022.
7. This contract shall be in effect on July 1, 2021, and shall remain in effect through June 30, 2022. Services selected in this contract allow for processing and reporting of 2021-2022 activity, as well as processing and reporting of 2020-2021 activity during the contract period. If services are desired for less than the full fiscal year, the MEMBER should notify ARCC and request a copy of the part year service policy.
8. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
9. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

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

**ARCC:**

Meeting Date Approved: May 20, 2021

By: Jennifer Drotts, Clerk/Treasurer of Board



**MEMBER:**

Meeting Date Approved: \_\_\_\_\_, 2021

By: \_\_\_\_\_ [Printed Name & Title of Signer]

\_\_\_\_\_ [Signature]



**Arrowhead Regional Computing Consortium**

4884 Miller Trunk Hwy, Ste 300  
 Duluth MN 55811  
 (218) 723 - 1700

ISD #094  
 Cloquet Public Schools  
 302 14th Street  
 Cloquet, MN 55720-1757

Invoice	
Invoice #:	2022- 006
Invoice Date	May 21, 2021
1st 1/2 Due:	July 1, 2021
2nd 1/2 Due:	January 1, 2022

**2021-2022 Annual Membership Dues**

# of Units	Unit Description	Service Category	Cost Per Unit	Annual Cost
1	Annual Fee	Base Membership Dues	\$3,250.00	\$3,250.00
2,944.33	Adjusted Pupil Units	Membership Dues	\$4.25	\$12,513.40
2,944.33	Adjusted Pupil Units	Finance/UFARS Fees	\$15.25	\$44,901.03
34 12,258	Payrolls Processed PR Forms Processed	Payroll/STAR Fees	\$55 per payroll run + \$.35 ck/ddep/ess + \$11.25 per PU	\$39,284.01
2,944.33	Adjusted Pupil Units	Campus Student Support, Editing and Reporting	\$10.50 Minimum \$5,550+\$.50 PU	\$30,915.47
0	Annual Fee	MARSS Editing and Reporting On Unsupported Student System	\$2,450.00	\$0.00
<b>Total 2021-2022 Annual Membership Dues</b>				<b>\$ 130,863.91</b>
<b>Amount Due 07/01/21 - First Half of Annual Membership</b>				<b>\$ 65,431.96</b>
<b>Amount Due 01/01/22 - Second Half of Annual Membership</b>				<b>\$ 65,431.95</b>

Each district may allocate up to 76.05% of this bill against Operating Capital revenue.

# Contract for Training Services

This is a binding Contract by and between **Cloquet High School** 1000 18<sup>th</sup> Street, Cloquet, MN 55720. (hereinafter referred to as “CHS”) and **Park Avenue Therapies**, 1204 Cloquet Avenue, Cloquet, MN 55720. (hereinafter referred to as “Contractor”) and shall be governed by the following terms and conditions:

1. **Services to be Performed.** Contractor shall:
  - a. Provide training services at CHS for student athletes participating in CHS athletic programs. All equipment and supplies needed for direct athlete care will be paid for and supplied by CHS.
  - b. Contractor will provide up to two hours a day for a trainer with no cost to CHS. Along with treatments for athletes on Saturday morning.
2. **Terms.** This Contract shall commence on August 16, 2021 and terminate August 16, 2024.
3. **Compensation.** In Consideration for the training services provided hereunder, CHS shall Compensate Contractor \$12,000.00 per school year, to be paid in nine monthly payments of \$1,333.00 each commencing in September, 2018, through May of the current school year. Payment will be made by CHS to Contractor within 30 days of receipt of monthly invoices.
  - a. **Football:** Estimated 5 hours per game. As listed in schedule.
    - JV Football** is estimated at 3 hours per game. As listed in schedule.
    - C Team Football** is estimated at 3 hours per game. As listed in schedule.
  - b. **Volleyball:** Estimated 3 hours per game; which includes JV. As listed in schedule.
  - c. **Basketball:** Estimated for both boys and girls 3.5 hours per game; which includes JV. As listed in schedule.
    - Wood City Tournament:** Estimate for both boys and girls 2.5 hours per Game.
  - d. **Hockey:** Estimated for both boys and girls 4.5 hours per game; which includes JV. As listed in schedule.
  - e. **Wrestling:** Estimated 2.5 hours per match. As listed in schedule.

- f. **Soccer:** Estimated for both boys and girls 2.5 hours per game. As listed in schedule.
  - g. **Softball:** Estimated 2 hours per game. As listed in schedule. There will be no extra charge for JV softball due to the fact that they are being played at the same time.
  - h. **Baseball:** Estimated 2.5 hours per game. As listed in schedule. JV baseball will not be covered.
  - i. **Track:** Estimated 1-2 meets free of charge.
  - j. **Tennis, Swimming, Golf, and Skiing:** Will be unattended events; unless requested.
  - k. Any playoff's tournament, or away games is an additional fee.
  - l. All athletes' grades 9-12 are required to take the IMPACT pre-screening for concussions.
4. **Termination.** This Contract may be terminated by either party upon 30 days written notice to the other party, at which time Contractor shall be entitled to receive fair compensation for services performed, and shall be obligated to immediately reimburse CHS for any compensation advanced by CHS which Contractor has not earned, as reasonably determined by CHS.
5. **Special Provision.** The following special provisions shall be a part of the terms and conditions of the contract.
- a. **Procedures.** Contractor will be solely responsible to CHS for the performance of the services described at Section 1 herein and shall provide CHS with such reports on the progress of the Project as CHS may reasonably require.
  - b. **Personnel.** Contractor represents that it has, or will secure at its own expense, all personnel required in performing services described at Section 1 herein, and further represents that all of the services will be performed by Contractor.
  - c. **Interest of Contractor.** The parties acknowledge and agree that Contractor operates a similar business in the Cloquet, Minnesota area, including the providing of training services for other athletic programs, and that such business shall not be deemed to conflict in any manner or degree with the performance of services required to be performed under this Contract.

6. **Entire Agreement.** This Contract constitutes and expresses the entire understanding between the parties hereto with respect to the subject matter hereof, and supersedes all prior contemporaneous agreements and understandings, express or implied, oral or written except as herein contained.
  
7. **Amendments.** No changes may be made it the terms, specifications or other conditions of this Contract except by mutual consent of the parties hereto.
  
8. **Authority.** The parties warrant and represent that they have the authority to bind their respective principals to the terms and conditions of this Contract.
  
9. **Independent Contractor Status of Contractor.** Contractor understands and acknowledges that it is not an employee of CHS, or any of its divisions or enterprises, and is individually responsible for all income taxes, social security taxes, unemployment taxes, workers compensation, and other mandatory coverage required in the performance of the services described in Section 1 herein, that CHS shall bear no liability for the same, and further understands that the compensation paid under this Contract may be subject to the income reporting requirements of the United States.
  
10. **Applicable Law.** Any disputes arising under this Contract shall be governed by and construed in accordance with the laws of the State of Minnesota.

**Cloquet High School**

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Secretary/Treasurer

**Contractor:**

**Park Avenue Therapies, Inc.**

By: Rhonda Johnson Date: 5-24-21  
 Rhonda Johnson President

Taxpayer Identification No.: 41-1845482

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</b>	ED - 02478-07
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**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information									
District Name:	Cloquet Public Schools	Date:	6/14/2021									
District Number:	0094-01	Email:	cnelis@isd94.org									
District Contact Name:	Candace Nelis											
Contact Phone #	218-879-6721 ext 6213											

