



Cloquet Public Schools

Regular Meeting

Monday, October 25, 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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3. Tuesday, November 16, 2021 - Community Education Advisory Meeting - 5:30 p.m.	
4. Monday, November 22, 2021 - Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
XIV. Adjournment	

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2. Building and Department Reports

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- i. 2021-2022 Makoons Club Afterschool Program Positions

ESSER III Funded

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- b. Transfer of 24 hr/week ECSE Paraprofessional to 6.5 hrs/day AIE Tutor (Nicole Skramstad)

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- b. Family Literacy Night Compensation Adjustment for Elementary Schools

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October 11, 2021

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

Topics discussed:

Dr. Cary reviewed the agenda items including the REACH program working to provide staffing to help our district and Carlton, non-renewal of staff member and agreement with Ed-MN, and snow removal bid awards. He also gave an update on the subcommittee meeting with Carlton regarding the potential tuition agreement and next steps in the process. Dr. Cary also informed the School Board that Cloquet School District was awarded the Large Business of the Year award from the Cloquet Chamber of Commerce. He, Chair Lammi and a few union leaders attended the annual dinner and accepted the award late September. He also updated them on the CTE remodel and what items were backordered or delays. The staff and students are using the facility, but there are still a few things yet to be completed. There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 5:43 p.m.

October 11, 2021

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on October 11, 2021 was called to order by Board Chair T. Lammi at 6:00 p.m.

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

- | | |
|--------------------|------------------|
| • David 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
- Teresa Angell, American Indian Education Director
- Dylan Carlson, Facilities and Ground Director
- Barb Mackey, Northern Lights Academy Assistant Director
- Ashlee Lennartson, Education Minnesota - Cloquet Representative
- Bill Bauer, Technology Support Specialist
- Jana Peterson, Pine Knot Newspaper Representative
- Jake Przytarski, 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 K. Scarbrough to approve the October 11, 2021 board agenda with moving the permission to post of a special education teacher to new business. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by T. Lammi to approve the September 27, 2021 school board working session meeting minutes, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Public comment was taken regarding masking from Chelsey Angell, Jamie Graham and Sarah Vandermeiden. Ashlee Lennartson, Education Minnesota – Cloquet Representative invited the Board to their new teacher dinner.
- Building and Department Reports were reviewed.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS, AND WIRES

- RESOLVED by D. Battaglia to approve Claims, October 5, 2021; Hand Checks, September 30, 2021; Wire Transfers, September 14 and 28, 2021, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by K. Scarbrough to approve the Consent Items, as presented.

1. Terminations:

- Madison Kusnierek, Program Assistant, effective October 4, 2021

2. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Kathleen Bailey	1.0 FTE Licensed District Wide School Nurse	BA/5	November 1, 2021
b. Michael Meyer	1.0 FTE Social Worker at Cloquet High School	MA/5	October 14, 2021
c. Jason Barney	Homebound Teacher for CMS Student Approx. 5 hours/week + 1 hour prep	\$32.02/hr	2021-2022
d. Barbara Anthony	8 hrs/day, 210 days Head Secretary at Wash Elem	Step 7 Frozen	October 4, 2021
e. Stephanie Eugenis	7.5 hrs/day, 199 days Secretary/Receptionist at CHS	Step 8	October 18, 2021
f. Mark Cooper	6.5 hrs/day Paraprofessional at CMS	\$17.41/hr.	October 4, 2021
g. Stacy Grassinger	6.5 hrs/day EBD/SLD Paraprofessional at CHS	\$17.41/hr.	October 12, 2021
h. Gretta Singpiel	6.5 hrs/day DCD S/P Paraprofessional at CHS	\$17.41/hr.	October 18, 2021
i. Brandon Conklin	6.5 hrs/day DCD M/M Paraprofessional at CHS	\$17.41/hr	
j. Esse Ovadje	3 hrs/day, Food Service Staff – District Wide Floater	\$16.68/hr.	October 4, 2021
k. Amber Sherwood	3 hrs/day Food Service Staff - CMS	\$16.68/hr.	October 11, 2021
l. Melanie Lund	3 hrs/day Food Service Staff at CMS	\$16.68/hr.	October 11, 2021
m. Esse Ovadje	Program Assistant at Kids Corner through Comm Ed	\$14.85/hr.	October 4, 2021
n. Amber Sherwood	Program Assistant at Kids Corner through Comm Ed	\$14.85/hr.	October 6, 2021

3. Extra Services Contracts

- Corey Hunt Spring 3 Act Play Director \$3,495

4. Permission to Post

- Homebound teacher for a CMS Student
- 6.75 hrs/day 1:1 Paraprofessional at Northern Lights Academy
- Target Services After-School Program for the 2021-22 school year.

5. Grant Application/Grant Awards/Donation

- Cloquet Educational Foundation Grants – October 2021

- N. Sandman seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

AGENDA ADDENDUMS

- None were presented at this time.

School Board Committee Reports

- Student enrollment report from October 6, 2021 was reviewed.

NEW BUSINESS

- RESOLVED K. Scarbrough to approve the Memorandum of Understanding Regarding Partnership with MN Alliance with Youth and Americorps Promise Fellows with REACH Program and Carlton County Community & Family Initiatives for the 2021-2022 and 2022-2023 School Years, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by D. Battaglia to approve the 2021-2022 snow removal bids, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED T. Lammi to approving the non-renewal of a probationary 1.0 FTE Special Education Teacher at Northern Lights Academy, as presented. N. Sandman seconded the motion. A roll call vote was called: T. Lammi-yea, N. Sandman-yea, D. Battaglia- yeas, G. Huard-yeas, M. Juntunen-yeas, K. Scarbrough-yeas. Motion passed 6-0.
- RESOLVED by K. Scarbrough to approve the rate increase for driver's education instructors through Community Education, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED N. Sandman to approve establishing a combine polling place, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by K. Scarbrough to approve the permission to post for a 1.0 FTE Setting IV Special Education Teacher at Northern Lights Academy for the remainder of 2021-2022, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

SUPERINTENDENT'S REPORT

Dr. Cary reviewed the items during the working session.

CLOSED SESSION

- RESOLVED by N. Sandman to move the meeting to closed session to discuss property 06-510-6120. G. Huard seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call. The School Board entered closed session at 6:37 p.m.
- The School Board resumed the regular meeting at 6:53 p.m.

FOR YOUR INFORMATION

- Internal Transfer from DCD M/M to DCD S/P Paraprofessional position at Cloquet High School (Rhonda Nelson)
- MSBA Insurance Trust Proxy Statement and Vote
- Washington October Newsletter

UPCOMING MEETINGS/EVENTS

- Tuesday, October 12, 2021 - Health and Safety Meeting - 3:45 p.m. Boardroom
- Monday, October 18, 2021 - DAC Committee Meeting - 3:45 p.m. Boardroom
- Tuesday, October 19, 2021 - Community Education Committee Meeting - 5:30 p.m.
- Monday, October 25, 2021 - Regular School Board Meeting- 5:30 p.m. Working Session/ 6:00 p.m. Regular Mtg.
- Tuesday, October 26, 2021 - District Wellness Committee Meeting - 3:45 p.m. Boardroom
- Monday, November 8, 2021 - Regular School Board Meeting - 5:30 p.m. Working Session/6:00 p.m. Regular Mtg.

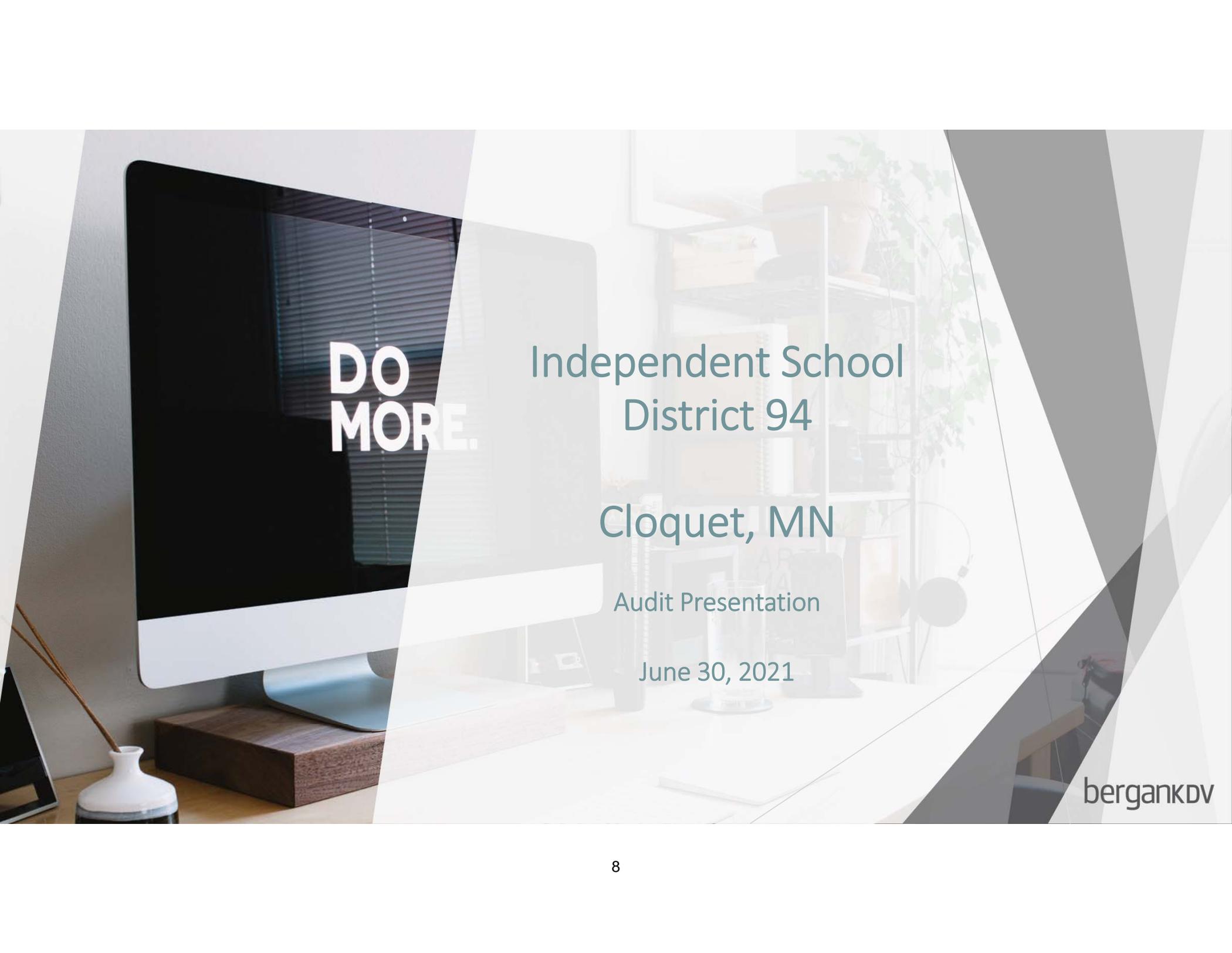
ADJOURNMENT

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:54 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board



**DO
MORE.**

Independent School District 94

Cloquet, MN

Audit Presentation

June 30, 2021

bergankov

Independent Auditor's Reports

- Management is responsible for the financial statements
- Auditor is responsible to express an opinion on the financial statements
- Unmodified Opinion – best opinion an auditor is able to offer
- Provides assurance that the financial statements are fairly presented in all material respects
- *Government Auditing Standards* – no compliance findings; significant deficiency related to lack of segregation of accounting duties
- Minnesota Legal Compliance Audit – no compliance findings

General Education Aid

Formula Allowance

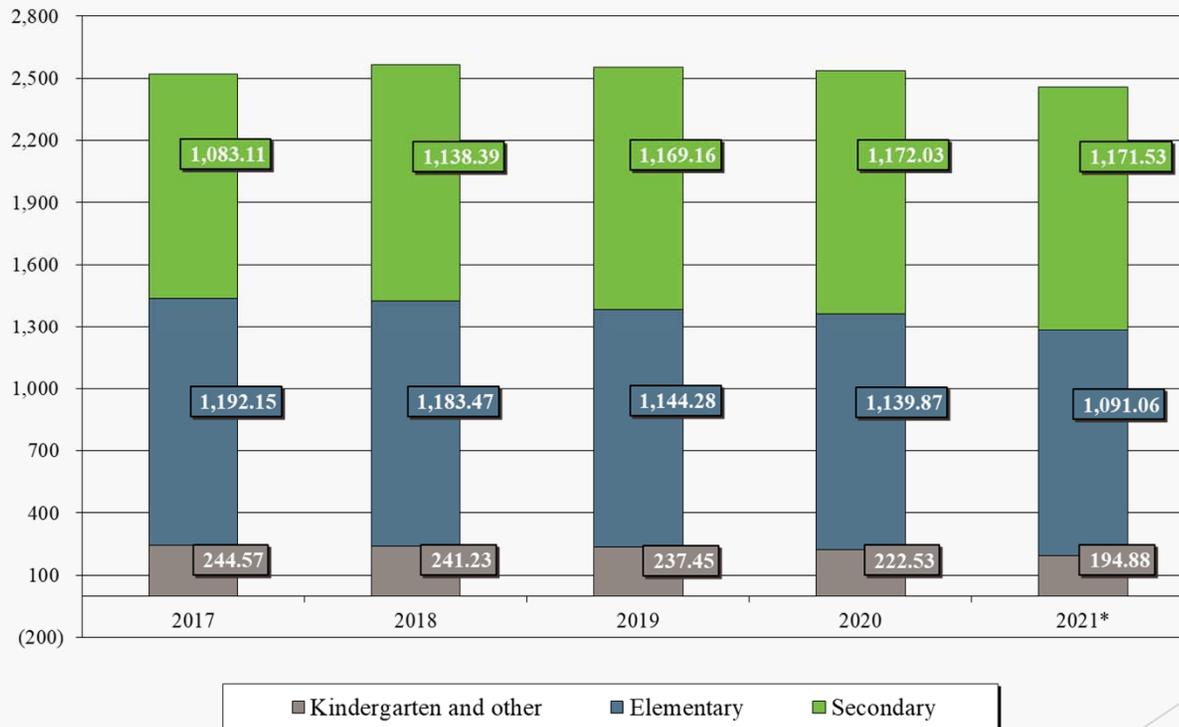
Year	General Education Aid Formula Allowance	
	Amount	Percent Increase
2012	5,174	1.0%
2013	5,224	1.0%
2014	5,302	1.5%
2015*	5,831	1.9%
2016	5,948	2.0%
2017	6,067	2.0%
2018	6,188	2.0%
2019	6,312	2.0%
2020	6,438	2.0%
2021	6,567	2.0%
2022	6,728	2.5%

* General Education Aid - Of the \$529 increase over 2014, \$105 is for inflation at 1.9%; the remaining \$424 is a shifting of revenue to adjust for pupil weight changes, pension adjustments changes and other restructuring.