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>												
<b>Finance Code</b>	<b>Category (1)</b>											
347	Physical Hazards	\$33,109	\$10,000	\$10,000	\$11,000	\$11,400	\$345,000	\$27,130	\$10,000	\$10,000	\$10,000	\$10,000
349	Other Hazardous Materials	\$100	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
352	Environmental Health and Safety Management	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
358	Asbestos Removal and Encapsulation	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$122,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
363	Fire Safety	\$0	\$22,400	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
366	Indoor Air Quality	\$0	\$0	\$65,000	\$20,000	\$12,775	\$11,000	\$225,000	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	\$33,209	\$69,900	\$129,500	\$85,500	\$78,675	\$518,000	\$306,630	\$64,500	\$64,500	\$64,500	\$64,500
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>												
<b>Finance Code</b>	<b>Category (2)</b>											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>												
<b>Finance Code</b>	<b>Category (3)</b>											
355	commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>												
<b>Finance Code</b>	<b>Category (4)</b>											
367	Accessibility	\$0	\$9,615	\$22,500	\$27,485	\$13,750	\$14,900	\$18,450	\$6,600	\$0	\$0	\$0
	<b>Total Accessibility Projects</b>	\$0	\$9,615	\$22,500	\$27,485	\$13,750	\$14,900	\$18,450	\$6,600	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>												
<b>Finance Code</b>	<b>Category (5)</b>											
368	Building Envelope	\$266,009	\$75,850	\$15,975	\$3,500	\$7,400	\$696,325	\$69,650	\$10,405	\$360,000	\$420,000	\$1,770,000
369	Building Hardware and Equipment	\$0	\$350	\$3,000	\$11,375	\$150,700	\$264,000	\$262,230	\$23,800	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$124,500	\$0	\$5,000	\$162,100	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$36,210	\$12,600	\$122,500	\$30,700	\$5,915	\$433,322	\$238,280	\$47,580	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$11,400	\$17,500	\$0	\$25,000	\$11,891	\$0	\$560	\$0	\$0	\$0
381	Plumbing	\$0	\$9,450	\$0	\$0	\$21,000	\$654,500	\$2,600	\$250	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$4,920	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$0	\$250	\$20,000	\$14,000	\$6,000	\$31,800	\$102,200	\$0	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	\$302,219	\$114,820	\$178,975	\$184,075	\$216,015	\$3,496,838	\$837,060	\$82,595	\$360,000	\$420,000	\$1,770,000
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$335,428</b>	<b>\$194,335</b>	<b>\$330,975</b>	<b>\$297,060</b>	<b>\$308,440</b>	<b>\$4,029,738</b>	<b>\$1,162,140</b>	<b>\$153,695</b>	<b>\$424,500</b>	<b>\$484,500</b>	<b>\$1,834,500</b>

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021														
<b>94 &lt;= Type in School District Number</b>																		
<b>CLOQUET PUBLIC SCHOOL DISTRICT</b>																		
<i>Calculations for Ten Year Projection</i>				Pay 21	Change only if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate											
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031					
<b>1 Type your district number in cell A2 (Minneapolis = 1.2)</b>																		
<b>2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b</b>																		
<b>3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33</b>																		
<b>4 Look-up data from following tabs</b>																		
<b>5 Initial Formula Revenue</b>																		
6	Current year APU	57	3,085.70	3,117.56	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75					
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)																	
6b	Total Adjusted Pupil Units = (6) + (6a)			3,117.56	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75	3,136.75					
7	District average building age (uncapped)	451	37.75	37.75	38.75	39.75	40.75	41.75	42.75	43.75	44.75	45.75	46.75					
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00					
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000					
10	Initial revenue = (6) * (8) * (9)	453	1,172,566	1,184,674	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966					
<b>11 Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>																		
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		747,443	1,436,505	277,305	285,653	272,528	259,560	-	-	-	-					
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	-	-					
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-					
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-					
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			-	-	-	-	-	-	-	-	-	-					
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			-	-	-	-	-	-	-	-	-	-					
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767		-	-	-	-	-	-	-	-	-	-					
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455		-	-	-	-	-	-	-	-	-	-					
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		747,443	747,443	1,436,505	277,305	285,653	272,528	259,560	-	-	-					
<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>																		
20a	Net debt service for bonds approved for Pre-K remodeling	768		-	-	-	-	-	-	-	-	-	-					
20b	Pay as you go for projects approved for Pre-K remodeling	457		-	-	-	-	-	-	-	-	-	-					
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-					
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	458		1,932,117	2,628,471	1,469,271	1,477,618	1,464,493	1,451,526	1,191,966	1,191,966	1,191,966	1,191,966					



FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021											
<b>94 &lt;= Type in School District Number</b>															
<b>CLOQUET PUBLIC SCHOOL DISTRICT</b>															
<i>Calculations for Ten Year Projection</i>				Change only if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate									
	<b>Pay 21</b>														
	<b>LLC #</b>	<b>FY 2021</b>	<b>FY 2022</b>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770		1,682,993	2,366,805	1,212,803	285,653	272,528	259,560	-	-	-	-	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486		1,184,674	1,191,966	1,191,966	285,653	272,528	259,560	-	-	-	-	-	-
53	Debt Service Aid = (52) * (42)	488		764,162	760,528	772,260	186,334	178,349	169,864	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	489		420,512	431,438	419,706	99,319	94,178	89,696	-	-	-	-	-	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490		498,318	1,174,839	20,837	-	-	-	-	-	-	-	-	-
<b>56 General Fund Portion of Revenue (non-grandfather districts)</b>															
57	Total General Fund Revenue = (34) - (51)	491		249,124	261,666	256,468	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966
58	General Fund Equalized Revenue = (43) - (52)	492		-	-	-	906,313	919,438	932,406	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966	1,191,966
59	Total General Fund Aid = (46) - (53)	493		-	-	-	591,196	601,704	610,196	780,054	780,044	780,041	780,041	780,052	780,052
60	General Fund Equalized Levy = (58) * (41)	494		-	-	-	315,117	317,734	322,210	411,912	411,922	411,924	411,913	411,913	411,913
61	General Fund Unequalized levy = (57) - (58)	495		249,124	261,666	256,468	285,652	272,527	259,560	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	496		249,124	261,666	256,468	600,770	590,261	581,770	411,912	411,922	411,924	411,913	411,913	411,913
<b>Notes:</b>															
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.															
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.															
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.															

Adopted 6/14/2021

REVENUES AND EXPENDITURES FY 21/22

Revised:

INDEPENDENT SCHOOL DISTRICT NO. 094

**Operating Fund Balances:**

FUNDS	DESCRIPTION	UNAUDITED	PROPOSED	TRANSFERS	PROPOSED	TRANSFERS	EXPENSE	ESTIMATED
		JUNE 30, 2021	2021-2022	IN	2021-2022	OUT	REVENUE	JUNE 30, 2022
		FUND BALANCE	REVENUES	2021-2022	EXPENDITURES	2021-2022	DIFFERENCE	FUND BALANCE
01	<b>Unassigned</b> General Fund	\$5,246,634.00	\$31,352,551.00	\$0.00	\$31,737,813.00	\$0.00	(\$385,262.00)	\$4,861,372.00
	<b>Non-Spendable</b> - General Fund Inventory	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	<b>Non-Spendable</b> - General Fund Pre-Paid Exp	\$87,909.00	0.00	0.00	0.00	0.00	\$0.00	\$87,909.00
(01)	<b>Assigned</b> for Achievement and Integration	0.00	320,928.00	0.00	320,928.00	0.00	\$0.00	\$0.00
(01)	<b>Assigned</b> for Curriculum	0.00	500,000.00	0.00	500,000.00	0.00	\$0.00	\$0.00
(03)	<b>Assigned</b> for Pupil Transportation	\$283,477.00	1,714,400.00	0.00	1,559,999.00	0.00	\$154,401.00	\$437,878.00
(12)	<b>Assigned</b> for Student Activities	\$514,941.00	620,030.00	0.00	583,186.00	0.00	\$36,844.00	\$551,785.00
(05)	<b>Restricted</b> for Operating Capital	\$294,280.00	825,773.00	0.00	727,315.00	0.00	\$98,458.00	\$392,738.00
	<b>Restricted</b> for Long Term Fac Maint	\$128,879.00	233,699.00	0.00	194,335.00	0.00	\$39,364.00	\$168,243.00
	<b>Restricted</b> for Safe Schools levy	95,571.00	0.00	0.00	0.00	0.00	0.00	\$95,571.00
	<b>Committed</b> for Severance Payments	\$1,710,582.00	0.00	0.00	0.00	0.00	\$0.00	\$1,710,582.00
	<b>Total Fund 01</b>	\$8,362,273.00	\$35,567,381.00	\$0.00	\$35,623,576.00	\$0.00	(\$56,195.00)	\$8,306,078.00
02	<b>Restricted</b> for Food Service Fund	\$164,750.00	\$1,152,000.00	\$0.00	\$1,245,957.00	\$0.00	(\$93,957.00)	\$70,793.00
	<b>Non-Spendable</b> - Food Service Inventory	\$44,507.00	0.00	0.00	0.00	0.00	\$0.00	\$44,507.00
	<b>Non-Spendable</b> - Food Service Pre-Paid Exp	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	<b>Total Fund 02</b>	\$209,257.00	\$1,152,000.00	\$0.00	\$1,245,957.00	\$0.00	(\$93,957.00)	\$115,300.00
04	<b>Restricted</b> for Community Education	\$153,567.00	\$2,089,995.00	\$0.00	\$1,853,718.00	\$0.00	\$236,277.00	\$389,844.00
	<b>Restricted</b> for Early Child/Family Ed.	\$98,729.00	0.00	0.00	0.00	0.00	\$0.00	\$98,729.00
	<b>Restricted</b> for School Readiness	\$245,353.00	0.00	0.00	0.00	0.00	\$0.00	\$245,353.00
	<b>Restricted</b> for Adult Basic Education	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	<b>Unassigned</b> for Community Services	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	<b>(Non-Public, Pre-School)</b>							
	<b>Non-Spendable</b> - Pre-Paid Expenses	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	<b>Total Fund 04</b>	\$497,649.00	\$2,089,995.00	\$0.00	\$1,853,718.00	\$0.00	\$236,277.00	\$733,926.00
	<b>TOTAL OPERATING FUNDS</b>	\$9,069,179.00	\$38,809,376.00	\$0.00	\$38,723,251.00	\$0.00	\$86,125.00	\$9,155,304.00

	UNAUDITED JUNE 30, 2021 FUND BALANCE	PROPOSED 2021-2022 REVENUES	TRANSFERS IN 2021-2022	PROPOSED 2021-2022 EXPENDITURES	TRANSFERS OUT 2021-2022	EXPENSE REVENUE DIFFERENCE	ESTIMATED JUNE 30, 2022 FUND BALANCE
<b>NON-OPERATING FUND BALANCES :</b>							
06 <i>Restricted</i> for Bldg. Constr.	\$51,090.00	\$1,962,487.00	\$0.00	\$1,957,237.00	\$0.00	\$5,250.00	\$56,340.00
<b>Total Fund 06</b>	\$51,090.00	\$1,962,487.00	\$0.00	\$1,957,237.00	\$0.00	\$5,250.00	\$56,340.00
07 <i>Restricted</i> for Debt Service Fund	\$1,133,265.00	\$5,247,415.00	\$0.00	\$5,106,006.00	\$0.00	\$141,409.00	\$1,274,674.00
<b>Total Fund 07</b>	\$1,133,265.00	\$5,247,415.00	\$0.00	\$5,106,006.00	\$0.00	\$141,409.00	\$1,274,674.00
47 <i>Restricted</i> for OPEB Debt Service Fund	\$118,596.00	\$455,011.00	\$0.00	\$461,206.00	\$0.00	(\$6,195.00)	\$112,401.00
<b>Total Fund 47</b>	\$118,596.00	\$455,011.00	\$0.00	\$461,206.00	\$0.00	(\$6,195.00)	\$112,401.00
<b>Fiduciary Funds -</b>							
45 OPEB Trust Fund	\$4,264,800.00	\$430,000.00	\$0.00	\$725,000.00	\$0.00	(\$295,000.00)	\$3,969,800.00
<b>TOTAL NON-OPERATING FUNDS</b>	\$5,567,751.00	\$8,094,913.00	\$0.00	\$8,249,449.00	\$0.00	(\$154,536.00)	\$5,413,215.00
<b>TOTAL FUNDS</b>	\$14,636,930.00	\$46,904,289.00	\$0.00	\$46,972,700.00	\$0.00	(\$68,411.00)	\$14,568,519.00

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota  
June 14, 2021

RESOLVED by \_\_\_\_\_

That the School Board of Independent School District No. 94 hereby approves the following School Board Meeting Structure Change:

- Starting July 1, 2021, the Cloquet District will discontinue streaming live feed of school board meetings due to the public’s ability to attend in-person.
- Administrators will continue to submit written building/department reports for the School Board meetings. Administrators will be required to attend a meeting when a topic pertains to their building or department and may need further explanation. Board members can contact the Superintendent if they wish to have an administrator present at the meeting to answer questions on any agenda item.

Motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and it was declared adopted on the following vote:

	YEA	NAY	
TED LAMMI, CHAIR			PASSED: June 14, 2021
NATE SANDMAN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
GARY HUARD			
MELISSA JUNTUNEN			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

To: Dr. Cary, Superintendent of Cloquet Schools  
Ms. Dena Hagen, Director of Special Education for the Northern Lights Academy

From: Barb Mackey, Assistant Director of Special Education 

Date: June 8, 2021

Re: Intent to Negotiate

Please accept this memo as my intent to negotiate for the Assistant Director of Special Education position for the Northern Lights Academy. I would like to meet at your convenience to discuss the next steps.

Thank you.

May 24, 2021

Dear Cloquet Public School Board Members,

My name is Haley Stirewalt and I am currently the MARSS/Data Information Specialist and Homeless Liaison for the district. My current contract will expire on June 30, 2021. I would like to submit my intent to negotiate for the upcoming contract.

Sincerely,

Haley Stirewalt

A handwritten signature in blue ink, appearing to read "Haley Stirewalt", written in a cursive style.

**MEMORANDUM OF UNDERSTANDING  
ECSE Teacher June 2021 Duty Days**

Whereas, Education Minnesota – Cloquet (“EMC”) and Independent School District No. 94, Cloquet (“District”) are parties to a 2019-21 collective bargaining agreement (“CBA”);

Whereas, Article XIV, Section 1 of the CBA specifies the number of teacher duty days in a school year;

Whereas, the last teacher duty day of the 2020-21 school year is Friday, June 9, 2021;

Whereas, because of the nature of the duties associated with their positions, Early Childhood Special Education (“ECSE”) teachers may need to work on some days between June 10 and June 30, 2021;

Whereas, the purpose of this Memorandum of Understanding is to establish the pay and scheduling of such days.

Now, therefore, EMC and the District agree as follows:

1. Prior to the end of the day on June 4, 2021, the ECSE teacher must submit a schedule to the ECSE supervisor/administrator showing the days from June 10 to June 30, 2021 on which the ECSE teacher is requesting to work. Final approval of the schedule is at the discretion of the ECSE supervisor/administrator. The schedule may be modified by the mutual written agreement of the ECSE teacher and ECSE supervisor/administrator.
2. Days worked by ECSE teacher from June 10 to June 30, 2021 pursuant to the approved schedule will be compensated based on the ECSE teacher’s daily rate of pay during the 2020-21 school year.
  - a. If a new teacher contract is not approved as of June 10<sup>th</sup>, but a tentative agreement with EMC regarding the stretch calendar has been reached, the district will in good faith honor this MOU.
  - b. If a final agreement with an approved stretch calendar is not in place by the expiration of this MOU, ECSE teachers will agree to serve their student case loads sufficient to meet their IEP requirements over July and August at the summer hourly rate of pay within the 2019-2021 teacher contract.
    - i. If a final agreement with an approved stretch calendar is later ratified during prior to or during the 2021-2022 school year, ECSE teachers who worked during July and August will have their hours worked

adjusted to match their daily rate of pay and will have their work calendar adjusted to 183.5 days for the school year, consistent with the stretch calendar.

3. The ECSE teacher shall not work or be paid for days worked unless they have been approved by the ECSE supervisor/administrator.
4. This MOU expires on June 30, 2021 at 11:59:59 p.m.

By signing below, the parties acknowledge reading, understanding, and being bound to the terms stated herein.