Average Daily Membership and Pupil Units – Resident ADM

ADM	2017	2018	2019	2020	2021*
Kindergarten and other	244.57	241.23	237.45	222.53	194.88
Elementary	1,192.15	1,183.47	1,144.28	1,139.87	1,091.06
Secondary	1,083.11	1,138.39	1,169.16	1,172.03	1,171.53
Total Resident ADM	2,519.83	2,563.09	2,550.89	2,534.43	2,457.47

Average Daily Membership and Pupil Units – Resident Students (ADM)



Average Daily Membership and Pupil Units – Pupil Units Weighting

	Pupil Units Weighting					
		Handicapped	Half/Full	Elementary	Elementary	
	Pre-Kindergarten	Kindergarten	Kindergarten	Grades 1-3	Grades 4-6	Secondary
Year 2017-2021	1.000	1.000	1.000	1.000	1.000	1.200

Average Daily Membership and Pupil Units – Adjusted Pupil Units

Adjusted Pupil Units	2017	2018	2019	2020	2021*
Residents	2,725.37	2,781.08	2,776.83	2,761.92	2,683.45
Residents going elsewhere	(357.06)	(369.93)	(381.28)	(360.69)	(343.09)
Nonresidents coming in	562.17	576.75	609.13	627.23	655.38
Total Adjusted Pupil Units	2,930.48	2,987.90	3,004.68	3,028.46	2,995.74

Average Daily Membership

and Pupil Units – Change in Resident ADM and Pupil Units Served

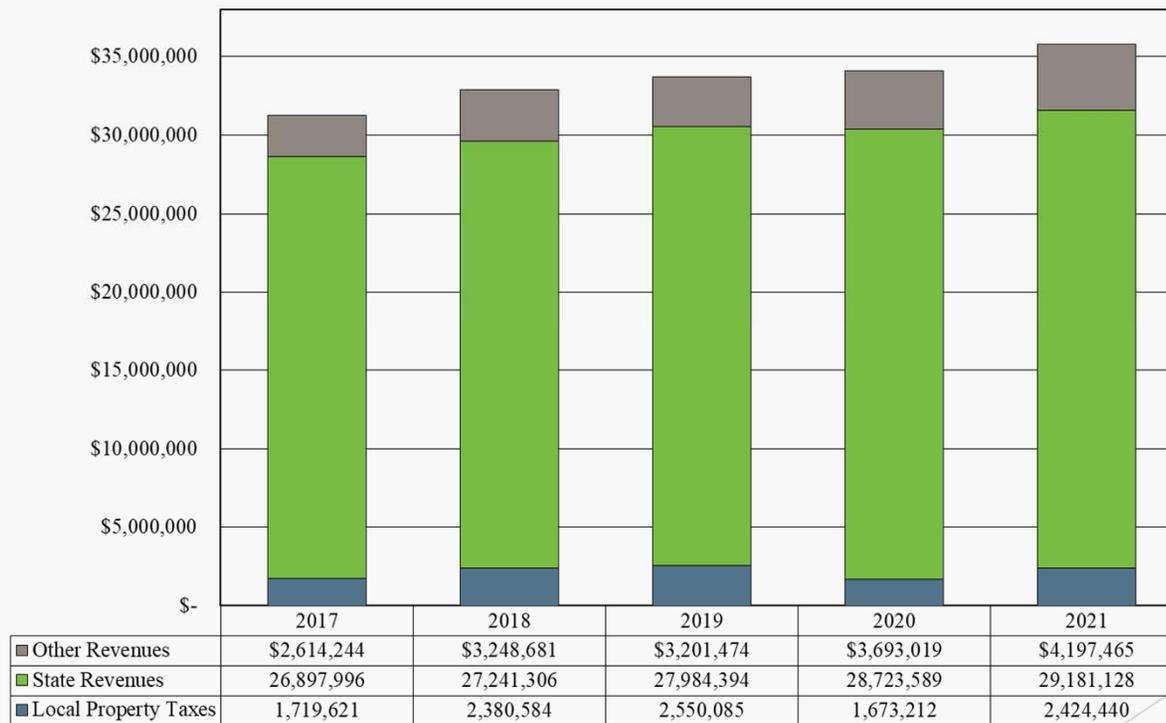


General Fund Budget and Actual

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Over (Under)
	Original	Final		
Revenues				
Local property taxes	\$ 2,436,588	\$ 2,257,112	\$ 2,424,440	\$ 167,328
Revenue from state sources	29,110,790	29,986,918	29,181,128	(805,790)
Other sources	3,114,119	3,125,198	4,197,465	1,072,267
Total revenues	<u>34,661,497</u>	<u>35,369,228</u>	<u>35,803,033</u>	<u>433,805</u>
Expenditures				
Administration	1,984,621	1,905,459	1,918,320	12,861
District support services	899,451	919,580	875,933	(43,647)
Regular instruction	17,398,194	17,712,303	17,317,342	(394,961)
Vocational education instruction	487,682	499,653	503,890	4,237
Special education instruction	6,915,030	6,879,338	6,348,168	(531,170)
Instructional support services	1,806,621	2,200,807	2,159,265	(41,542)
Pupil support services	2,044,752	2,237,701	2,294,639	56,938
Sites, buildings, and equipment	3,196,360	3,204,228	3,249,559	45,331
Debt service	423,680	423,680	298,680	(125,000)
Fiscal and other fixed cost program	124,000	124,000	270,685	146,685
Total expenditures	<u>35,280,391</u>	<u>36,106,749</u>	<u>35,236,481</u>	<u>(870,268)</u>
Net change in fund balances	\$ (618,894)	\$ (737,521)	\$ 566,552	\$ 1,304,073

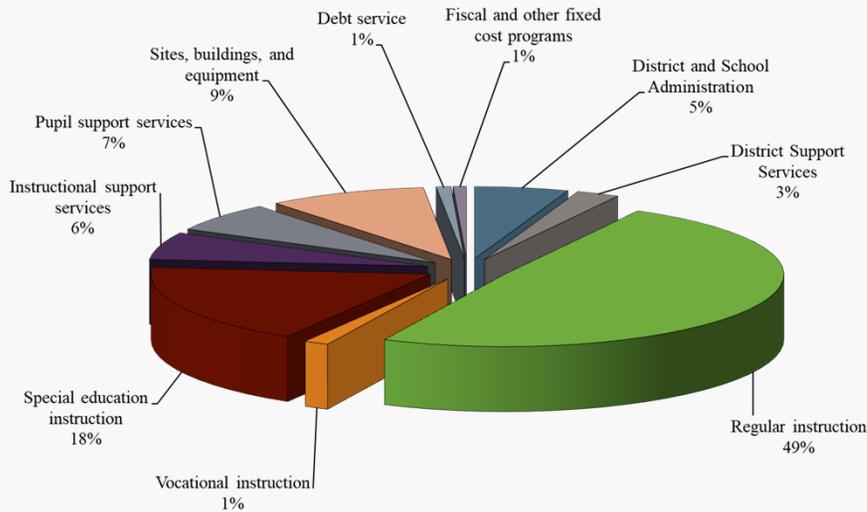
General Fund

Sources of Revenue

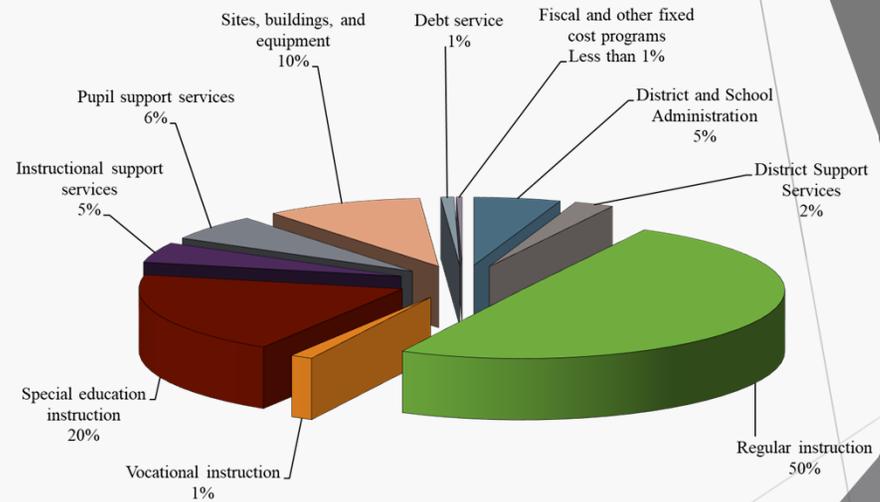


General Fund Expenditures

2021 District Expenditures



2020 District Expenditures



General Fund

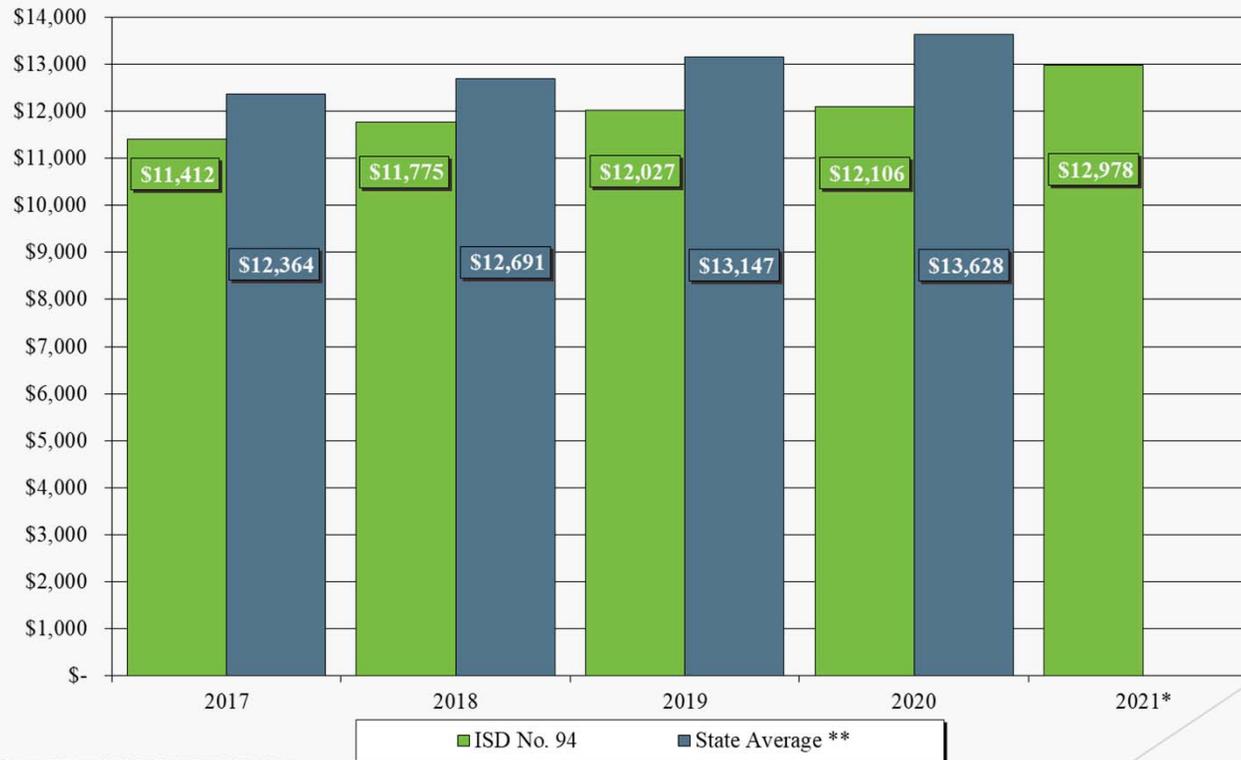
Revenue per Student (ADM) Served

ISD No. 94	2017	2018	2019	2020	2021*
Property taxes	\$ 593	\$ 825	\$ 880	\$ 567	\$ 879
State aid	9,829	9,753	9,969	10,194	10,578
Other	990	1,197	1,178	1,345	1,522
Total	\$ 11,412	\$ 11,775	\$ 12,027	\$ 12,106	\$ 12,978

State Average **	2017	2018	2019	2020	2021*
Property taxes	\$ 1,815	\$ 1,894	\$ 1,996	\$ 2,180	N/A
State aid	9,577	9,821	10,118	10,393	N/A
Other	972	976	1,033	1,055	N/A
Total	\$ 12,364	\$ 12,691	\$ 13,147	\$ 13,628	N/A