EDUCATION MINNESOTA – CLOQUET

By \_\_\_\_\_  
Its \_\_\_\_\_

Date: \_\_\_\_\_

By \_\_\_\_\_  
Its \_\_\_\_\_

Date: \_\_\_\_\_

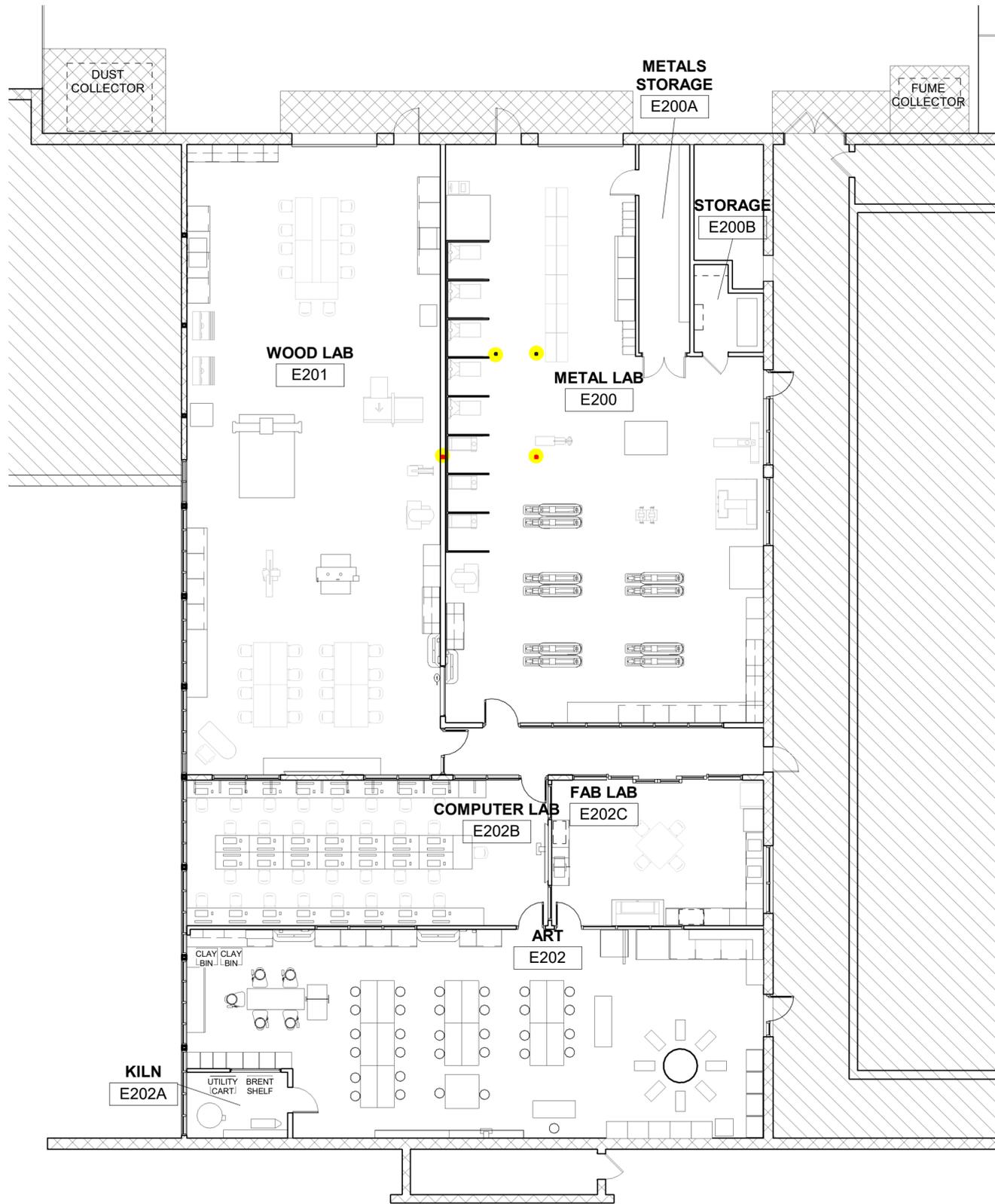
INDEPENDENT SCHOOL DISTRICT NO. 94, CLOQUET

By \_\_\_\_\_  
Its Board Chair

Date: \_\_\_\_\_

By \_\_\_\_\_  
Its Board Clerk

Date: \_\_\_\_\_



FLOOR PLAN

- OPTION 1**
- 3 columns in metal lab
  - Ductwork and steel beams remain in ceiling
  - New transfer beam
  - Modify overhead door into metal lab

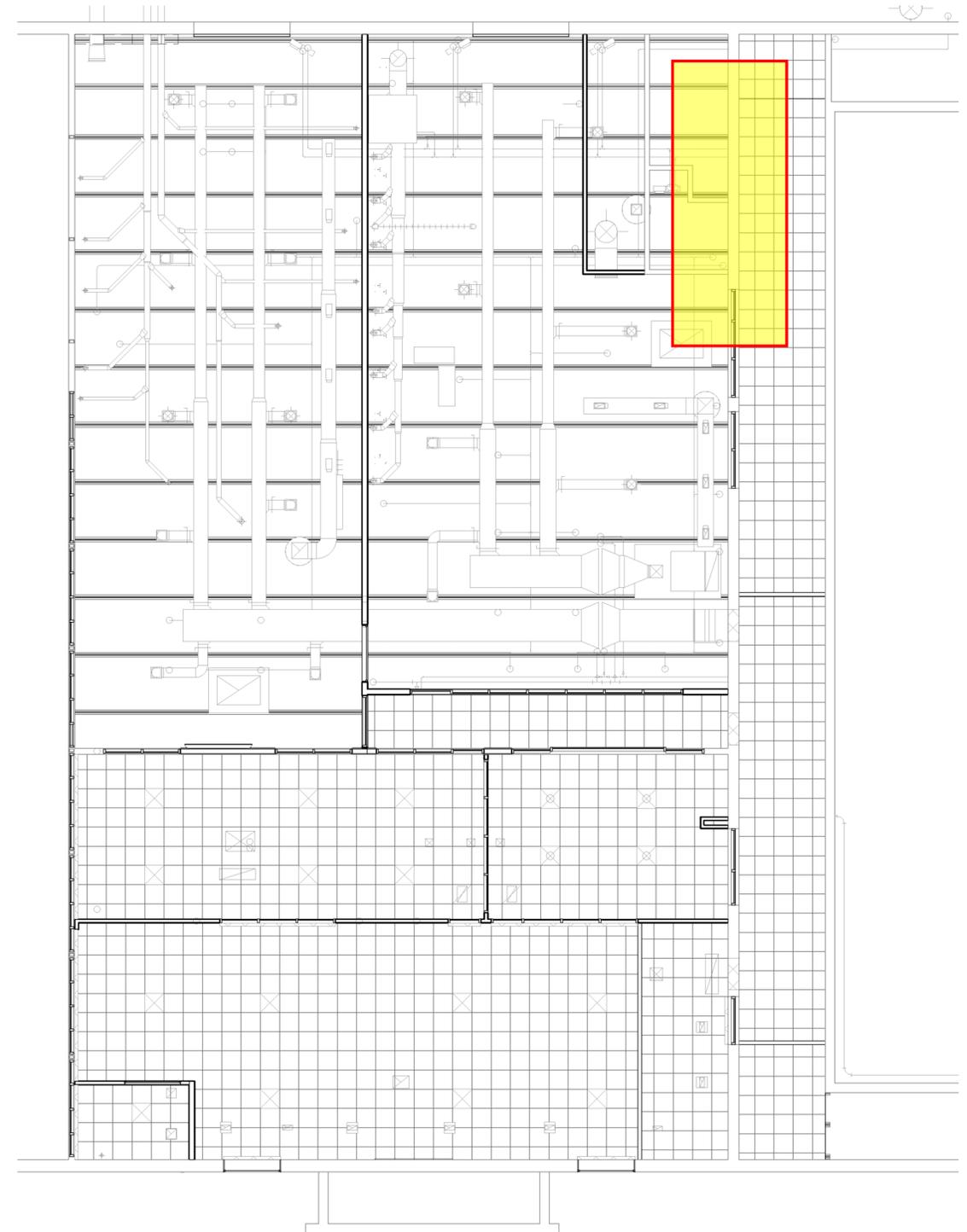
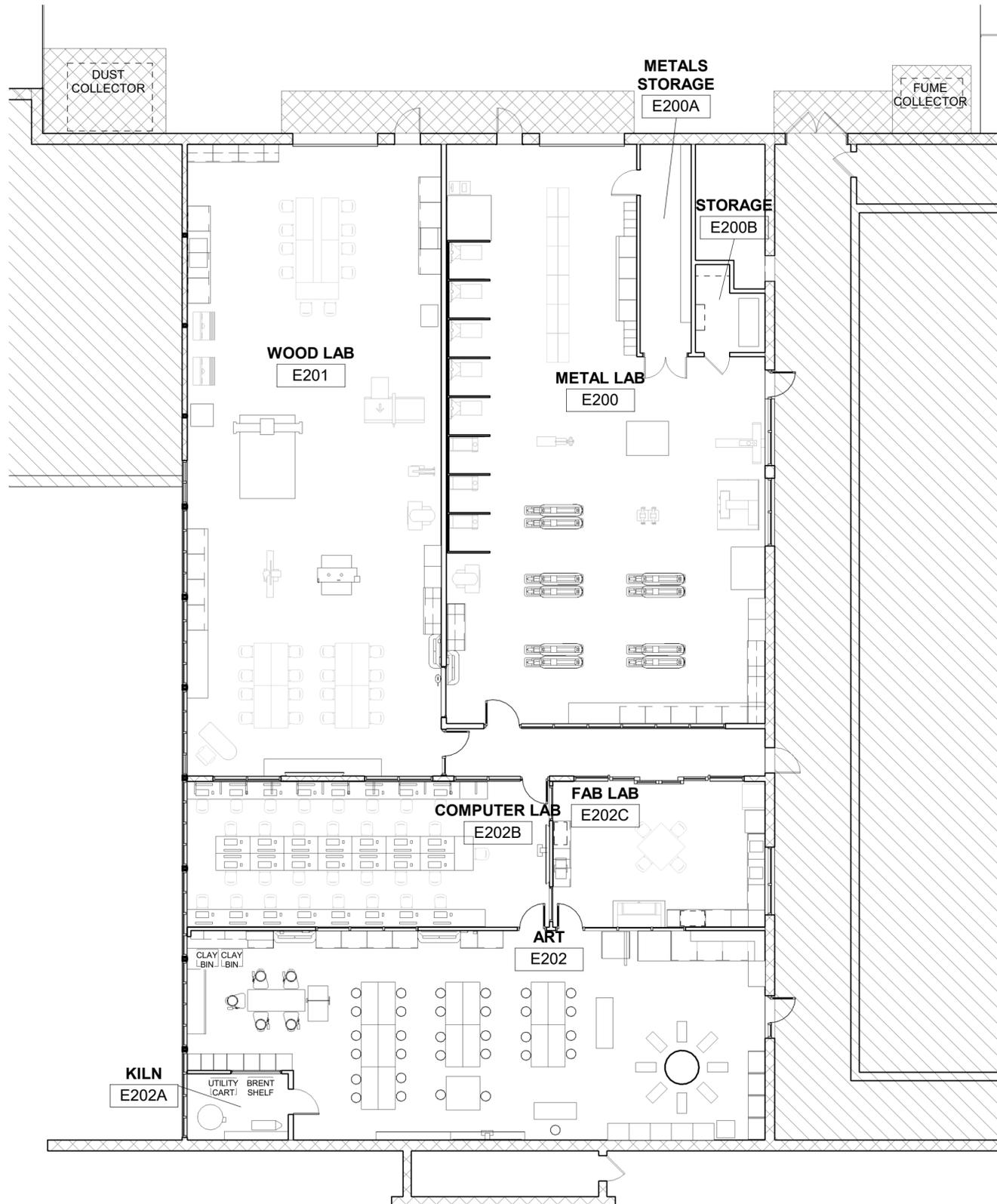