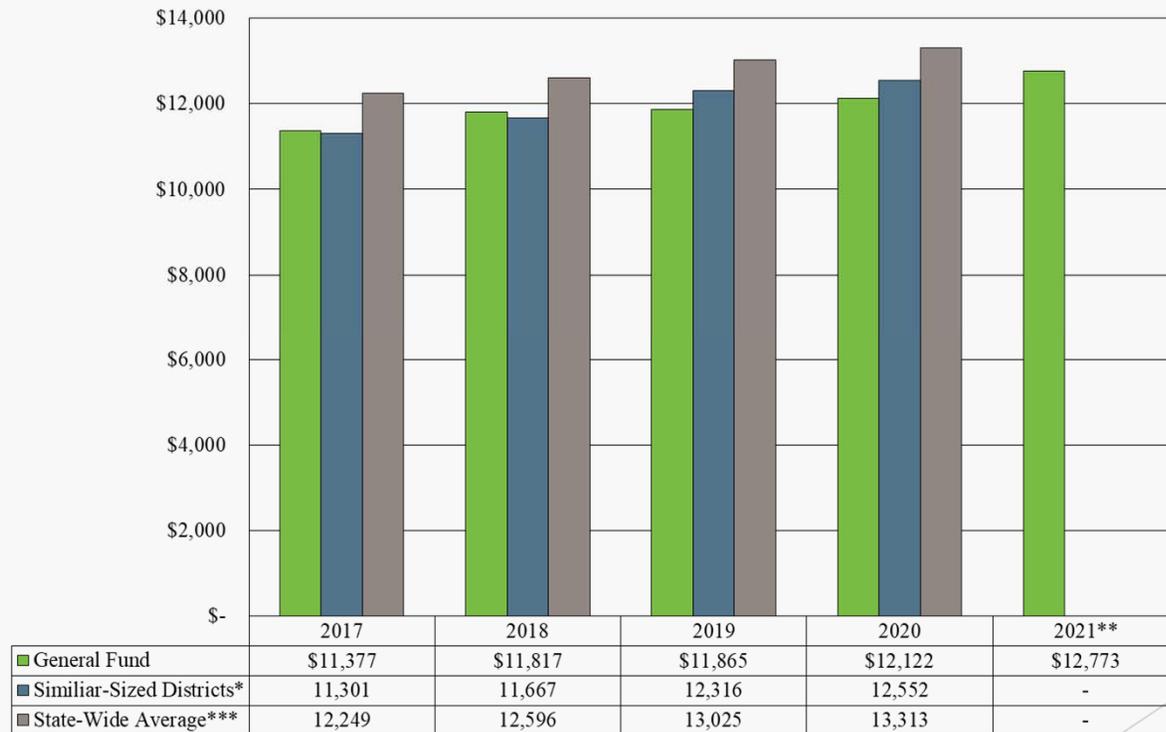
General Fund

Revenue Per Student (ADM) Served



General Fund

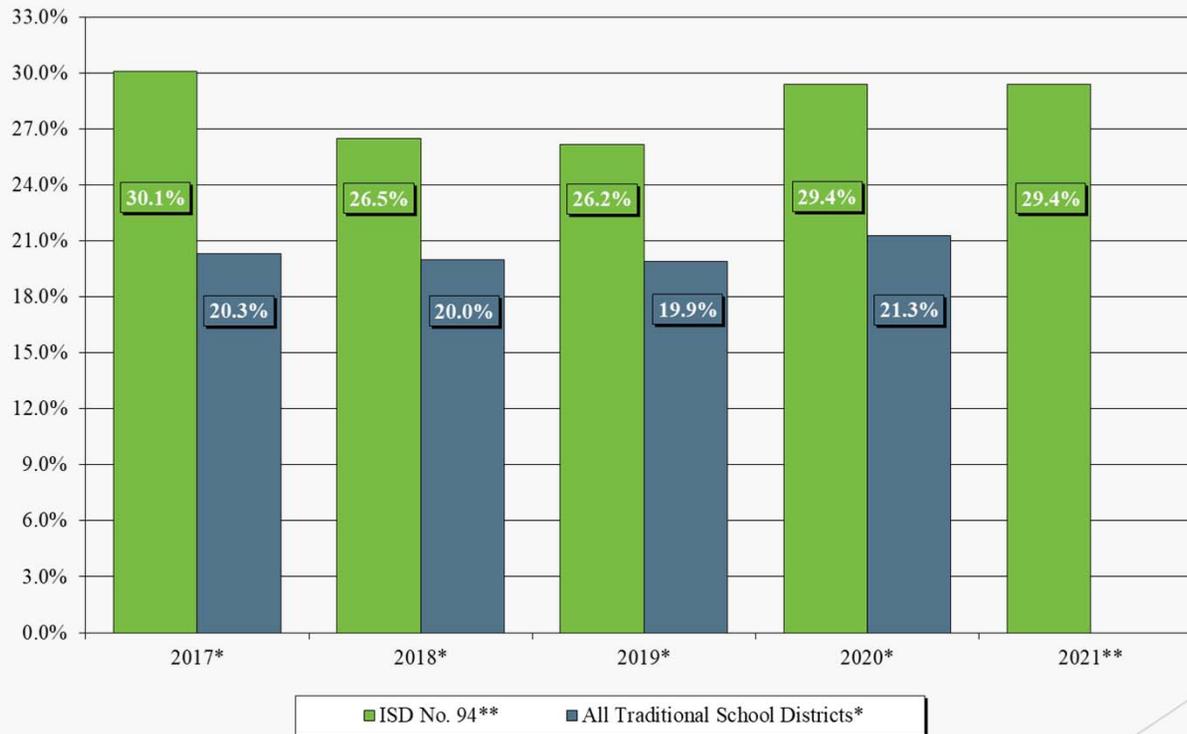
Expenditures Per Student (ADM) Served



General Fund Operations

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 31,231,861	\$ 32,870,571	\$ 33,735,953	\$ 34,089,820	\$ 35,803,033
Expenditures	31,134,444	32,987,399	33,287,336	34,133,755	35,236,481
Excess of revenues over (under) expenditures	97,417	(116,828)	448,617	(43,935)	566,552
Net other financing sources	280,265	-	-	-	-
Net change in fund balance	377,682	(116,828)	448,617	(43,935)	566,552
Change in accounting principle	-	-	-	328,583	-
Fund balance, July 1	8,105,675	8,483,357	8,366,529	8,815,146	9,099,794
Fund balance, June 30	8,483,357	8,366,529	8,815,146	9,099,794	9,666,346
Less nonspendable fund balance	(34,044)	(67,854)	(76,877)	(87,909)	(55,079)
Less restricted fund balance	(788,634)	(1,115,278)	(1,527,289)	(787,075)	(924,491)
Less committed fund balance	(1,710,582)	(1,710,582)	(1,710,582)	(1,710,582)	(1,710,582)
Less assigned fund balance	(82,084)	(113,602)	(140,730)	(798,418)	(1,193,074)
Unassigned Fund Balance, June 30	\$ 5,868,013	\$ 5,359,213	\$ 5,359,668	\$ 5,715,810	\$ 5,783,120

General Fund Financial Health



Food Service Fund

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 1,189,429	\$ 1,200,404	\$ 1,158,361	\$ 1,120,582	\$ 1,230,199
Expenditures	1,206,828	1,204,064	1,176,654	1,150,145	1,093,691
Excess of revenues over (under) expenditures	(17,399)	(3,660)	(18,293)	(29,563)	136,508
Fund balance, July 1	404,223	386,824	383,164	364,871	335,308
Fund Balance, June 30	\$ 386,824	\$ 383,164	\$ 364,871	\$ 335,308	\$ 471,816

Community Service Fund

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 1,920,295	\$ 2,061,978	\$ 2,092,169	\$ 1,812,584	\$ 1,834,335
Expenditures	1,986,854	1,945,638	1,911,261	1,815,213	1,700,089
Excess of revenues over (under) expenditures	(66,559)	116,340	180,908	(2,629)	134,246
Fund balance, July 1	267,970	201,411	317,751	498,659	496,030
Fund Balance, June 30	\$ 201,411	\$ 317,751	\$ 498,659	\$ 496,030	\$ 630,276

QUESTIONS?

Dustin Opatz
Dustin.Opatz@berganKDV.com





LET'S DO MORE, TOGETHER.

THANK YOU

Department Reports

Churchill Elementary:

Thank you to the Cloquet Fire Department for their great Fire Safety Presentations. Thank you also to First Witness Program for their school presentations on the Safe and Strong Child. Churchill's PLC focus topics continue to center around Language Arts. Two specific Language Arts topics are classroom read alouds and writing. Our PLC groups will complete a self-assessment and create an action plan to help implement an improved read aloud program in their classrooms. Our grade four has a program of peer mentors at Churchill. Students that participate help problem solve on the playground, support school initiatives and help plan Spirit Weeks. Training for peer mentoring is currently taking place. Initial planning is beginning to identify students for Targeted Services After School support. That service will take place following conferences trimester conferences. The Churchill Building Leadership team meets the first Monday of each month. November's BLT meeting focus will center around building goals and student attendance mentoring.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

October has been very busy and going well at Washington! We are currently enjoying our first spirit week of the year – a fall themed week with dress up days and extra fun! Students have been showing their purple pride to earn the fun days so it has been a great celebration together.

We have also been learning about Kindness, Fire Safety, Bus Safety, and we practiced our first evacuation drill last week too. Our library is also having a contest for classrooms to paint a pumpkin as their favorite book character. It is a lot of fun to see all of the creativity. Here are a few pictures for you to enjoy:



Bike Fleet wrapped up in PE and Roller Skating is fast approaching next week.

Finally, our 3rd & 4th graders had the chance to apply for our Student Advisory Team this year. Applications were due last week and voting will be held on Tuesday, 10/26. We are excited to begin working with our new group of student leaders!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

CMS just completed the fall walkthroughs of our classrooms. Literary team members, coaches, and administration all spent time in each classroom looking for best practices. We will then spend some time analyzing the data and share the results with the staff. We also started our morning PLC time using the tuning protocol last week. Student council elections were last week. There were posters all over the school asking for support from different candidates. This year was the closest race yet! Mr. Doyle and his unified team are planning a Halloween party for next week, and we will also have dress-up week next week. This Tuesday, the 5th and 6th grades have a fun afternoon planned for after school. Our FCS classes just had a “cookie war” where each team created a cookie, and teachers voted on their favorite. Mr. Brenner and Mr. Lenarz did the final judging for the overall winner. We are also really excited that the yearbook is back this year! Ms. Wanous and Ms. Hietala have offered to help start up a yearbook club. We are all very excited to have a yearbook again!

Submitted by Tom Brenner, Cloquet Middle School Principal

Cloquet High School:

- Both boys and girls soccer teams are playing in the Section Finals tonight.
- Boys XC won the LSC Conference.
- The girls tennis team set a school record with 18 wins this season.
- The CTE wing is very close to becoming fully operational.
- We are now fully staffed for the first time this year and it definitely makes a noticeable difference in the overall school climate.
- Tim and I have started teacher evaluations – our students are in good hands!

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP has had student council elections and they are now up and running. We will be having spirit week next week and an afternoon activity day next Friday, October 30.

As we near the end of first quarter, staff and students are working diligently to get grades up.

We still have an opening for the .5 Interventionist and no applicants.

MEA credit recovery academy is scheduled for Thursday, Friday, Saturday of MEA.

The CAAEP leadership team is working with our plc with putting tiers together to identify how far behind in credits students are and the interventions to help them.

Submitted by Connie Hyde, CAAEP Principal

Community Education

Aquatics

- Lifeguards and WSI's are needed
- Friday Family Swim - started back up in September. Pre-registration required so we can staff adequately.
- The Aquatics Coordinator will be getting certified to become a lifeguard instructor next month. Once completed, she will be able to hold lifeguard certification classes. Anticipate holding the first class in February. We will be promoting becoming a lifeguard in the high school.

Driver's Education

We will be offering our next section of Drivers Education starting January 4. Our format will change to offer drivers education as a “package” deal (classroom and behind the wheel). Families will be able to split the cost into two payments, if needed.

Registration for the next 3 classes will begin on December 1. Due to demand, classes are limited to Cloquet and FDL students only.

Kids Corner

*Several new staff have been hired this past month. Program now has adequate staffing to operate for the school year at both sites. Enhanced background checks have now resumed to once again include fingerprinting upon hire. Those hired during the peacetime emergency will be able to be fingerprinted starting in December

Submitted by Erin Bates, Community Education Director

Business Department:

Candace will be present at the meeting.

American Indian Education Department:

Greetings School Board Members,

Our AIE Classroom at CMS held a celebration as 5 program students were voted into Student Council. President-Demani Wilson (pictured in front), Vice President-Patrick Lussier (pictured on right), Council Rep.-Daniel Delonais (pictured on left) & Council Rep.-Chazz Martineau (not pictured). We are extremely proud to have a strong presence in this year's student council and will help support their leadership within our school community.



Title VI Part 3 for 19-20 is now open. Part 3 is the Annual Performance Report and when the 19-20 SY transitioned to Distance Learning in early spring the US Department of Education, Office of Indian Education offered an extension of 19-20 funds through 9/1/2021. Title VI Part 3 will be submitted and certified by the end of October.

The Cloquet Schools American Indian Education Program is seeking nominations for the following parent committee positions:

3-LIEC (Local Indian Education Committee) Parent Representatives

3-JOM (Johnson O'Malley) Parent Representative

1-JOM (Johnson O'Malley) Grandparent Representative

Candidates will serve a two year term and will commit to attending monthly meetings through July 2023. Candidate filing deadline is **October 28, 2021 at 4:00pm.**

Candidate Eligibility: Parents/Guardians/Grandparents of American Indian Students who are enrolled in Cloquet Schools and live in the service area are eligible to be nominated for Local Indian Education Committee LIEC candidacy. Parents/Guardians of JOM students who are enrolled in Cloquet Schools that live in the service area are eligible to be nominated for Johnson O'Malley JOM & LIEC candidacy. Stay safe and healthy. Miigwech.

Submitted by Teresa Angell, AIE Director and A&I Coordinator

Building and Grounds

CTE Renovation Project Updates:

Garage doors have been installed. The dust collector has been installed and currently working on all the linkages and power supply. Large fume collector arm for the welding area has been installed. We are still waiting on unit heaters for the woods and metals lab, fabrication lab glass doors, door cylinders, steel corner guards for the garage door openings, and additional piping for the oxygen and acetylene lines. In the previous metals lab there was a room with large shelves dedicated to metals storage. These shelves are to be repurposed in a new storage area however do to such a large weight load these shelves will bare, structural engineers are recommending additional support and this design is in the works.

Part Time Cleaner position at Washington Elementary School has been filled and a notice has been brought to the board.

Submitted by Dylan Carlson, Building and Grounds Director

Technology

The CTE Project is coming along! We are finally ready to start assembling the lab and have students learning in it! With the new equipment the students will have access to the latest CAD software, as well as advanced image editing and video editing software. In addition to the software the district has already purchased, the technology department has found many open-source applications to supplement the suite of tools we already have to enable students to learn on tools they can also install at home if they so choose. Overall, things are starting to smooth out for the department as the district charges through the school year.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$425,869.74
02	Food Services	\$58,559.00
03	Transportation	\$1,850.73
04	Community Services	\$6,901.57
05	Capital Expenditure	\$3,304.67
06	Building Construction	\$567.75
12	Activities	\$9,426.95
45	OPEB Irrevocable Trust	\$1,275.86
Report Total		\$507,756.27

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	95146	158933	Check	1	8386		ABRAHAMSON, RYAN	Yes	No	No	USD	10/26/2021	244.00
			95029	158934	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	USD	10/26/2021	500.00
			95059	158935	Check	1	1055		ADVANTAGE EMBLEM	Yes	No	No	USD	10/26/2021	912.50
			95030	158936	Check	1	00570		AG O'BRIEN COMPANY	Yes	No	No	USD	10/26/2021	2,143.73
			95153	158937	Check	1	8649		AHO, JOLENE	Yes	No	No	USD	10/26/2021	315.87
			95122	158938	Check	1	7573		AIRE SERV HEATING & AIR CONDITI	Yes	No	No	USD	10/26/2021	153.20
			95112	158939	Check	1	6516		ANDERSON, HEIDI	Yes	No	No	USD	10/26/2021	273.98
			95151	158940	Check	1	8609		BALOW, JORDAN J	Yes	No	No	USD	10/26/2021	79.00
			95107	158941	Check	1	5655		BARTO, LINNEA	Yes	No	No	USD	10/26/2021	125.79
			95175	158942	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	10/26/2021	188.41
			95032	158943	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	10/26/2021	1,219.04
			95165	158944	Check	1	9022		BERQUIST, PATRICK PAUL	Yes	No	No	USD	10/26/2021	91.00
			95042	158945	Check	1	10257		BLB CONSULTING LLC	Yes	No	No	USD	10/26/2021	1,465.00
			95174	158946	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	10/26/2021	188.41
			95121	158947	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	10/26/2021	1,300.00
			95168	158948	Check	1	9171		BURNOS, JAMES L	Yes	No	No	USD	10/26/2021	91.00
			95086	158949	Check	1	4072		CAMPBELL, CORINNE	Yes	No	No	USD	10/26/2021	57.50
			95033	158950	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	10/26/2021	200.00
			95045	158951	Check	1	10432		CASSERBERG ELISABET	Yes	No	No	USD	10/26/2021	336.00
			95043	158952	Check	1	1030		CDW GOVERNMENT INC	Yes	No	No	USD	10/26/2021	3,146.33
			95104	158953	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	10/26/2021	316.59
			95055	158954	Check	1	10480		CITY OF SCANLON	Yes	No	No	USD	10/26/2021	420.00
			95038	158955	Check	1	10158		CLEVELAND, ROLAND	Yes	No	No	USD	10/26/2021	117.00
			95060	158956	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	10/26/2021	8,626.71
			95061	158957	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	10/26/2021	4,188.75
			95062	158958	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	10/26/2021	1,184.00
			95077	158959	Check	1	3116		CONTINENTAL CLAY CO	Yes	No	No	USD	10/26/2021	876.82
			95125	158960	Check	1	7961		COTTINGHAM, ALAN JAMES	Yes	No	No	USD	10/26/2021	332.00
			95035	158961	Check	1	10088		CRESTLINE PROMOTIONAL PRODUC	Yes	No	No	USD	10/26/2021	455.88
			95116	158962	Check	1	7052		CURRICULUM ASSOCIATES LLC	Yes	No	No	USD	10/26/2021	349.44
			95066	158963	Check	1	14301		DEMCO INC	Yes	No	No	USD	10/26/2021	185.40
			95082	158964	Check	1	3582		DEPARTMENT OF HUMAN SERVICES	Yes	No	No	USD	10/26/2021	332.00
			95147	158965	Check	1	8415		DETERS, CHEYENNE	Yes	No	No	USD	10/26/2021	91.78
			95110	158966	Check	1	5985		DUSHKIN, CHASSIDY	Yes	No	No	USD	10/26/2021	245.08
			95067	158967	Check	1	16790		ECLIPSE PAINT AND SUPPLY	Yes	No	No	USD	10/26/2021	8,165.58
			95166	158968	Check	1	9062		ERICKSON, MATTHEW	Yes	No	No	USD	10/26/2021	180.00
			95142	158969	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	10/26/2021	123.20
			95115	158970	Check	1	6873		FACTS 4ME30C	Yes	No	No	USD	10/26/2021	50.00
			95164	158971	Check	1	9017		FAIRCHILD, PAT	Yes	No	No	USD	10/26/2021	192.00
			95069	158972	Check	1	19740		FOND DU LAC OJIBWAY SCHOOL	Yes	No	No	USD	10/26/2021	332,214.34
			95085	158973	Check	1	3900		FRABONIS	Yes	No	No	USD	10/26/2021	425.05

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			95099	158975	Check	1	4939		GIA PUBLICATIONS	Yes	No	No	USD	10/26/2021	54.60
			95139	158976	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	10/26/2021	91.00
			95155	158977	Check	1	8701		GLITSOS, PANAGIOTIS	Yes	No	No	USD	10/26/2021	322.00
			95141	158978	Check	1	8125		GOLDEN PROTECTIVE SERVICES IN	Yes	No	No	USD	10/26/2021	260.70
			95065	158979	Check	1	1362		GOODIN CO	Yes	No	No	USD	10/26/2021	385.93
			95071	158980	Check	1	21450		GOPHER SPORT	Yes	No	No	USD	10/26/2021	230.77
			95063	158981	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	10/26/2021	3,900.93
			95109	158982	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	10/26/2021	846.13
			95041	158983	Check	1	10239		HAMIL DAVID	Yes	No	No	USD	10/26/2021	95.00
			95053	158984	Check	1	10478		HENDRICKSON SHAUNA	Yes	No	No	USD	10/26/2021	161.11
			95108	158985	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	10/26/2021	8,364.60
			95134	158986	Check	1	8016		HOENE, WILLIAM H	Yes	No	No	USD	10/26/2021	234.00
			95111	158987	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	10/26/2021	491.17
			95184	158988	Check	1	9840		INNOVATIONAL WATER SOLUTIONS	Yes	No	No	USD	10/26/2021	1,090.20
			95105	158989	Check	1	5624		ISD #0094 - LIL LUMBERJACKS	Yes	No	No	USD	10/26/2021	515.25
			95114	158990	Check	1	6866		ISD #0094 LIL THUNDER LEARNING	Yes	No	No	USD	10/26/2021	151.50
			95054	158991	Check	1	10479		ISLE PUBLIC SCHOOLS	Yes	No	No	USD	10/26/2021	200.00
			95117	158992	Check	1	7096		JACKS HOMETOWN DAIRY	Yes	No	No	USD	10/26/2021	9,450.02
			95091	158993	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	10/26/2021	187.75
			95049	158994	Check	1	10444		JENSEN MADELINE	Yes	No	No	USD	10/26/2021	22.00
			95094	158995	Check	1	4572		JLX FILTERS	Yes	No	No	USD	10/26/2021	9,796.81
			95133	158996	Check	1	7999		JOHNSON, DANIEL	Yes	No	No	USD	10/26/2021	113.00
			95177	158997	Check	1	9431		JUSTAD, JOHN D	Yes	No	No	USD	10/26/2021	319.98
			95073	158998	Check	1	28575		K - 1 SPORTS	Yes	No	No	USD	10/26/2021	1,482.00
			95123	158999	Check	1	7658		KACKMAN, SHANNON	Yes	No	No	USD	10/26/2021	602.84
			95074	159000	Check	1	28920		KENDAHL AMUSEMENT	Yes	No	No	USD	10/26/2021	125.00
			95075	159001	Check	1	28980		KEPCO ENGRAVING	Yes	No	No	USD	10/26/2021	52.00
			95183	159002	Check	1	9772		KING ERIC	Yes	No	No	USD	10/26/2021	375.00
			95052	159003	Check	1	10477		KLUENENBERG JOSEPH	Yes	No	No	USD	10/26/2021	136.00
			95181	159004	Check	1	9599		KMECIK BRIAN	Yes	No	No	USD	10/26/2021	91.00
			95158	159005	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	10/26/2021	548.58
			95149	159006	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	10/26/2021	170.00
			95144	159007	Check	1	8324		KUBIS, BRENT	Yes	No	No	USD	10/26/2021	79.00
			95076	159008	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	10/26/2021	169.12
			95113	159009	Check	1	6599		LAKE SUPERIOR LAUNDRY	Yes	No	No	USD	10/26/2021	115.00
			95150	159010	Check	1	8604		LEARNING A-Z	Yes	No	No	USD	10/26/2021	432.00
			95180	159011	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	10/26/2021	85.28
			95118	159012	Check	1	7161		LINE, MICHELLE	Yes	No	No	USD	10/26/2021	957.00
			95162	159013	Check	1	9012		MARSH, STEPHANIE	Yes	No	No	USD	10/26/2021	25.82
			95152	159014	Check	1	8620		MCARTHUR, RICK	Yes	No	No	USD	10/26/2021	113.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			95078	159016	Check	1	32051		MCGRAW HILL SCHOOL EDUCATION	Yes	No	No	USD	10/26/2021	887.69
			95138	159017	Check	1	8069		MCINERNEY, JENNIFER	Yes	No	No	USD	10/26/2021	80.00
			95129	159018	Check	1	7978		MEDICH MARY	Yes	No	No	USD	10/26/2021	35.29
			95079	159019	Check	1	34186		MENARDS	Yes	No	No	USD	10/26/2021	337.57
			95120	159020	Check	1	7263		MENARDS HERMANTOWN	Yes	No	No	USD	10/26/2021	987.45
			95172	159021	Check	1	9271		MENSINGER, ALLEN	Yes	No	No	USD	10/26/2021	91.00
			95140	159022	Check	1	8119		METZER, CHRISTINE	Yes	No	No	USD	10/26/2021	59.88
			95068	159023	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	10/26/2021	1,667.50
			95161	159024	Check	1	8978		MILINOVICH, PAT	Yes	No	No	USD	10/26/2021	91.00
			95058	159025	Check	1	10483		MOLLY OVENDEN CREATIVITY LLC	Yes	No	No	USD	10/26/2021	44.00
			95051	159026	Check	1	10476		MOTZKO KELSEY	Yes	No	No	USD	10/26/2021	57.69
			95084	159027	Check	1	38850		NASCO	Yes	No	No	USD	10/26/2021	198.95
			95031	159028	Check	1	01301		NCS PEARSON INC	Yes	No	No	USD	10/26/2021	126.48
			95160	159029	Check	1	8972		NIESEN, PAMELA	Yes	No	No	USD	10/26/2021	106.00
			95087	159030	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	10/26/2021	360.00
			95080	159031	Check	1	3449		NORTHERN DOOR & HARDWARE INC	Yes	No	No	USD	10/26/2021	230.00
			95088	159032	Check	1	41000		NORTHERN PRINTERY	Yes	No	No	USD	10/26/2021	110.00
			95089	159033	Check	1	41104		NORTHLAND FIRE AND SAFETY	Yes	No	No	USD	10/26/2021	1,630.50
			95050	159034	Check	1	10456		NOVAK JANICE	Yes	No	No	USD	10/26/2021	20.00
			95095	159035	Check	1	4584		ON SITE COMPANIES-OSSDL	Yes	No	No	USD	10/26/2021	600.00
			95135	159036	Check	1	8024		O'NEILL, THOMAS ROBERT	Yes	No	No	USD	10/26/2021	91.00
			95137	159037	Check	1	8037		OTTERSON, DAVID	Yes	No	No	USD	10/26/2021	270.00
			95048	159038	Check	1	10438		QUITDEE CARSON	Yes	No	No	USD	10/26/2021	156.00
			95182	159039	Check	1	9731		OUKROP JACOB	Yes	No	No	USD	10/26/2021	101.00
			95046	159040	Check	1	10435		OZDEMIR HAZI	Yes	No	No	USD	10/26/2021	78.00
			95124	159041	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	10/26/2021	142.22
			95064	159042	Check	1	1326		PAN O GOLD	Yes	No	No	USD	10/26/2021	772.84
			95127	159043	Check	1	7965		PERALA, THEODORE	Yes	No	No	USD	10/26/2021	106.00
			95170	159044	Check	1	9252		PETERSON, CHAD	Yes	No	No	USD	10/26/2021	156.00
			95143	159045	Check	1	8248		PILON, MICHAEL	Yes	No	No	USD	10/26/2021	91.00
			95070	159046	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	10/26/2021	932.00
			95186	159047	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	10/26/2021	1,275.86
			95039	159048	Check	1	10164		PODIUMWEAR	Yes	No	No	USD	10/26/2021	987.80
			95040	159049	Check	1	10207		POKORNOWSKI BRENT	Yes	No	No	USD	10/26/2021	249.00
			95136	159050	Check	1	8031		PORTA PHONE CO, INC	Yes	No	No	USD	10/26/2021	159.52
			95083	159051	Check	1	3602		PRAXAIR	Yes	No	No	USD	10/26/2021	131.50
			95092	159052	Check	1	44930		PREMIERE SEATRES	Yes	No	No	USD	10/26/2021	168.00
			95096	159053	Check	1	4822		PROSEN, TIM	Yes	No	No	USD	10/26/2021	191.84
			95179	159054	Check	1	9512		PUFALL, JANET	Yes	No	No	USD	10/26/2021	80.39
			95093	159055	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	10/26/2021	410.22

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	95047	159056	Check	1	10437		REICHHOFF ELIANA	Yes	No	No	USD	10/26/2021	64.00
			95090	159057	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	10/26/2021	24.64
			95185	159058	Check	1	9860		RIVERSIDE INSIGHTS	Yes	No	No	USD	10/26/2021	882.75
			95097	159059	Check	1	48801		SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	10/26/2021	457.64
			95098	159060	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	10/26/2021	100.98
			95132	159061	Check	1	7996		SCHULZE, KYLE	Yes	No	No	USD	10/26/2021	78.00
			95100	159062	Check	1	5037		SELL HARDWARE	Yes	No	No	USD	10/26/2021	10.89
			95157	159063	Check	1	8745		SHELDON, DARREN	Yes	No	No	USD	10/26/2021	95.00
			95072	159064	Check	1	2203		SIGN PRO	Yes	No	No	USD	10/26/2021	194.18
			95056	159065	Check	1	10481		SMITH LINDSAY	Yes	No	No	USD	10/26/2021	33.56
			95178	159066	Check	1	9498		SMITH, KLYE	Yes	No	No	USD	10/26/2021	142.00
			95148	159067	Check	1	8462		STARFALL EDUCATION	Yes	No	No	USD	10/26/2021	135.00
			95101	159068	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	10/26/2021	904.04
			95176	159069	Check	1	9394		STIREWALT, HALEY	Yes	No	No	USD	10/26/2021	106.95
			95119	159070	Check	1	7217		SULLIVAN CANDY & SUPPLY	Yes	No	No	USD	10/26/2021	1,123.50
			95128	159071	Check	1	7966		SULLIVAN, DANIEL	Yes	No	No	USD	10/26/2021	117.00
			95169	159072	Check	1	9241		SUNDQUIST, TREVOR	Yes	No	No	USD	10/26/2021	219.00
			95044	159073	Check	1	10359		TKI	Yes	No	No	USD	10/26/2021	360.00
			95154	159074	Check	1	8698		TVERBERG, GARY	Yes	No	No	USD	10/26/2021	64.00
			95103	159075	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	10/26/2021	2,665.51
			95131	159076	Check	1	7990		UECKER, JEREMY	Yes	No	No	USD	10/26/2021	156.00
			95171	159077	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	10/26/2021	9,326.79
			95106	159078	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	10/26/2021	45,495.00
			95102	159079	Check	1	5371		VAN IWAARDEN ASSOCIATES	Yes	No	No	USD	10/26/2021	2,009.00
			95159	159080	Check	1	8949		VANTAGE FINANCIAL	Yes	No	No	USD	10/26/2021	9,386.00
			95173	159081	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	10/26/2021	641.85
			95037	159082	Check	1	10134		WALKER TROY	Yes	No	No	USD	10/26/2021	142.00
			95036	159083	Check	1	10124		WALPOLE ERIN	Yes	No	No	USD	10/26/2021	64.00
			95145	159084	Check	1	8382		WALPOLE, DAVID	Yes	No	No	USD	10/26/2021	220.00
			95126	159085	Check	1	7962		WALTERS, DONALD LEE JR	Yes	No	No	USD	10/26/2021	156.00
			95034	159086	Check	1	10082		WICK ANNETTE	Yes	No	No	USD	10/26/2021	600.00
			95167	159087	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	10/26/2021	1,254.40
			95130	159088	Check	1	7981		WISCHNEWSKI, JOSEPH E	Yes	No	No	USD	10/26/2021	106.00
			95057	159089	Check	1	10482		WOOD CITY MOTORS	Yes	No	No	USD	10/26/2021	596.33
			95163	159090	Check	1	9013		YOUNGREN JESSICA	Yes	No	No	USD	10/26/2021	103.75

Bank Total: 2

\$507,756.27

Report Total:

\$507,756.27

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$3,147.10
12	Activities	\$7,116.06
Report Total		\$10,263.16

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	95005	158900	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	10/07/2021	153.81
			95003	158901	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	10/07/2021	872.06
			95002	158902	Check	1	2566		BUYTAERT, KATY	Yes	No	No	USD	10/07/2021	1,500.00
			95000	158903	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	10/07/2021	445.50
			95007	158904	Check	1	9529		DOTY LINDSEY	Yes	No	No	USD	10/07/2021	1,320.00
			94996	158905	Check	1	10465		DULUTH EAST JV CLUB	Yes	No	No	USD	10/07/2021	100.00
			94999	158906	Check	1	10468		GREEN VICTORIA	Yes	No	No	USD	10/07/2021	1,061.00
			94997	158907	Check	1	10466		MBCA CLINIC	Yes	No	No	USD	10/07/2021	440.00
			95006	158908	Check	1	9269		SABYAN, KARIN DANIELLE	Yes	No	No	USD	10/07/2021	720.00
			95004	158909	Check	1	7949		SANDMAN, NICOLE	Yes	No	No	USD	10/07/2021	420.00
			94998	158910	Check	1	10467		TANNER VALERIE	Yes	No	No	USD	10/07/2021	1,320.00
			95001	158911	Check	1	2267		WALMART CAPITAL ONE	Yes	No	No	USD	10/07/2021	1,910.79
Bank Total: 2														\$10,263.16	
Report Total:														\$10,263.16	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$14,789.65
02	Food Services	\$37.28
04	Community Services	\$35.56
45	OPEB Irrevocable Trust	\$1,725.00
Report Total		\$16,587.49

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	95012	158912	Check	1	5724		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	10/12/2021	1,725.00
		95009	158913	Check	1	10462		HAYNES JEREMIAH	Yes	No	No	USD	10/12/2021	259.66
		95011	158914	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	10/12/2021	7,727.83
		95010	158915	Check	1	2714		MSBA	Yes	No	No	USD	10/12/2021	275.00
		95008	158916	Check	1	10109		TEACHBOOST	Yes	No	No	USD	10/12/2021	6,600.00
Bank Total: 2													\$16,587.49	
Report Total:													\$16,587.49	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Activities	\$99.00
Report Total	\$99.00

Cloquet Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0094	2	158917	10474		RU RIDGE CORN MAZE		Check	
				E 12 101 403 000 000 369	Entry Fees		\$99.00	
	PO#:	Voucher #:	169971	Invoice	Invoice No: 10/15/2021	10/15/2021	Paid Amt: \$99.00	
							Check Amount:	\$99.00
							Report Total:	\$99.00