REFLECTED CEILING PLAN

**OPTION 1**



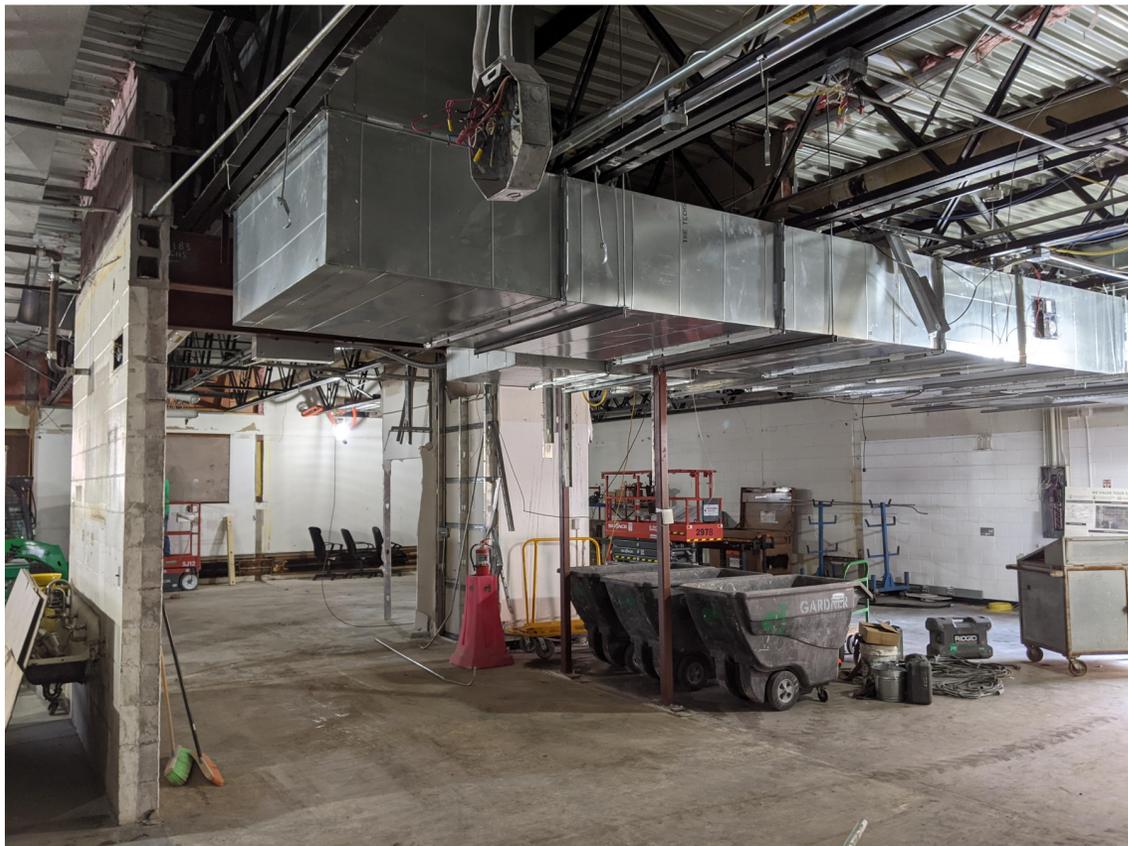
- OPTION 2**
- No columns in metal lab
  - Ductwork and steel removed from ceiling
  - No new structural work
  - Overhead door remains as designed



FLOOR PLAN

REFLECTED CEILING PLAN

**OPTION 2**



PHOTOS



June 14, 2021

Dr. Michael Cary, Superintendent of Schools  
ISD 94 Cloquet Public School District  
302 14<sup>th</sup> Street  
Cloquet, MN 55720

**Project Work Scope Change Required – PCO #3 & #4**

Dr. Cary,

As the ceilings and walls were demolished for the CTE & Art Space Renovation Project we discovered some structural posts inside walls and large I-Beams above ceilings that are extra support for a large Roof Top (Air Handling) Unit (RTU). This existing condition was not identified in our review of building drawings received from the school district.

Because the project calls for the demolition of a concrete block wall supporting the large beams, we must modify our plans for the renovation to proceed.

There is some urgency in making this decision since delay could affect the planned completion date.

The project Architects and Engineers have identified two options that will fix or resolve this condition.

**Option 1: Leave the RTU where currently located**

SCOPE: Requires adding some new columns/posts to support the I-Beams. Requires modification to the type of overhead door used in the metals shop compared to the woods shop.

1. Advantage:

- a. This is the lower cost option
- b. Less impact on the lower-level occupants during construction. (Days vs. Weeks)
- c. Less potential for project completion impact

2. Disadvantages:

- a. This option will require beam support posts that will interrupt the operational and teaching flow of the new metals shop.
- b. Will leave existing duct work in place with the bottom at 8'3" above the floor, which is also not ideal for the operational and teaching flow of the new metals shop.
- c. The existing ductwork conflicts with the new overhead door operation and requires modification to the door type, operation, and look compared to the doors in the current plan.

**Option 1. Total Change Cost: \$ 4,809.32 (PCO #3)**

## Option 2: Relocate the RTU

SCOPE: Removes the existing columns and support beams from the metals shop. Removes the existing ductwork from the shop. Relocates the RTU over the stairwell or corridor. Requires new roof opening and support curb under RTU. Patching of existing roof opening and roofing. Requires relocation and reconnection of heat, power and controls. Adds new return air duct and routing to serve classrooms and Little Lumberjacks areas below the project area. Provides new smoke detector in ductwork.

### 1. Advantage:

- a. No posts or columns are required to support the beams reinforcing the roof.
- b. Duct work is removed from the new shop area effectively raising the ceiling and eliminates conflict with the new overhead door operation.
- c. Relocating the RTU above the stairwell or corridor adjacent to the shops should reduce noise impacts in the shop and computer/FAB Labs
- d. Corrects a Current Uniform Building Code non-compliant routing of return air currently open into the stairwell between floors (Life Safety).

### 2. Disadvantages:

- a. Greater cost
- b. Delayed action causes possible impact to project completion
- c. Greater impact on lower-level occupants during construction while RTU is moved.

### **Option 2. Total Change Cost: \$ 63,672.67 (PCO #4)**

Although the relocation option has significantly greater cost and construction impacts, I believe, for the long-term shop environment and functionality, it is the right way. Therefore, Option 2 is the solution we recommend.

I would be happy to attend any meeting with your School Board to respond to their questions or considerations. Authorized by the District we will direct the Contractor to proceed and hopefully avoid project completion concerns.

Please call with any questions or if you require additional information.

Respectfully submitted,

ARCHITECTURAL RESOURCES, INC.



Kerry M. Leider  
Attachment: Drawings and Photos

**Project:** 21-2009 - Cloquet High School  
 1000 18th St  
 Cloquet, Minnesota 55720



2 West First Street, Suite 133  
 Duluth, Minnesota 55802  
 Phone: (218) 302-1438

## Potential Change Order #003 Structural Repairs related to AHU

<b>TO:</b>	Independent School District #94 302 14th St Cloquet, Minnesota 55720	<b>FROM:</b>	Gardner Builders Duluth, LLC 2 West First Street, Suite 133 Duluth, Minnesota 55802
<b>REVISION:</b>	0		
<b>REQUEST RECEIVED FROM:</b>		<b>DATE:</b>	6/11/2021
<b>SCHEDULE IMPACT:</b>		<b>CHANGE REASON:</b>	Existing Condition

**DESCRIPTION:**

CE #010 - Existing AHU Move / Structural Repairs

During the demo phase of this project, we found buried in the wall a series of columns and beams that interfere with the final layout design of the space. We have asked the architect and structural team to come up with a design to fix this conflict.