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$46,421.50
02	Food Services	\$161.67
04	Community Services	\$674.83
12	Activities	\$469.78
Report Total		\$47,727.78

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	95015	158918	Check	1	10414		ADOBE INC	Yes	No	No	USD	10/16/2021	546.00
			95019	158919	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	10/16/2021	1,639.85
			95016	158920	Check	1	10475		FRIENDS OF FINLAND	Yes	No	No	USD	10/16/2021	2,250.00
			95017	158921	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	10/16/2021	74.39
			95014	158922	Check	1	10165		MAGNOLIA CAFE	Yes	No	No	USD	10/16/2021	109.78
			95023	158923	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	10/16/2021	699.17
			95018	158924	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	10/16/2021	39,702.86
			95020	158925	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	10/16/2021	360.00
			95021	158926	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	10/16/2021	2,020.99
			95022	158927	Check	1	53551		SUPER ONE	Yes	No	No	USD	10/16/2021	324.74
Bank Total: 2														\$47,727.78	
Report Total:														\$47,727.78	

Cloquet Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0094	2	158928	10302		PETTY CASH ATTN: CANDACE NELIS		Check		
				E 01	202 296 000 000 430	Instructional Suppli		\$625.00	
				E 01	202 294 000 000 430	Instructional Suppli		\$650.00	
		PO#:	Voucher #:	170162	Invoice	Invoice No: 10/20/2021	10/20/2021		Paid Amt: \$1,275.00
									Check Amount: \$1,275.00
0094	2	158929	9778		STB		Check		
				E 01	202 296 000 000 430	Instructional Suppli		\$750.00	
		PO#:	Voucher #:	170157	Invoice	Invoice No: 10/24/2021	10/20/2021		Paid Amt: \$750.00
				E 01	202 294 000 000 430	Instructional Suppli		\$780.00	
		PO#:	Voucher #:	170158	Invoice	Invoice No: 10/24/2021	10/20/2021		Paid Amt: \$780.00
									Check Amount: \$1,530.00
									Report Total: \$2,805.00

Cloquet Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0094	2	158931	2844		FRITSINGER, SHEILA		Check
				E 01	105 050 000 000 899	Misc Expense	\$50.00
	PO#:	Voucher #:	170076	Invoice	Invoice No: 10/13/2021	10/23/2021	Paid Amt: \$50.00
							Check Amount: \$50.00
0094	2	158932	9778		STB		Check
				E 01	202 294 000 000 430	Instructional Suppli	\$780.00
	PO#:	Voucher #:	170164	Invoice	Invoice No: 10/24/2021	10/23/2021	Paid Amt: \$780.00
							Check Amount: \$780.00
							Report Total: \$830.00

Cloquet Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0094	2	158930	9778		STB		Check	
				E 01 202 296 000 000 430	Instructional Suppli		\$750.00	
PO#:		Voucher #:	170163	Invoice	Invoice No: 10/20/2021	10/24/2021	Paid Amt: \$750.00	
							Check Amount:	\$750.00
							Report Total:	\$750.00

girls SOCCER

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Caitlin McCollum Kids Corner Program Coordinator
Erin Bates, Community Education Director

DATE: October 13, 2021

RE: Resignation of Seleana Chermak Program Assistant

Seleana sent us an email explaining how her health has significantly decreased and that she cannot return to her position with Kids Corner.

RATE OF PAY:	\$14.25
HOURS WORKED:	25-30
START DATE:	8/19/19
END DATE:	10/13/21



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Churchill Elementary School	515 Granite St	218.879.3308
Washington Elementary School	801 12th St.	218.879.3369
Cloquet Area Alternative Education	302 14th St	218.879.0115
Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: October 25, 2021

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment for **Warren Peterson** to provide six (6) hours/week for homebased instruction for a student at the Cloquet High School.

RATE OF PAY: \$32.02/hr

HOURS TO BE WORKED: 5 hours teaching + 1 hour prep/week

STARTING DATE: As soon as possible

LENGTH OF CONTRACT: Ongoing, until services are no longer needed

BUDGETED CURRENT YEAR: Yes

(Employment is contingent upon Cloquet School Board approval)

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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: October 19, 2021
RE: Recommendation for Employment

I am recommending the employment of Grant Hall as a 2.75 hrs/day playground/lunch non-union paraprofessional at Churchill Elementary for the 2021-2022 school year

RATE OF PAY:	\$14.25
HOURS TO BE WORKED:	2.75 Hours/Day (Monday – Friday)
START DATE:	October 13, 2021
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Support lunch/recess for added Kindergarten classroom.
STAR CODE:	999825

(Employment is contingent upon Cloquet School Board approval.)

DW:mb

Memorandum

To: Dr. Michael Cary
Superintendent

From: Dylan Carlson
Director of Facilities and Grounds

Date: October 19th, 2021

RE: Recommendation for Employment

I am recommending the employment of Danielle Santa to fill a Part Time Cleaner position at Washington Elementary School that became available due to resignation

Rate of Pay:	\$16.30 /Hour
Starting Date:	November 1st, 2021
Length of Contract:	Ongoing
Budgeted Current Year:	Yes
Reason for Hire:	Ongoing cleaning needs

Employment is based on Cloquet School Board approval.

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: Sept 29, 2021
RE: Hiring of Robin Hanks

I am recommending that Robin Hanks be hired as an Assistant for Kids Corner.

RATE OF PAY: \$15.66

HOURS TO BE WORKED: up to 40

STARTING DATE: October 4, 2021

LENGTH OF CONTRACT: ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Filling position

QUALIFIES FOR BENEFITS: 2 personal days, 2 sick days

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Caitlin McCollum, Program Coordinator
Erin Bates, Community Education Director

DATE: October 13, 2021

RE: Hiring of Joshua Rilea

I am recommending that Joshua Rilea be hired as a Program Assistant for Kids Corner.

RATE OF PAY: \$14.85

HOURS TO BE WORKED: up to 40 hours per week

STARTING DATE: 10/13/2021

LENGTH OF CONTRACT: ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: increasing enrollment

QUALIFIES FOR BENEFITS: 2 personal, 2 sick

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: Oct 11, 2021
RE: Hiring of Kaylee Besch

I am recommending that Kaylee Besch be hired as an Assistant for Kids Corner.

RATE OF PAY: \$14.85

HOURS TO BE WORKED: up to 40

STARTING DATE: October 11, 2021

LENGTH OF CONTRACT: ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Filling position

QUALIFIES FOR BENEFITS: 2 personal days, 2 sick days

“Employment is subject to Cloquet School Board Approval”



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To: Dr. Michael Cary
From: Tom Brenner
Cloquet Middle School
Date: October 8, 2021
Reason: Extra Service Contracts for the CMS Yearbook 2021-2022 school year

Lisa Hietala	\$952.50
Lynsee Wanous	\$952.50

These amounts came from 2021-2023 EMC Teachers' Master Agreement page 39

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To: Dr. Michael Cary
From: Tom Brenner
Cloquet Middle School
Date: October 15, 2021
Reason: Extra Service Contract for the CMS Knowledge Bowl 2021-2022 school year

Rachel Mueller \$1,009

This amount came from 2021-2023 EMC Teachers' Master Agreement

TB:KP

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19 October 2021

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director *TA*
RE: Permission to post 1.0FTE AIE Teacher at CHS

For your consideration and approval, I am requesting permission to post 1.0FTE American Indian Education Program Teacher at Cloquet High School due to the 6.5hr/day AIE Tutor resignation effective 9/27/21.

There is a need for additional academic support services and credit recovery. Many of the students identified as needing these services are American Indian and in grades 9-12. To address this need, I am requesting to post a 1.0FTE AIE Teacher with Special Education licensure/experience.

Budgeted Current Year: Yes-320 AIE State Formula

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

cc: Steve Battaglia
Tim Prosen



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Cloquet High School Principal

DATE: October 15, 2021

RE: Permission to Post

I am requesting permission to post for a homebound teacher for a high school student for 5 hours/week starting immediately and ongoing until further notice.

SB:mjm



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Connie Hyde, CAAEP Principal
DATE: October 19, 2021
RE: Permission to Post

I am requesting permission to post for a home bound teacher starting approximately the end of November – approximately February 2022, 5 hours teaching + 1 hour prep (total 6 hours) per week.

CH:mrt



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill School Principal
DATE: October 19, 2021
RE: Permission to Post

I am requesting permission to post for a Homebound Teacher for up to 5 hours teaching + 1 hour of per for a total of 6 hours/week.
This position will service a homebound student during the 21-22 SY.

DW:mb



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<http://www.isd94.org>

Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: October 18, 2021

RE: Permission to Post

I am requesting permission to post for a 6.5 hours/day consistent support paraprofessional at Washington Elementary. This person will be supporting students receiving Special Education supports and is the result of an upcoming retirement. The new hire will be starting as soon as possible, and this is a 15 minute increase to the original position. The added time allows for morning supervision support that we need assistance with due to the large number of students coming between 7:45-8:00am on the playground.



**Independent School District No. 94
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Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: October 18, 2021

RE: Permission to Post

I am requesting permission to post for a 6.5 hours/day consistent support paraprofessional at Washington Elementary. This person will be supporting students receiving Special Education supports and is the result of an upcoming retirement. The new hire will be starting on January 4, 2022.



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Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: October 19, 2021

RE: Permission to Post

I am requesting permission to post for a 24 hour/week consistent support paraprofessional for Early Childhood Special Education. This person will be supporting children on IEPs at area preschools.

The vacancy is due to a staff reassignment.



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Cloquet High School Principal

DATE: October 19, 2021

RE: Permission to Post

I am requesting permission to post for two (2) Supervisory Assistant Paraprofessional at Cloquet High School.

ESSER II Funded

SB:mjm



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19 October 2021

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director *TA*
RE: Permission to post Makoons Club Positions

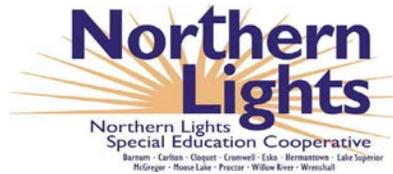
For your consideration and approval, I am requesting permission to post the following positions to fulfil the 2021-2022 Makoons Club Afterschool Program.

I can be available at the next board meeting to answer any questions you may have.

Name: Makoons Club Instructor (x4)
Position: AIE Afterschool Program/A&I Program
Rate of Pay: \$25.00hr @ 2 hours/day (2days per week)
Budgeted Current Year: Yes-American Indian Aid Formula 320 & A&I 313

Name: Makoons Club Assistant (x4)
Position: AIE Afterschool Program/A&I Program
Rate of Pay: \$19.50hr @ 2 hours/day (2days per week)
Budgeted Current Year: Yes-American Indian Aid Formula 320 & A&I 313

Name: Makoons Club Program Developer
Position: AIE Afterschool Program/A&I Program
Rate of Pay: \$25.00hr @ 3 hours/day (1day per week)
Budgeted Current Year: Yes-American Indian Aid Formula 320 & A&I 313



TO: Cloquet School Board
FROM: Dena Hagen, Northern Lights Special Education Cooperative Director
Dr. Michael Cary, Cloquet Superintendent
DATE: October 14, 2021
RE: Salary Adjustment

We are recommending a pay step change for Tisha Warbalow, 12 month, 260 days, Administrative Assistant position at Northern Lights Special Education Cooperative from Step 6 to Step 7 Frozen. Ms. Warbalow will remain at step 7 until she reaches 7 years of service with the district. This increase is effective as of October 1, 2021 and pay will be paid retroactive to that date.

(Employment is contingent upon Cloquet School Board approval.)



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Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: October 19, 2021

RE: Permission to Transfer

I am recommending the transfer of Nicole Skramstad to fill our 6.5 hour/day AIE Tutor position that became available due to a staff resignation.

3535.9910 STATEMENT OF COMPLIANCE.

Assurance of Compliance with State and Federal Law

Prohibiting Discrimination

Name of School District

The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:

1. Minnesota Statutes, section 363A.13, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

3. Title VII of the Civil Rights Act of 1964 (Public Law 88-352), as amended by the Equal Employment Opportunity Act of 1972 (Public Law 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

4. Title IX of the Education Amendments of 1972 (Public Law 92-318), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

5. The Age Discrimination in Employment Act of 1967 (Public Law 90-202), which prohibits discrimination on the basis of age (40 through 64).

6. Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

7. Part 3500.0500, curriculum, which provides that "No school shall provide any course or activity on the basis of sex. This includes health, physical education, home economics, and industrial education."

8. Parts 3535.0200 to 3535.2200, relating to equality of educational opportunity and school desegregation.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discount, or other federal and state financial assistance extended after the date hereof to the district by the Department of Health,

Education, and Welfare and the Department of Education including installment payments after such date on applications for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statutes, section 127A.42, subdivision 3, and agreements made in this assurance. This assurance is binding on the district and the person or persons whose signatures appear below and who are authorized to sign this assurance on behalf of the district.

The attached form, Information Needed to Evidence Compliance, with this assurance statement is made a part thereof.

Dated _____ By _____
 (School Superintendent)
 By _____
 (Chair of School Board)
 By _____
 (Clerk of School Board)

Statutory Authority: *MS s 124.15*

History: *17 SR 1279; L 1995 1Sp3 art 16 s 13; L 2003 c 130 s 12*

Published Electronically: *September 26, 2007*



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati & David Wangen, Elementary School Principals

DATE: October 12, 2021

RE: Compensation adjustment for “Family Literacy Nights”

In past years we have hosted “Family Reading Nights” at both elementary schools in conjunction with students working to meet their Accelerated Reader point goals each trimester. There is an annual allocation for “Family Reading Nights”, and the allocation was used to pay staff members who worked those evenings their hourly rate of pay.

Beginning this year, we are planning to shift away from AR reading and designated point goals specifically, and more toward promoting literacy and a love for reading more broadly. As we consider new ideas and options, we are also recommending a change away from hourly compensation to a stipend model where the budget is allocated based on roles and levels of commitment. At this time, we are considering co-coordinators or a coordinator with an assistant to oversee the four events – planning, confirming logistics and staffing the events.

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

DISTRICT HEALTH & SAFETY, AND CRISIS COMMITTEE MEETING SUMMARY

WEDNESDAY, OCTOBER 13, 2021
3:45 P.M., GARFIELD BOARD ROOM

Committee Members:

- Committee Chair Tim Prosen, CHS Assistant Principal
- Executive Assistant Mary Marciniak
- Garfield School David Perry
- Middle School Mike Bushey - Absent
- Churchill School Chris Esse
- Washington School Scott Carlson
- High School Sarah Ellena
- School Resource Officer Trevor Kaldor
- Director of Facilities & Grounds Dylan Carlson
- School Board Representative Ken Scarbrough
- School Board Representative Gary Huard

I. **Approval of May 12, 2021 Meeting Summary**

D. Perry made a motion to approve the May 12, 2021 meeting summary as presented. S. Ellena seconded the motion and it was approved by unanimous yeavote of all members present at roll call.

II. **Old Business**

- Required 2021-2022 Building Drills
(5 Lockdown Drills, 5 Fire Drills, 1 Evacuation Drill, 1 Tornado Drill)
(Please email Mary with dates/time when held)
- Alice Training will be held on November 8, 2021 from 1-3:30 PM in the CHS auditorium. New staff members are encouraged to attend and a refresher for anyone that would like to attend.
- CPR/AED/First Aid Recertification will be held on January 24, 2021 from 8 AM-1 PM in Garfield Boardroom.
- Llummar Safety Film – Dylan will recheck with the vendor and get a quote done.

III. **New Business**

a. Health and Safety

- Building Accident Reports for Students
Sarah Ellena provided a summary of student accidents reported since the last meeting in May 2021.
- OSHA 300 Log
Tim Prosen provided a summary of employee accidents reported since the last meeting in May 2021.

IV. **Building Level Reports**

1. Health, Safety & Crisis Building Reports

a. Garfield- Nothing

b. CHS

- Ventilation questions/issues in rooms such as Dave Esse and Cara Jago. They were referred to Dylan Carlson. He said they were looking into it. He also said they are using some small spaces that might not have proper ventilation.
- Sanitizing – more routine cleaning during the day. Teacher would like to have their own spray cleaner and microfiber rags. This year could switch to wipes, but there is a cost for these is much higher.

c. CMS - Nothing

d. Churchill

- Wondering about the possibility of rapid Covid test through MDE. Sarah E. said they were looking into testing district wide. Cloquet Area Fire District and Public Health were

contacted. Also contacted CMH for some options. Need find out if we are going to do routine testing or at the nurse stations. Nothing it set up right now. There are still options to use Med Express, home tests, DECC and UWS. Possible home rapid test options. Hopefully very soon some answers.

- Sinks are leaking. Dylan said they are looking at replacing them with ½ moon sinks. Waiting for pricing and hoping to get that done over holiday break as they will need to potentially shut off water. Replacement parts are getting too expensive for the old sinks, and they spray all over.
- Lots of black flies on 2nd floor. Big problem. Dylan will look into the issue.

e. Washington - Nothing

V. Next Meetings

- b. Tuesday, January 11, 2022
- c. Tuesday, March 8, 2022
- d. Wednesday, May 11, 2021

VI. Adjournment

There being nothing further to discuss, the meeting adjourned at 4:10 p.m.

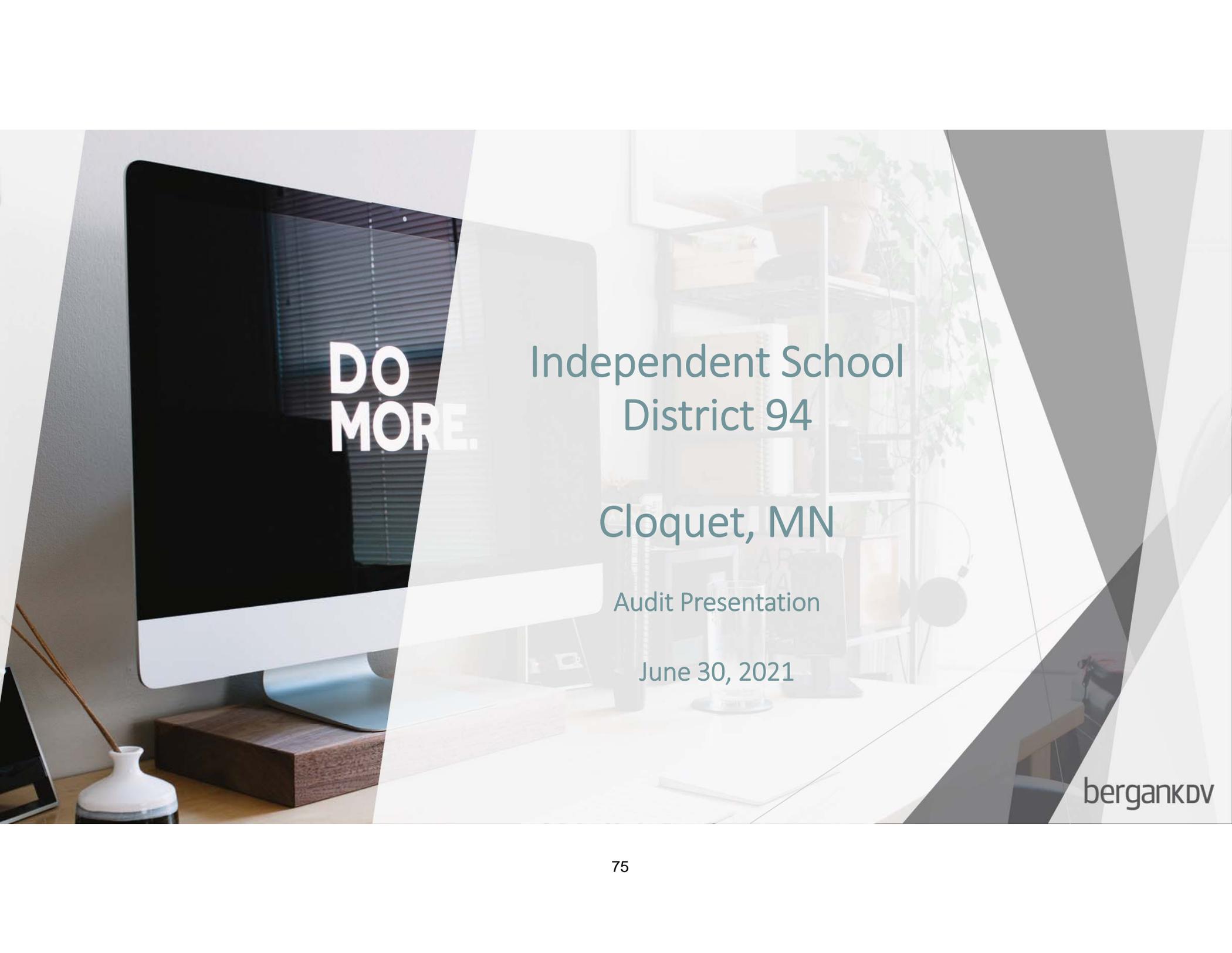
Respectfully submitted,

Mary Marciniak
Executive Assistant to the Superintendent
Cloquet Public Schools

2021-2022 Student Enrollment Report

5/28/2021	Dates	9/8	9/22	10/6	10/19														
CHURCHILL																			
18	Handicap Kindergarten	16	17	18	18														
24	Early Five/Dev Kindergarten	12	11	12	12														
54	Kindergarten - All Day	69	72	70	70														
63	First Grade	55	54	54	54														
80	Second Grade	72	72	72	72														
76	Third Grade	68	68	68	68														
83	Fourth Grade	69	70	70	70														
398	TOTAL CHURCHILL	361	364	364	364	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WASHINGTON																			
17	Handicap Kindergarten	17	18	19	19														
51	Kindergarten - All Day	83	82	81	82														
116	First Grade	76	76	75	75														
103	Second Grade	106	106	105	106														
98	Third Grade	113	112	113	113														
99	Fourth Grade	110	107	105	106														
484	TOTAL WASHINGTON	505	501	498	501	0	0	0	0	0	0	0	0	0	0	0	0	0	0
882	TOTAL ELEMENTARY	866	865	862	865	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
MIDDLE SCHOOL																			
193	Fifth Grade	192	189	189	191														
211	Sixth Grade	198	196	194	196														
217	Seventh Grade	218	214	213	214														
214	Eighth Grade	219	214	213	212														
835	TOTAL MIDDLE SCHOOL	827	813	809	813	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
HIGH SCHOOL																			
224	Ninth Grade	221	220	221	221														
184	Tenth Grade	223	223	220	220														
165	Eleventh Grade	185	186	184	184														
170	Twelfth Grade	172	173	172	172														
743	TOTAL HIGH SCHOOL	801	802	797	797	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2460	TOTAL HK-12	2494	2480	2468	2475	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CAAEP- FULL-TIME																			
	High School (grades 9-12)	83	86	84	80														
	Junior High (grades 6-8)	6	6	8	8														
79	TOTAL CAAEP-Full-Time	89	92	92	88	0	0	0	0	0	0	0	0	0	0	0	0	0	0
** CAAEP - PART-TIME																			
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2539	GRAND TOTAL	2583	2572	2560	2563	0	0	0	0	0	0	0	0	0	0	0	0	0	0

** NOT included in totals.



**DO
MORE.**

Independent School District 94

Cloquet, MN

Audit Presentation

June 30, 2021

bergankov

Independent Auditor's Reports

- Management is responsible for the financial statements
- Auditor is responsible to express an opinion on the financial statements
- Unmodified Opinion – best opinion an auditor is able to offer
- Provides assurance that the financial statements are fairly presented in all material respects
- *Government Auditing Standards* – no compliance findings; significant deficiency related to lack of segregation of accounting duties
- Minnesota Legal Compliance Audit – no compliance findings

General Education Aid

Formula Allowance

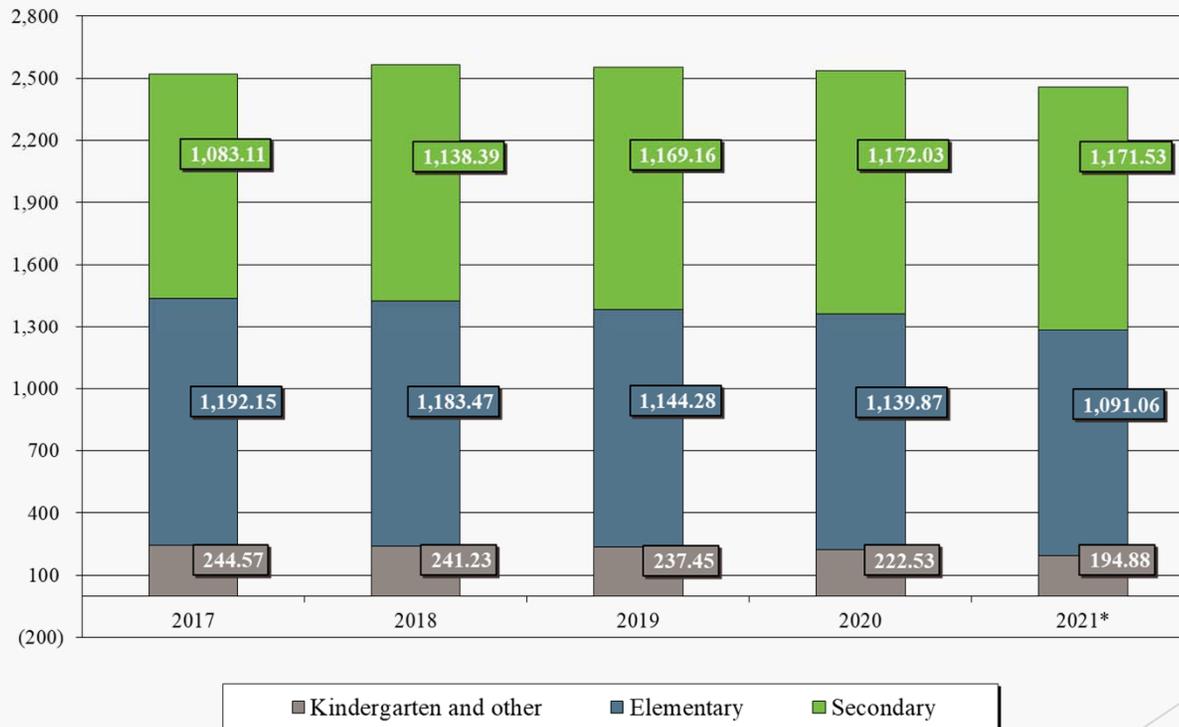
Year	General Education Aid Formula Allowance	
	Amount	Percent Increase
2012	5,174	1.0%
2013	5,224	1.0%
2014	5,302	1.5%
2015*	5,831	1.9%
2016	5,948	2.0%
2017	6,067	2.0%
2018	6,188	2.0%
2019	6,312	2.0%
2020	6,438	2.0%
2021	6,567	2.0%
2022	6,728	2.5%

* General Education Aid - Of the \$529 increase over 2014, \$105 is for inflation at 1.9%; the remaining \$424 is a shifting of revenue to adjust for pupil weight changes, pension adjustments changes and other restructuring.

Average Daily Membership and Pupil Units – Resident ADM

ADM	2017	2018	2019	2020	2021*
Kindergarten and other	244.57	241.23	237.45	222.53	194.88
Elementary	1,192.15	1,183.47	1,144.28	1,139.87	1,091.06
Secondary	1,083.11	1,138.39	1,169.16	1,172.03	1,171.53
Total Resident ADM	2,519.83	2,563.09	2,550.89	2,534.43	2,457.47

Average Daily Membership and Pupil Units – Resident Students (ADM)



Average Daily Membership and Pupil Units – Pupil Units Weighting

	Pupil Units Weighting					
		Handicapped	Half/Full	Elementary	Elementary	
	Pre-Kindergarten	Kindergarten	Kindergarten	Grades 1-3	Grades 4-6	Secondary
Year 2017-2021	1.000	1.000	1.000	1.000	1.000	1.200

Average Daily Membership and Pupil Units – Adjusted Pupil Units

Adjusted Pupil Units	2017	2018	2019	2020	2021*
Residents	2,725.37	2,781.08	2,776.83	2,761.92	2,683.45
Residents going elsewhere	(357.06)	(369.93)	(381.28)	(360.69)	(343.09)
Nonresidents coming in	562.17	576.75	609.13	627.23	655.38
Total Adjusted Pupil Units	2,930.48	2,987.90	3,004.68	3,028.46	2,995.74

Average Daily Membership

and Pupil Units – Change in Resident ADM and Pupil Units Served

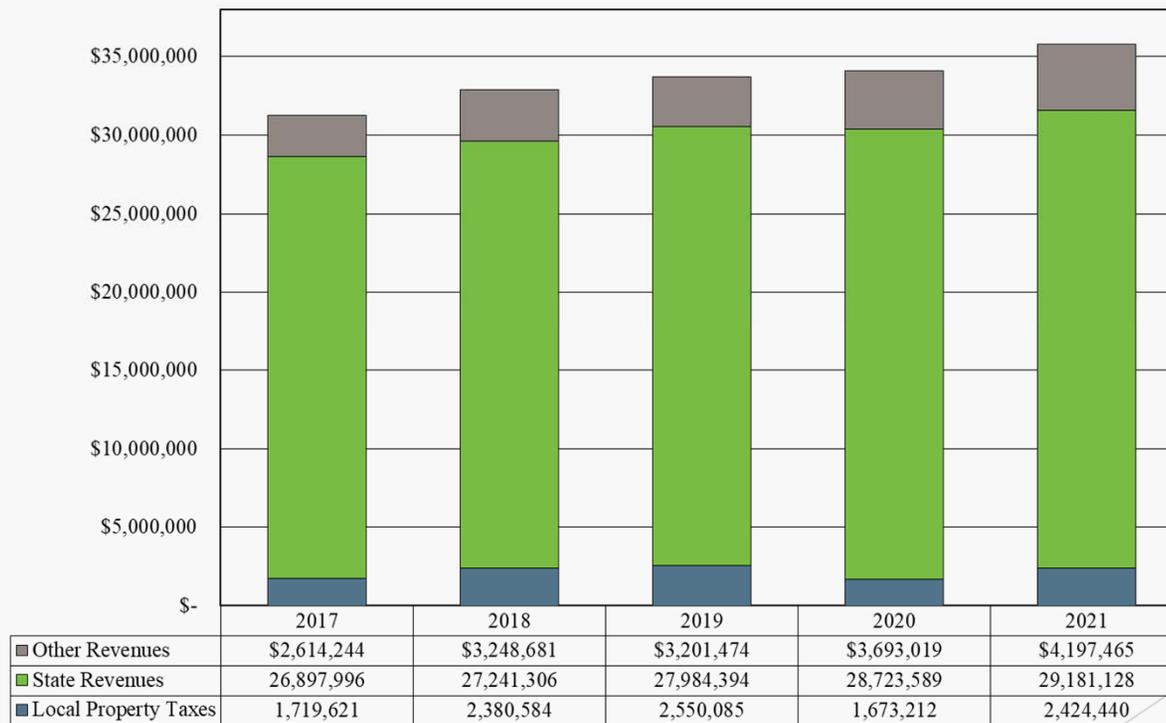


General Fund Budget and Actual

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Over (Under)
	Original	Final		
Revenues				
Local property taxes	\$ 2,436,588	\$ 2,257,112	\$ 2,424,440	\$ 167,328
Revenue from state sources	29,110,790	29,986,918	29,181,128	(805,790)
Other sources	3,114,119	3,125,198	4,197,465	1,072,267
Total revenues	<u>34,661,497</u>	<u>35,369,228</u>	<u>35,803,033</u>	<u>433,805</u>
Expenditures				
Administration	1,984,621	1,905,459	1,918,320	12,861
District support services	899,451	919,580	875,933	(43,647)
Regular instruction	17,398,194	17,712,303	17,317,342	(394,961)
Vocational education instruction	487,682	499,653	503,890	4,237
Special education instruction	6,915,030	6,879,338	6,348,168	(531,170)
Instructional support services	1,806,621	2,200,807	2,159,265	(41,542)
Pupil support services	2,044,752	2,237,701	2,294,639	56,938
Sites, buildings, and equipment	3,196,360	3,204,228	3,249,559	45,331
Debt service	423,680	423,680	298,680	(125,000)
Fiscal and other fixed cost program	124,000	124,000	270,685	146,685
Total expenditures	<u>35,280,391</u>	<u>36,106,749</u>	<u>35,236,481</u>	<u>(870,268)</u>
Net change in fund balances	\$ (618,894)	\$ (737,521)	\$ 566,552	\$ 1,304,073