- Option #1 - (structural work, no mechanical work) – Keep AHU in place, add transfer beam and posts for support in lieu of CMU wall. See attached drawing for beam sizing and installation locations.
  - Option #2 - (mechanical work, no structural work) – Relocate AHU above stairwell or corridor and rework/eliminate ductwork up to the new location. No structural reinforcement needed.
  - MEP Narrative
    - Option #1 no MEP work assumed
    - Option #2 move AHU to the stairwell
1. Reference Drawing E3.1: provide a net cost change to locate XRTU-1 over the stairwell in lieu of the location shown. Specified new feeder, the breaker in Panel E-10, and all other electrical provisions remain as specified; only length of feeder is increased. Provide a new duct smoke detector, control module, and remote test switch for unit and install duct smoke detector in unit return ductwork in an accessible location.
  2. Disconnect and relocate the existing RTU that serves the lower-level spaces. Relocate the RTU over the stairwell. Modify the existing ductwork as required to reconnect to relocated RTU. Provide a new curb for RTU. The existing RTU is 4,000 pounds.
  3. Route new return ductwork down to a lower level to utilize a return air plenum in the lower level ceiling. Currently, the stairwell is used as a return air path which is against code.
  4. Modify the route of the new fume collector recirculated ductwork to allow for the installation of relocated RTU.
  5. Reroute the heating water for the relocated RTU from its existing location to its new location.
  6. Relocate the temperature controls for the relocated RTU from its existing location to its new location.
  7. Demo existing columns and beams supporting the AHU.
  8. Patch roof as required at relocated AHU.
  9. New mounting curb for AHU, roof work as required to accommodate new mounting curb.

**ATTACHMENTS:**

[10123-gardner builders duluth-cloquet hs stairwell.pdf](#) [\\_Cloquet High School - CTE & ART Exist RTU Support 06-07-21 \(1\).pdf](#)

#	Cost Code	Description	Type	Amount
1	05-3000 - Metal Install	Option #1 Structural Changes	Subcontract	\$1,140.00
2	31-1000 - Earthwork	Option #1 Structural Changes	Subcontract	\$2,452.00

**Project:** 21-2009 - Cloquet High School

1000 18th St

Cloquet, Minnesota 55720



#	Cost Code	Description	Type	Amount
3	02-2000 - Site Preparation - Labor	Site prep	Labor	\$680.00
<b>Subtotal:</b>				<b>\$4,272.00</b>
<b>General Liability Insurance (1.33%):</b>				<b>\$56.82</b>
<b>Bond (1.00%):</b>				<b>\$43.29</b>
<b>Markup Fee (10.00%):</b>				<b>\$437.21</b>
<b>Grand Total:</b>				<b>\$4,809.32</b>

In Process

**Architectural Resources, Inc.**

126 East Superior St  
Duluth, MN 55802

**Architectural Resources, Inc.**

126 East Superior St  
Duluth, MN 55802

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

**Independent School District #94**

302 14th St  
Cloquet, Minnesota 55720

**Gardner Builders Duluth, LLC**

2 West First Street, Suite 133  
Duluth, Minnesota 55802

\_\_\_\_\_  
SIGNATURE DATE

137

DocuSigned by:  
  
SIGNATURE

6/11/2021

\_\_\_\_\_  
SIGNATURE DATE



# KOLB CONSTRUCTION INC

715 HANTZ ROAD  
CLOQUET MN 55720  
M: 218.390.4808  
F: 218.879.3491

# PROPOSAL

DATE

COMPANY: *Gardner*

JOB INFO: *Cloquet High School CTE +  
Art space Renovation*

*RFQ # 2*

WE HEREBY SUBMIT THIS PROPOSAL FOR: *Installation of Structural Steel for RFQ # 2*

# In Process

*No Demo / No Shoring*

**FOR THE SUM OF \$1,140.00**

MINNESOTA SALES TAX (IS) ~~(IS NOT)~~ INCLUDED

Payment to be made 30 days after invoice.

All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. 6% interest will be charged 30 days after date of invoice.

AUTHORIZED SIGNATURE *[Signature]*

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



5900 Main St  
Duluth, MN 55807  
Jrksteel.com  
brayden@jrksteel.com  
Phone: 218-576-9809  
6/11/2021

Price Valid Until  
7/11/2021

Cloquet High School  
Cloquet, MN

In Process  
Sections Included in Bid

Base Bid:  
\$2,252

If Taxable Add:  
\$200

Total:  
\$2,452

No Installation

Fasteners- Our work only

Prime Painted

Sign and Return  
If Approved

---

**Project:** 21-2009 - Cloquet High School  
1000 18th St  
Cloquet, Minnesota 55720



2 West First Street, Suite 133  
Duluth, Minnesota 55802  
Phone: (218) 302-1438

## Potential Change Order #004 Existing AHU Move

<b>TO:</b>	Independent School District #94 302 14th St Cloquet, Minnesota 55720	<b>FROM:</b>	Gardner Builders Duluth, LLC 2 West First Street, Suite 133 Duluth, Minnesota 55802
<b>REVISION:</b>	0		
<b>REQUEST RECEIVED FROM:</b>		<b>DATE:</b>	6/11/2021
<b>SCHEDULE IMPACT:</b>		<b>CHANGE REASON:</b>	Existing Condition

### DESCRIPTION:

#### CE #010 - Existing AHU Move / Structural Repairs

During the demo phase of this project, we found buried in the wall a series of columns and beams that interfere with the final layout design of the space. We have asked the architect and structural team to come up with a design to fix this conflict.

- Option #1 - (structural work, no mechanical work) – Keep AHU in place, add transfer beam and posts for support in lieu of CMU wall. See attached drawing for beam sizing and installation locations.
  - Option #2 - (mechanical work, no structural work) – Relocate AHU above stairwell or corridor and rework/eliminate ductwork up to the new location. No structural reinforcement needed.
  - MEP Narrative
    - Option #1 no MEP work assumed
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1. Reference Drawing E3.1: provide a net cost change to locate XRTU-1 over the stairwell in lieu of the location shown. Specified new feeder, the breaker in Panel E-10, and all other electrical provisions remain as specified; only length of feeder is increased. Provide a new duct smoke detector, control module, and remote test switch for unit and install duct smoke detector in unit return ductwork in an accessible location.
  2. Disconnect and relocate the existing RTU that serves the lower-level spaces. Relocate the RTU over the stairwell. Modify the existing ductwork as required to reconnect to relocated RTU. Provide a new curb for RTU. The existing RTU is 4,000 pounds.
  3. Route new return ductwork down to a lower level to utilize a return air plenum in the lower level ceiling. Currently, the stairwell is used as a return air path which is against code.
  4. Modify the route of the new fume collector recirculated ductwork to allow for the installation of relocated RTU.
  5. Reroute the heating water for the relocated RTU from its existing location to its new location.
  6. Relocate the temperature controls for the relocated RTU from its existing location to its new location.
  7. Demo existing columns and beams supporting the AHU.
  8. Patch roof as required at relocated AHU.
  9. New mounting curb for AHU, roof work as required to accommodate new mounting curb.

### ATTACHMENTS:

[10123-gardner builders duluth-cloquet hs stairwell.pdf](#) [\\_Cloquet High School - CTE & ART Exist RTU Support 06-07-21 \(1\).pdf](#)

#	Cost Code	Description	Type	Amount
1	26-1000 - Electrical	Option #2 AHU items	Subcontract	\$393.00
2	07-5000 - Membrane Roofing	Option #2 AHU items	Subcontract	\$5,000.00
3	09-5100 - Acoustical Ceilings	Possible work scopes	Subcontract	\$3,000.00
4	01-1016 - Superintendent	Job Superintendent Time	Labor	\$2,060.00
5	01-1019 - Project Management	Project Manager Time	Labor	\$1,008.00
6	22-1000 - Plumbing	Option #2 AHU items	Subcontract	\$38,922.00

140

**Project:** 21-2009 - Cloquet High School  
 1000 18th St  
 Cloquet, Minnesota 55720



#	Cost Code	Description	Type	Amount
7	01-1265 - Scaffolding and Shoring	Scaffolding for Option #2	Material	\$4,996.00
8	02-4100 - Demo	Steel demo	Labor	\$680.00
9	01-1515 - Equipment Rentals	Equipment Rental for steel demo	Material	\$500.00
			<b>Subtotal:</b>	<b>\$56,559.00</b>
			<b>General Liability Insurance (1.33%):</b>	<b>\$752.23</b>
			<b>Bond (1.00%):</b>	<b>\$573.11</b>
			<b>Markup Fee (10.00%):</b>	<b>\$5,788.43</b>
			<b>Grand Total:</b>	<b>\$63,672.77</b>

In Process

**Architectural Resources, Inc.**  
 126 East Superior St  
 Duluth, MN 55802

**Architectural Resources, Inc.**  
 126 East Superior St  
 Duluth, MN 55802

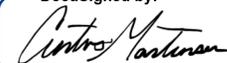
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 SIGNATURE DATE

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 SIGNATURE DATE

**Independent School District #94**  
 302 14th St  
 Cloquet, Minnesota 55720

**Gardner Builders Duluth, LLC**  
 2 West First Street, Suite 133  
 Duluth, Minnesota 55802

\_\_\_\_\_  
 SIGNATURE DATE

DocuSigned by:  
  
 6/11/2021  
 141 \_\_\_\_\_  
 SIGNATURE DATE

Job Number 10123



2274 Capp Road - St. Paul, MN 55114

651-646-4600 651-649-4399 fax

Swingstage-Scaffold-Shoring

Enclosures-Training

[www.scafserv.com](http://www.scafserv.com)

June 10, 2021

Joe Raisanen  
Gardner Builders  
2 West First St Ste 133  
Duluth, MN 55802

Scaffold Service (SSI) is pleased to provide you with a quote for the following project:

Project Name: **Cloquet High School Stairwell**

Project Address: **1000 18th St**

City/State/Zip: **Cloquet, MN 55720**

We will supply, erect and dismantle a scaffold set in the stairwell that will measure approximately 7' wide by 12' long by 8'-20' tall (variance due to stairs), complete with the top level decked and access via clamp-on ladder in the stairwell at the above named location. Labor price includes travel for erecting and dismantling phases.

In Process

Rental: \$275.00 per 28 days, plus applicable taxes

Labor\*: \$4,008.00 plus applicable taxes

Trucking: \$200.00 plus applicable taxes

Sales Item n/a plus applicable taxes

Engineering: n/a estimated amount plus tax

**Customer Responsibilities:**

The customer is responsible for all applicable permits, and for providing parking spaces for the SSI truck(s) while onsite during the erecting and dismantling phases.

Thank you for considering Scaffold Service for this project and we look forward to working with you.

Sincerely,  
Scaffold Service (SSI)

Accepted:  
Gardner Builders

*Joel Almquist*

Joel Almquist  
Sales Manager

By: \_\_\_\_\_

Cell # 612-282-5758

Title: \_\_\_\_\_

Job Number 10123

Date: \_\_\_\_\_

Salesman 06

P.O.#: \_\_\_\_\_

Email: 142  
\_\_\_\_\_

## TERMS AND CONDITIONS

- \* Quote is valid for 30 days from the date above
- \* This proposal is bid in accordance with the requirements as outlined in OSHA section 1926 for the erection and dismantling of scaffold. Any deviation from this standard will result in additional charges.
- \* The above prices **DO NOT** include any applicable city or state Sales Tax unless otherwise stated
- \* Rental based on 7 day week and 28 day month.
- \* Rent starts the first day of erection and ends the last day of dismantle.
- \* The labor will be billed in two parts. The first billing will be issued upon completion of the erection portion of the job. The second billing will be issued after the equipment is dismantled and returned to SSI.
- \* All trucking will be billed at the rate quoted above UNLESS the customer elects to dismantle the equipment themselves. If SSI has to return to the jobsite to pick up the materials only, Return trucking will be billed out at \$95.00 per hour in lieu of the quoted rate.
- \* **Regular labor hours are Monday- Friday 7:00 am-3:30 pm,**  
*Arrangements can be made for earlier or later start times, please ask you sales representative.*
- \* Any estimates given to you regarding the extent of the job may change based upon further on-site evaluations by SSI personnel or any alteration from the original information we were given.
- \* SSI requires a minimum of 24-48 hours between receipt of a signed contract and the time we are expected to begin the erection.
- \* Scaffold Service is not responsible for permits necessary for this project. Customer is required to arrange any parking or parking permits for SSI vehicles.
- \* The above rental rates are contingent upon equipment availability.
- \* Proposal is based on equipment availability at time of rental.
- \* There must be a clear and unobstructed pathway to the site. The customer is responsible for removing any obstruction. This includes, but is not limited to obstructions caused by the weather, such as ice and snow.
- \* Customer is responsible for providing a level and stable foundation (i.e. level and compacted ground conditions).
- \* SSI is not responsible for any damages to trees, lawns, landscaping, or concrete.
- \* If applicable, it is the sole responsibility of the customer to validate the structural integrity of all surfaces that will be built upon (i.e. engineers approval).
- \* Customer is responsible for any engineering costs associated with the above referenced project.
- \* The customer will be charged for any delays SSI experiences while at the job site in addition to the amount proposed in this contract.
- \* Weather conditions and wind factors may cause a delay. SSI will determine if it is advisable to erect or dismantle scaffolding if weather or wind conditions apply. Competent person and/or SSI safety director to make determination.
- \* Customer is responsible for charges as a result of any damaged or lost equipment, including equipment not returned to SSI. Charges may include, but are not limited to: replacement at list price, cleaning charges, etc.
- \* **Terms** - Invoices for rental are due 30 days from the invoice date. Late payments will be charged a 1-1/2% service charge per month. Lessee agrees to pay lessor all costs and expenses, including collection charges and attorney's fees, in enforcing the terms of this
- \* **Insurance** - Lessee shall keep the equipment insured against all risks of loss or damage from every cause whatsoever for not less than the full replacement value thereof, and shall carry comprehensive public liability and property damage insurance with contractual liability, but lessee's failure to have such insurance shall not lessen lessee's obligations herein. Lessee must provide lessor a copy of the above-mentioned insurance certificate referencing the job site name prior to the job beginning.
- \* No retainages shall apply to Scaffold Service.
- \* Cancellation of a signed contract is subject to a 15% surcharge of the entire contract value, including but not limited to the anticipated rental term.



Change  
Order

**PLUMBING • HEATING • VENTILATION  
FIRE PROTECTION**

4907 Lightning Drive | Hermantown, MN 55811  
Tel: 218.729.9662 | Fax: 218.729.9774

**Date: 6/11/2021**

**Attention: Gardner Builders**

**Project: Cloquet High School Art Room Renovation Air Handling Unit Relocation**

**Scope of Work:**

- . Heating piping rerouting
- . Vent piping relocation
- . Ductwork rerouting
- . Additional insulation
- . Control rerouting
- . Crane
- . Additional demolition

**Proposal: Time and material not to exceed - \$38,922.00**

In Process

**Exclusions:**

Roofing  
Sprinkler  
Structural steel  
Electrical  
Scaffolding

Name: Chris Adatte Project Manager

Signed: 



**Eric Thorn**

to me ▾

Hi Curtis,

For Option #2 pricing XTRU-1, Hunt Electric

Hunt Electric to:

- Rewire the duct smoke detector, control module, test switch.
- Disconnect and reconnect XRTU-1 power feed

As a VE, I am proposing that the current feed from the boiler room would be reworked in the project space to the RTU's new location.

Exclusions and Clarifications:

- Temp control work done by others

Total Cost Adder \$393.00

Thank you,

**ERIC THORN** | [ethorn@huntelec.com](mailto:ethorn@huntelec.com)

Project Manager | Hunt Electric Corporation

4330 West 1st Street Suite B, Duluth, MN 55807

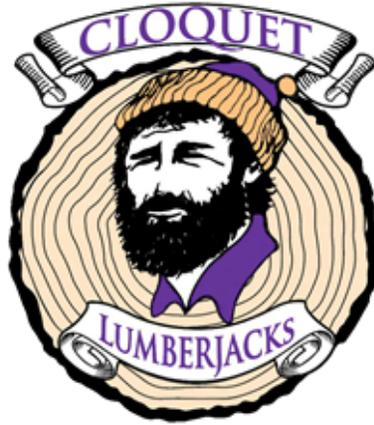
**C** 218-310-3903 **D** 218-624-6532

**M** 218-628-3323

[WEBSITE](#) | [FACEBOOK](#) | [LINKEDIN](#)