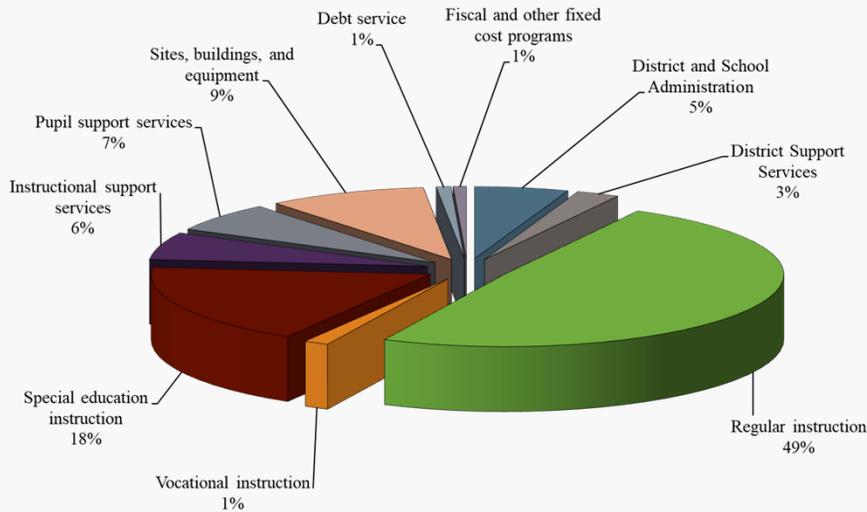
General Fund

Sources of Revenue

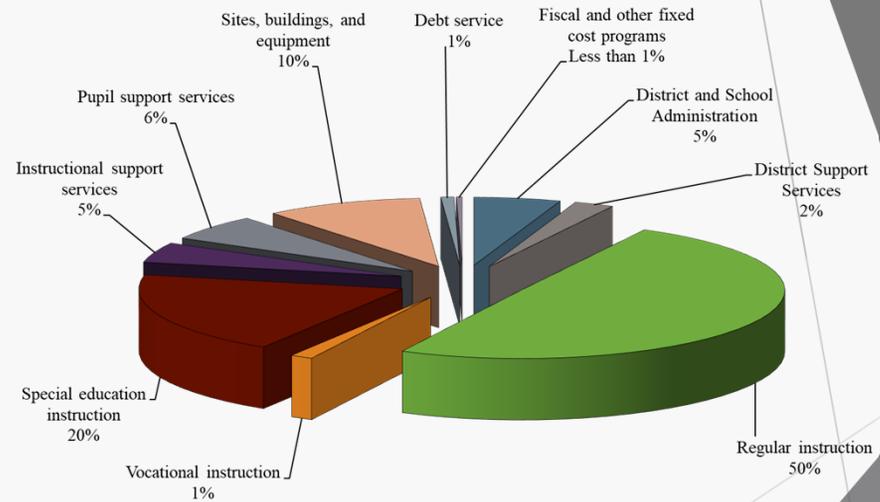


General Fund Expenditures

2021 District Expenditures



2020 District Expenditures



General Fund

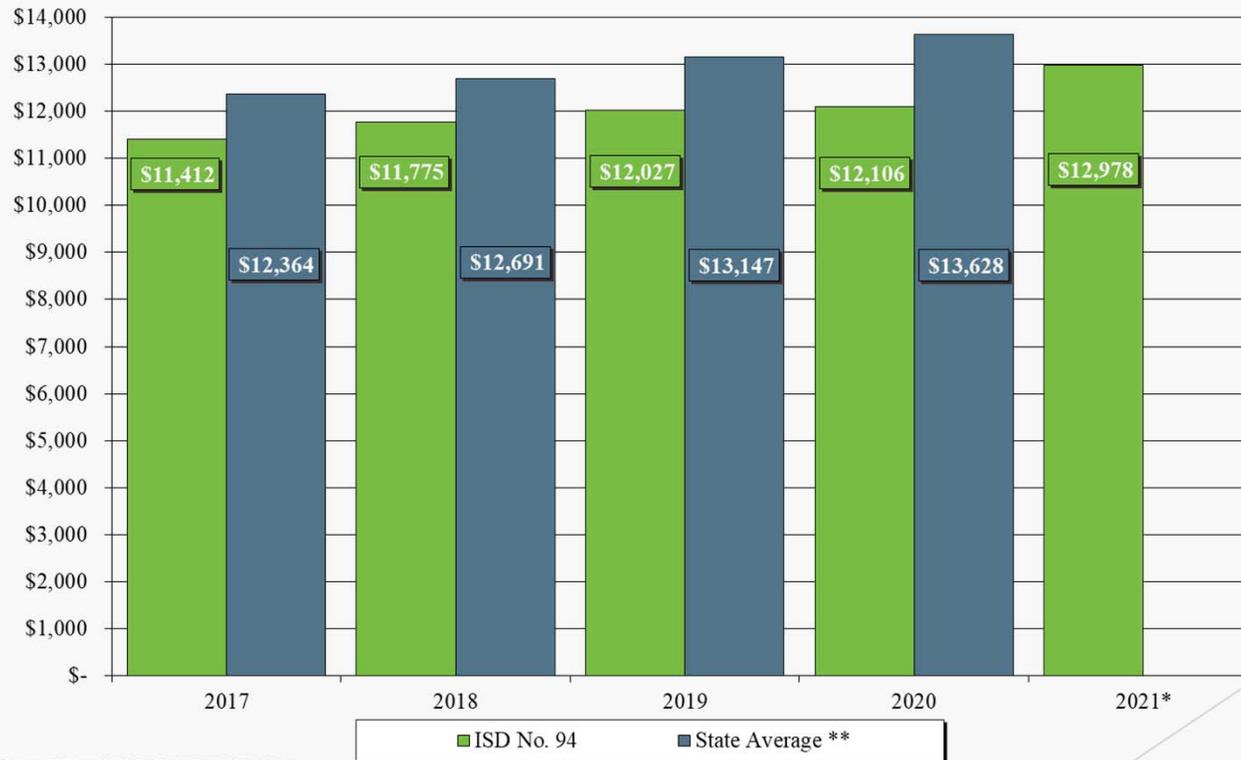
Revenue per Student (ADM) Served

ISD No. 94	2017	2018	2019	2020	2021*
Property taxes	\$ 593	\$ 825	\$ 880	\$ 567	\$ 879
State aid	9,829	9,753	9,969	10,194	10,578
Other	990	1,197	1,178	1,345	1,522
Total	\$ 11,412	\$ 11,775	\$ 12,027	\$ 12,106	\$ 12,978

State Average **	2017	2018	2019	2020	2021*
Property taxes	\$ 1,815	\$ 1,894	\$ 1,996	\$ 2,180	N/A
State aid	9,577	9,821	10,118	10,393	N/A
Other	972	976	1,033	1,055	N/A
Total	\$ 12,364	\$ 12,691	\$ 13,147	\$ 13,628	N/A

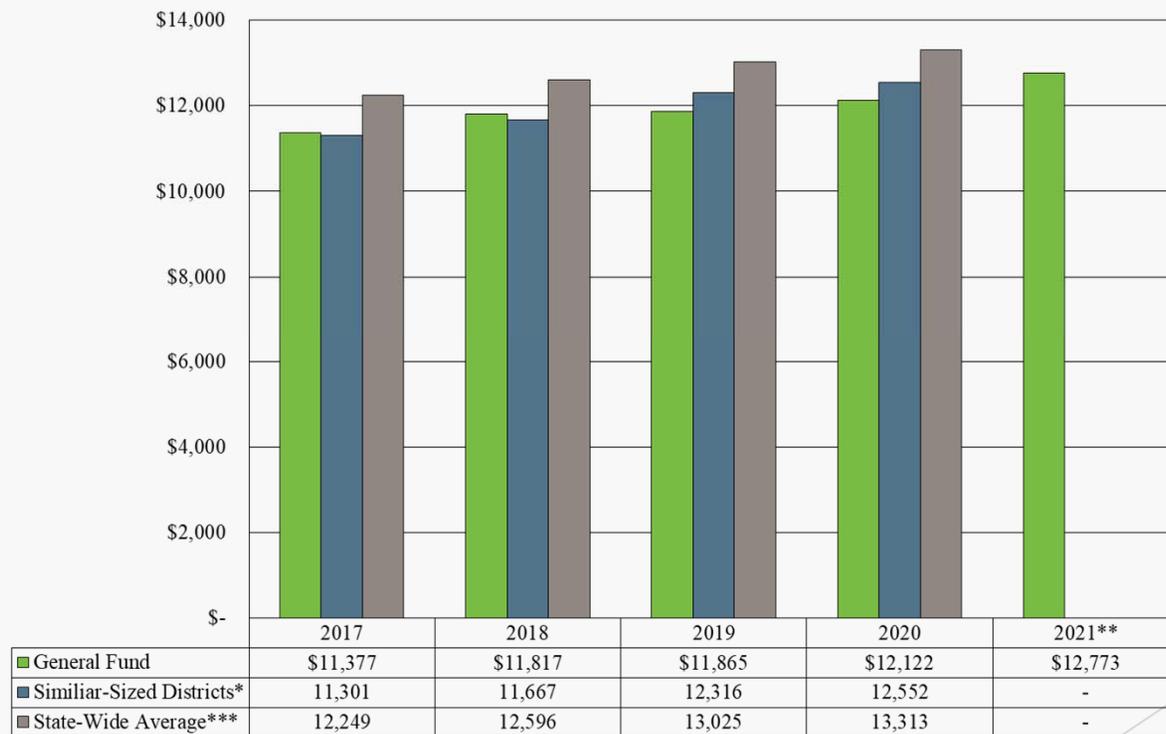
General Fund

Revenue Per Student (ADM) Served



General Fund

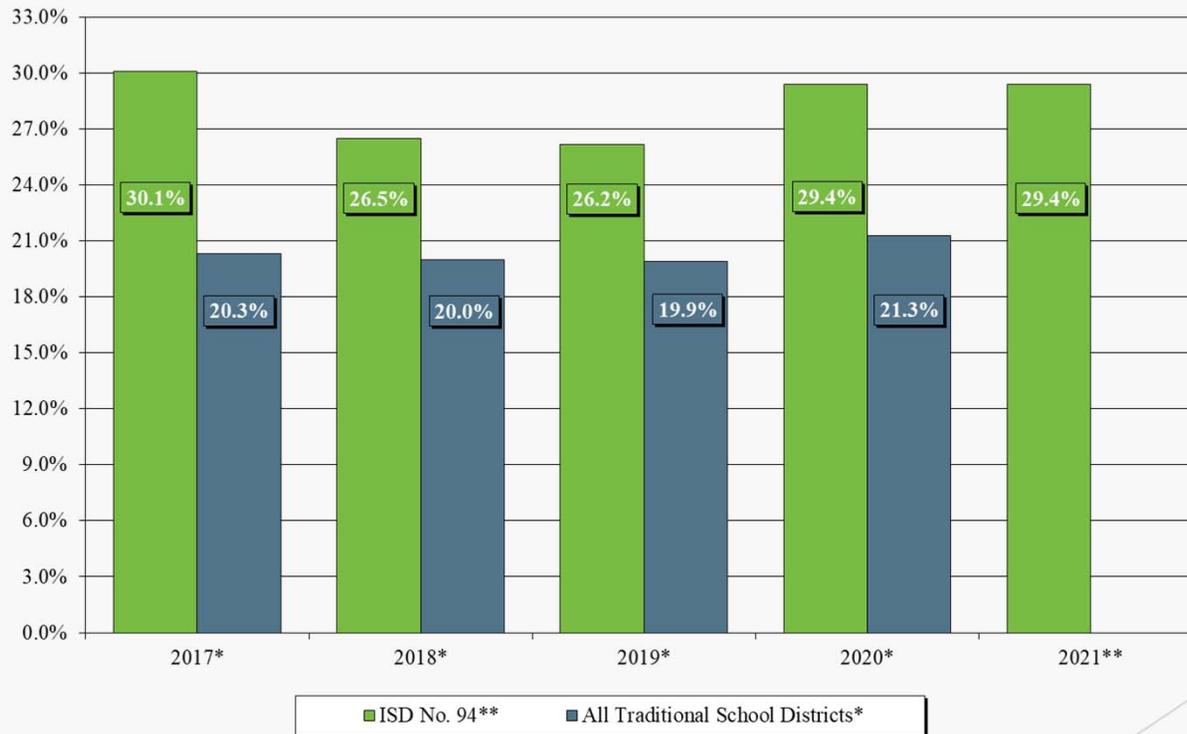
Expenditures Per Student (ADM) Served



General Fund Operations

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 31,231,861	\$ 32,870,571	\$ 33,735,953	\$ 34,089,820	\$ 35,803,033
Expenditures	31,134,444	32,987,399	33,287,336	34,133,755	35,236,481
Excess of revenues over (under) expenditures	97,417	(116,828)	448,617	(43,935)	566,552
Net other financing sources	280,265	-	-	-	-
Net change in fund balance	377,682	(116,828)	448,617	(43,935)	566,552
Change in accounting principle	-	-	-	328,583	-
Fund balance, July 1	8,105,675	8,483,357	8,366,529	8,815,146	9,099,794
Fund balance, June 30	8,483,357	8,366,529	8,815,146	9,099,794	9,666,346
Less nonspendable fund balance	(34,044)	(67,854)	(76,877)	(87,909)	(55,079)
Less restricted fund balance	(788,634)	(1,115,278)	(1,527,289)	(787,075)	(924,491)
Less committed fund balance	(1,710,582)	(1,710,582)	(1,710,582)	(1,710,582)	(1,710,582)
Less assigned fund balance	(82,084)	(113,602)	(140,730)	(798,418)	(1,193,074)
Unassigned Fund Balance, June 30	\$ 5,868,013	\$ 5,359,213	\$ 5,359,668	\$ 5,715,810	\$ 5,783,120

General Fund Financial Health



Food Service Fund

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 1,189,429	\$ 1,200,404	\$ 1,158,361	\$ 1,120,582	\$ 1,230,199
Expenditures	1,206,828	1,204,064	1,176,654	1,150,145	1,093,691
Excess of revenues over (under) expenditures	(17,399)	(3,660)	(18,293)	(29,563)	136,508
Fund balance, July 1	404,223	386,824	383,164	364,871	335,308
Fund Balance, June 30	\$ 386,824	\$ 383,164	\$ 364,871	\$ 335,308	\$ 471,816

Community Service Fund

Year Ended June 30,	2017	2018	2019	2020	2021
Revenues	\$ 1,920,295	\$ 2,061,978	\$ 2,092,169	\$ 1,812,584	\$ 1,834,335
Expenditures	1,986,854	1,945,638	1,911,261	1,815,213	1,700,089
Excess of revenues over (under) expenditures	(66,559)	116,340	180,908	(2,629)	134,246
Fund balance, July 1	267,970	201,411	317,751	498,659	496,030
Fund Balance, June 30	\$ 201,411	\$ 317,751	\$ 498,659	\$ 496,030	\$ 630,276

QUESTIONS?