Hunt and ECSI are Affirmative Action and Equal Opportunity Employers





# **CLOQUET PUBLIC SCHOOLS 2020-2021 STAFF RECOGNITION**

## **“35” Years of Service**

**Corinne Pappas, Paraprofessional**  
Washington Elementary School

## **“25” Years of Service**

**Brenda Gigliotti, Physical Education/Health Teacher**  
Cloquet Senior High School

**Judy Nelson, Paraprofessional**  
Washington Elementary School

## **“20” Years of Service**

**Bret Baker, Social Studies Teacher**  
Cloquet Senior High School

**Sherri Chalberg, Paraprofessional**  
Cloquet Senior High School

**Connie Hyde, Principal**  
Cloquet Area Alternative Education Programs (CAAEP)

**Matthew Montgomery, Head Custodian**  
Churchill Elementary School

**Christine O’Hara, Paraprofessional**  
Churchill Elementary School

**Denice Risberg, Paraprofessional**  
Cloquet Middle School

**Cynthia Welsh, Science Teacher**  
Cloquet Middle School

### **“15” Years of Service**

**Ann Doesken, First Grade Teacher**  
Washington Elementary School

**Beth Dohnansky, Food Service Director**  
Cloquet Senior High School

**Rachel Godnai, Adults with Disabilities**  
Cloquet Community Education

**Sheila Kahlstorf, First Grade Teacher**  
Washington Elementary School

**Mary Vang, Paraprofessional**  
Cloquet Senior High School

**Diane Woodward, Food Service Server/Prep**  
Churchill Elementary School

### **“10” Years of Service**

**Elizabeth Barra, American Indian Academic Tutor**  
Churchill Elementary School

**Sherri Blesener, Paraprofessional**  
Washington Elementary School

**Lindsey Doty, Food Service Assistant/Secretary**  
Cloquet Senior High School

**Kay Gerlach, Paraprofessional**  
Washington Elementary School

**April Isaacson, Food Service Cook**  
Churchill Elementary School

**Kimberly Marciniak, Paraprofessional**  
Washington Elementary School

**Stephen Martin, Head Custodian**  
Cloquet Senior High School

**Shirley Miner, American Indian Education Liaison**  
Cloquet Senior High School

**Joy Nelson, Recreation Coordinator**  
Cloquet Community Education

**Jacqueline Olson, Paraprofessional**  
Cloquet Area Alternative Education Programs (CAAEP)

**Jessica Santi, Special Education Teacher**  
Cloquet Senior High School

**Tina Swartwoudt, Special Education Teacher**  
Churchill Elementary School

**Roderick Syck, Math Teacher**  
Cloquet Area Alternative Education Programs (CAAEP)

**You make a difference in the  
lives of our students every day!**



*(For Years of Service as of 8/31/21)*



***Cloquet Public Schools Retirees  
2020-2021  
Non-Certified Staff Retirements  
as of June 10, 2021***

***Janet Adkins, Program Assistant***  
Cloquet Community Education  
May 1997 – April 2021

***Diane Kuklis, Paraprofessional***  
Northern Lights Academy  
January 2010 – June 2021

***Patsy Baker, Food Server/Prep***  
Cloquet Middle School  
September 2015 – April 2021

***Barbara Lammi, Adult Enrichment Coordinator***  
Community Education  
May 2012 - April 2021

***Ruth Boedigheimer, Guidance Secretary***  
Cloquet Middle School  
February 1995 – June 2021

***Mary Lindholm, Paraprofessional***  
Churchill Elementary School  
October 1992 – June 2021

***Christy Burslie, Head Secretary***  
Churchill Elementary School  
October 1992 – February 2021

***Linda Mankowski, Paraprofessional***  
Northern Lights Academy  
August 2000- July 2021

***Corinne Campbell, Head Secretary***  
Cloquet Middle School  
July 2003 – June 2021

***Judy Nelson, Paraprofessional***  
Washington Elementary School  
November 1995 – June 2021

***Sandy Franke, Program Assistant***  
Community Education  
September 2001 – September 2020

***Vickie Price, Paraprofessional***  
ECFE / Washington Elementary  
September 1994-June 2021

***Theresa Gradine, Paraprofessional***  
Cloquet High School  
September 2006 – June 2021  
AIE Home Liaison October 1995-June 2002

***Denice Risberg, Paraprofessional***  
Cloquet Middle School  
October 2000 – June 2021

***Denise Hill, Paraprofessional***  
Cloquet Middle School  
October 2011 – June 2021

***Job Description (Updated May 2021)***  
***Cloquet Public School***  
**Aquatics Coordinator**

**Department:** Cloquet Community Education

**Reports to:** Community Education Director

**General Description:**

Lead the effort to establish, plan, organize and supervise the Aquatics 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.  
Manage the program budget.  
Follows city and school facility policies and ensures the safe, legal operation of the program.

**Education/Licensure Needed:** Prefer related 2 or 4 year degree; CPR, first aid Certified; prefer Red Cross WSI Certified and Lifeguard Certified; LGI and WSI instructor certification to be considered.

**Job Qualifications:**

Experience working with the operations and programming of an aquatics program  
Excellent communication skills-must build personal relationship with key people in aquatics 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

**Job Duties:**

1. Leadership
  - Provide a positive setting that enables participants to enjoy a quality aquatics 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 aquatics as requested by community education director
  - Attend Community Education Coordinator meetings as available.
  
2. Programming
  - Set up programming of a variety of aquatic classes, activities and events that promote safety, healthy living, and fun.
  - Develops a year round program of a variety of aquatic programs according to the needs of the community.
  - Works with Cloquet school staff and City of Cloquet to use aquatic facilities for Community Ed & Rec purposes. Supports efforts of all aquatic groups in the area.
  - Encourages aquatics by building partnerships in Carlton County and the Duluth area.

- Effectively runs the aquatics program, assists with hiring and supports the manager and staff of the Beach at Pinehurst Park .
3. Policies and Procedures
    - Develop and oversee program policies and regulations to ensure that the aquatics program is properly run. Prepares staff manuals when necessary to ensure staff is following the policies and regulations.
    - 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. Gets info to marketing in a timely manner to be placed on the website.
    - 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.
    - Handles discipline concerns with staff and participants.
    - Oversee recording of all injuries and behavioral concerns.
  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.
    - Oversee collection of timesheets and assure their accuracy.
    - Responsible for purchasing and inventory of all equipment, materials and concessions using the proper process designated by the Cloquet Public Schools.
    - Responsible for balanced monthly budget reports to monthly check the bills against the aquatics accounts.
    - Responsible for depositing funds according to community education procedures.
  5. Staffing
    - Supervises all staff and ensures that they are qualified, know their jobs, follow policies, rules and regulations, hold in-service trainings and meetings, and ensure that reports are properly filled out.
    - Responsible for recruiting, hiring and evaluation of all staff according to district policies and community education procedures. Works closely with the Community Education Director on all hiring and staffing.
    - Responsible for staffing the aquatics program, creates a monthly working schedule for all staff; schedules lifeguards for group rentals and private swimming lessons at the CMS pool.
    - Keeps certification list current on all staff.
    - Qualified to step in and sub for any staff member.
  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 and the Aquatics Coordinator will choose an evaluation tool.

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## MEMORANDUM

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**TO:** Dr. Michael Cary, Superintendent  
**DATE:** June 2, 2021  
**FROM:** Erin Bates, Community Education Director  
**RE:** Job Description update - Aquatics Coordinator

I am submitting an updated job description for the position of Aquatics Coordinator. The new job description removes all language pertaining to the Tubing Hill, which no longer is in operation.

**“Employment is subject to Cloquet School Board Approval”**



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>

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington School Principal

DATE: June 10, 2021

RE: Recommendation for Employment

I am recommending the reassignment of Heather Johnson from a 3<sup>rd</sup> grade teacher to an Elementary Media Specialist/Gifted and Talented Coordinator at Washington Elementary & Churchill Elementary, beginning in the fall of the 2021-2022 school year.



ISD 94 • Cloquet, MN 55720 • [www.isd94.org](http://www.isd94.org)

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

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## MEMORANDUM

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TO: Dr. Michael Cary  
Superintendent

FROM: Dylan Carlson  
Director of Facilities and Grounds

DATE: June 9<sup>th</sup>, 2021

RE: **Internal Transfer Notice**

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Cloquet Middle School 6.75/hr Part Time Cleaner, Joan Dahlen, has accepted a transfer to the open Garfield 6.75/hr Part Time Cleaner position. The Middle School Part Time Cleaner position is a temporary COVID position that will not be renewed.



ISD 94 • Cloquet, MN 55720 • [www.isd94.org](http://www.isd94.org)

Central Administration	302 14th St	218.879.6721
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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: Dylan Carlson  
Director of Facilities and Grounds

DATE: June 9<sup>th</sup>, 2021

RE: **Internal Transfer Notice**

---

Cloquet High School 6.75/hr Part Time Cleaner, Marlyn Ninneman, has accepted a transfer to the open Churchill 6.75/hr Part Time Cleaner position. The Cloquet High School Part Time Cleaner position is a temporary COVID position that will not be renewed.