Dustin Opatz
Dustin.Opatz@berganKDV.com





LET'S DO MORE, TOGETHER.

THANK YOU

October 3, 2021

Dr. Michael Cary
Superintendent of Schools
Cloquet School District, ISD 94
302 14th Street
Cloquet, Minnesota 55720

Re: Strategic Management Services – Student Transportation

Dear Superintendent Cary:

The Watson Consulting Group (Watson Consulting) is pleased to receive your invitation to submit this engagement letter to **Cloquet Public Schools ISD 94** (Cloquet or District) for management services related to the District's student transportation contract and matters. This letter describes our understanding of your objectives for effectively completing this service.

THE DISTRICT SITUATION; THE DISTRICT GOAL

The District presently obtains student transportation services with a local contract service provider – Cloquet Transit Company, Inc. (Contractor). The present contract expires July 31, 2022 after a four year term.

During our telephone conference, we discussed the District's expectations and needs for its student transportation services and finances the next few years, present Contractor services, and market conditions for transportation, state aids, and enrollment changes in the District.

District Goal & Objectives

The District implicit goal of **providing quality student transportation services on a "best-cost" basis** has been a constant commitment for many years. Consistent with that goal, we discussed the following action items that we will refer to as the engagement objectives:

1. **obtain new contract(s) for the District's student transportation services;**
2. **determine if there are increases in transportation state aids and revenues;**
3. **examine bus route efficiencies, bus utilization and service qualities;**
4. **identify and assess the operational and financial factors for continuing to provide quality student transportation services;**
5. **secure cost reduction and/or cost containment for the District services; and**
6. **analyze the cost of service for the District options for student transportation services (district service provider, contract service provider, or both).**

Providing the District with the required/desired student transportation services on a "best cost" basis service strategy can be achieved based on our experience, through one or more responsible betterments and changes, including:

- ✓ sustain and strengthen service qualities;
- ✓ reconcile instruction and curricular values with transportation efficiencies;
- ✓ strengthen operating efficiencies and equipment utilization;
- ✓ assess and modify attendance boundaries;
- ✓ contain or reduce operating and capital costs;
- ✓ consider and assess all service provider options, and their projected cost of service;
- ✓ identify additional state aids and other operating revenues, if possible; and
- ✓ implement appropriate modifications in District policies and guidelines.

We will consider these factors during our service to the District in this matter.

Student Transportation Finances

Based on financial information we compiled using data obtained from the Minnesota Department of Education, we found that annual transportation expenditures have decreased since school year 2016-17 (base year from my previous engagement), as follows:

1. General Fund student transportation operating expenditures for school years 2016-17 thru 2020-21 have decreased over 8.6% percent during this four-year period, while schools were closed during spring 2020 for CV19 which impacted costs, as shown in the following expenditures table:

	<u>Total Oper Exps</u>	<u>Reg Route* Exps</u>	<u>SPED Route Exps</u>	<u>Special/HHM</u>
2020-21	\$ 1,558,138	\$ 786,334	\$ 463,255	\$ 126,155
2019-20	\$ 1,517,936	\$ 760,881	\$ 472,771	\$ 134,178
2018-19	\$ 1,535,089	\$ 729,964	\$ 498,386	\$ 95,415
2017-18	\$ 1,746,844	\$ 680,247	\$ 647,352	\$ 41,322
2016-17	\$ 1,704,854	\$ 733,907	\$ 569,937	\$137,573

* includes open enrollment services

2. regular route costs, the largest category cost, remained the largest single service expenditure during this four (4) year period;
3. expenditures to your private contractor (primarily Cloquet Transit) represents the total increase in this four (4) year period with expenditures increased from \$1,679,893 in 2016-17 to \$1,517,431 in 2020-21, a decrease of \$162,462 or a 2.4% annual decrease;
 - a. Payments to contractor were 97.0% to 98.5% to total operating expenditures during this four year period; and
4. special needs costs decreased from \$106,682 during this period and note that the District receives state aid at about 95% of these service costs.

What does the future student transportation finance picture look like?

A key factor in the financial situation were the Legislative state aid decisions enacted in May 2021 that dictated District revenues for the present and next school years. This engagement will provide an opportunity to (1) review the present cost increases noted above for cost reduction or better containment, and (2) review the District state aid realization for transportation services and ensure they are maximized. These objectives are addressed in the workplan proposed in this letter.

OUR SERVICES AND METHODS

Considering each client engagement is unique, we carefully plan each engagement with clearly identified engagement tasks and work plan that combines applicable management principles and our experience with the functions involved. We will perform those tasks and activities, identified in this section, **OUR SERVICES AND METHODS**, we recommend for completing this engagement and addressing the engagement objectives.

Scope of the Engagement

The scope of our engagement combines our management assistance and the District experience for the delivery of *quality, efficient, effective and economical* student transportation services. We will handle all matters consistent with the terms of this engagement letter.

Certainly other tasks and matters may be identified during the engagement. Any change in the engagement scope or details identified in this letter, may be the subject of a separate proposal or a modification to this engagement letter. We will prepare a letter that once approved, will authorize the change.

Consistent with the goal and objectives noted, we recommend the following tasks be completed:

Task 1. Review and Assess Transportation Services and Control and Contain Expenditures.

This task addresses the key steps for assessing the operating and financial efficiencies of the present “system”, identifying the transportation-related issues for program, operations and finances. We recommend completing the following:

a. Review and Assess the Transportation Function – Services, Operations and Finances.

We will complete a limited review of the District’s student transportation program to identify the transportation-related issues about the current situation and assess options for program operations, services and financial improvements, including:

- 1). complete one (1) structured meeting or survey with District administrators to identify issues, assess the present situation, identify change opportunities and impacts on the District and students, and assess important needs for the forthcoming school years;
- 2). analyze the current costs of services, assess the service quality issues, and identify betterments, as service and finance betterments require that we have an analytical assessment of bus utilization and student ridership and ride times;
- 3). obtain objective data sample of student ride times, bus loads, on-time routes and runs, bus and van utilization, and route mileage, using District information and data; and
 - ✓ If we believe that a route survey should be completed, we will discuss with you. A route survey would require a modification to this engagement letter.
- 4). complete analyses of present transportation services, bus/van utilization, bell times, attendance areas, and system efficiencies.

b. Complete Meeting(s) with Present Service Providers

We recommend we meet with representative(s) of the present service provider – Cloquet Transit – to review the District objectives for this procurement, present MDE law and regulations, and the present and possibly new contract matters. We use these meetings to learn about issues (e.g. operations and service issues, equipment, fuel costs, personnel matters, and the like) related to providing District services and should be an opportunity to address new or changed contract terms with them.

c. Assess District Policies, Procedures and Practices

We will review present District policies and practices related to student transportation services. Our review focuses on statutory compliance, “best” transportation service qualities and practices, state aids, and the District application of present state law provisions about fees, registration, same or different eligibilities for elementary and secondary students, and safety practices. We will make recommendations as needed.

d. Estimate Student Transportation Finances for Future School Years

We recommend the District have a reasonable, accurate forecast of the student transportation finances. We will complete or assist in completing a student transportation financial analysis, with the District administration, which will include

revenue projections for the next 3-4 years, using District projected enrollments and existing and projected state aids.

e. Comparative District Student Transportation Data

We will provide Minnesota district student transportation data and complete comparative analyses of the District and other Minnesota school districts considering public and nonpublic enrollments, contractor and District-owned bus equipment, district geographic size, and student busing eligibility.

Task 2. Review and Assess Finances for Opportunities to Increase Revenues.

The District obtains the majority of its state aids on a prospective payment basis measured by formulae comprised of the number of students, grade levels, geographic area, and aid per student. To the extent that cost-based aids and revenues exist (e.g. transportation for special needs, McKinney-Vento Act, and nonpublic students), and we provide the District to appropriate actions to maximize these revenues, which is our objective in this task.

In this task, we will complete the following activities:

- a. Review the current District direct and indirect cost allocation plan, cognizant of state directives and regulations, to determine opportunities for full cost measures;*
- b. Review the year-end cost allocation(s) and make recommendations to maximize the state aids involved in these services; and*
- c. Recommend a full cost basis accounting and assist District to complete year-end accounting for maximizing certain reimbursable state aids for school year 2020-21 and next fiscal years.*

Task 3. Compare the Viable Options for Student Transportation Services

Knowing the cost of student transportation services, both contractor-owned and district-owned cost of services, is valuable and provides a baseline for contract negotiations. This addresses – what should the District pay for contracted student transportation services?

a. Prepare Cost of Service for the Viable Options; What Cost of Service?

Traditionally, student transportation services have been provided by (1) contract service providers(s), (2) District service provider with its employees and buses, or a (3) combination of providers. The District has had contract provided services for years.

We will complete a cost of services analysis that considers the (1) scope of provided services, (2) direct and indirect operating costs related to the mix of services, (3) alternatives for obtaining the busing equipment, (4) costs, both operating and capital, for the equipment, facilities and related fixed assets, (5) benefits the District might realize with the alternatives, and (6) the state law and District finances. We provide a scenarios that factor in the predictable risks, variables and changes in the key factors.

The capital budgeting analysis will apply a time value of money, using the District's cost of capital, for acquiring the buses and other capital assets required for its own service.

- b. Prepare a Progress Report.*** We will prepare a discussion paper for this task covering the scenarios and present it in a work session for review, comment and decisions.

Task 4. Assist with Student Transportation Services Procurement

As noted, the District is faced with a contract decision for student transportation services commencing with school year 2022-23. It must be understood that a new contract will require compliance with state law Minnesota Statutes 2021, Section 123B.52, Subds 1 & 3 that will include posting a legal notice and (1) requesting written quotations, (2) negotiating a new

contract, but requiring at least two written quotations, or (3) inviting sealed bids. This task addresses the key steps for effectively obtaining written quotations from qualified, interested service providers, and includes the following items:

a. *Prepare for the Procurement Activities*

- assist the District in making its decision about the approach to follow in obtaining its student transportation services, whether using a bid, quotation or negotiation approach as permitted in Minnesota Statutes 2021, Section 123B.52, Subds 1 & 3. We strongly recommend a negotiated, written quotation approach at this time.
- provide the District with information about the options for providing the services as outlined above. The District has a long history of providing student transportation services through contract services.

b. *Complete Meeting(s) with Service Provider(s)*

We encourage school districts to arrange interested service providers meeting(s), including the present provider, during the period while we are preparing the General Specification to learn of their interest and issues (e.g. new bus costs, fuel costs, personnel matters, and the like) related to submitting a response to the District. The result of these meetings could add important factors in formulating District plans.

c. *Determine Requirements and Specification for Transportation Services*

After obtaining an approval for the procurement approach, we will proceed with the procurement and completing the requirements, including:

- propose to use and update the Specification the District has used for the most recent contract procurement (2018), which will avoid any unnecessary costs.
- review the information obtained in Task 1 for changes and improvements for the next school years, while seeking to sustain service quality and determining the “best-cost” for student transportation services.

A new contract procurement is an opportunity to address improvements and factors the District desires to implement, including steps to (1) address enrollment projections, (2) improve route services and qualities, (3) contemplate the regular and special needs busing demands, (4) adjust route and load efficiencies, (5) fine-tune the system, (6) assess District policies and practices, and (7) address the cost of new contract services.

d. *Assist with Student Transportation Services Procurement.*

Along with completing the Specification (Task 4.c.), we will prepare the required legal notice compliant with state law. Using these items, the District can proceed to initially request written quotations/proposals from the present service provider and interested, prospective service provider(s).

Based on the procurement process the District chooses to implement, we will assist and work with administrators to secure a favorable contract(s). Our recommendations will be focused on the proposed services and improvements the District seeks. Of course, we will not provide any services that should be provided by the District legal counsel.

Task 5. Assist with Completing the Student Transportation Services Agreement(s)

This task will address the key steps for effectively completing a new contract commencing with contract year 2022-23. Assuming the District continues contracting for these services, the District must complete a new procurement for contract services consistent with MN Statutes

2021, Section 123B.52, Subds.1 and 3. If in the event the District decides to own and operate the bus services, that matter is outside the scope of this letter, but we can discuss and assist.

a. ***Review and Compile the Written Quotations Received***

Consistent with the procurement process implemented, we will compile and review with administrators the written quotations the District receives. Following our review, we will discuss recommendations with District administrators.

b. ***Completion of Contract Negotiations.***

We will be available to support the District administration and Board of Education in your contract negotiations. We will assist with service provider negotiations to the extent the District desires. We will discuss that with you at that time. We will provide the District with an objective, knowledgeable resource that should assist in obtaining competitive, fair contract terms for a new contract.

c. ***Completion of New Bus Services Agreement.***

We will assist the District administration with completing a new bus services agreement with the selected service provider(s).

Of course, we will not provide any services that should appropriately be provided by the District legal counsel but may seek the advice of the District legal counsel from time-to-time.

Task 6. Complete Presentation(s).

We will make a report to the School Board based on the engagement objectives, our recommendation for a proposed service agreement(s), and any operations, services, and finances recommendations.

ENGAGEMENT SCHEDULE

We are prepared to commence this engagement immediately following the District approval to proceed. With a schedule we provide, we should target Task 5 – contract negotiations for completion not later than late February 2022 with Board contract approval to follow.

OUR QUALIFICATIONS AND PROJECT TEAM

Our Experience with Minnesota Public Education and School Districts

Our services to public education have been an integral part of our management services practice since 1978. We have made a demonstrable commitment to serve Minnesota school districts and public education through skilled and experienced professionals who can address the important financial, operational, and organizational issues in public education. We have terrific references.

Why Retain a Consulting Firm? Why Watson Consulting?

We understand the current public education issues and have extensive, relevant experience. Pairing our management consulting skills with knowledge of school district issues and client involvement, we offer the District services and qualities that can effectively address the District's identified goals. *We provide high benefit to cost services.* The amounts of the improvements Districts have realized have always exceeded our professional fees by a multiple as I noted earlier.

In addition to our public sector practice, we enjoy a consulting practice with owner-operated, closely held private businesses. They are significant in our practice and provide us with a real

understanding of key public-private sector relationships and issues that are especially true in contracted services.

Project Team

Watson Consulting Project Team and Responsibilities

A review of our engagement organization will illustrate the level of experience our professionals bring to this engagement and how we will efficiently work with the District. The following narrative summarizes the role and experience of our key engagement member(s).

Thomas N. Watson, CMC -- Principal Consultant and Engagement Manager

As the Principal Consultant and a Certified Management Consultant, I will serve as the Engagement Manager and principal consultant. With over thirty (30) years as a professional management consultant, I have extensive experience in education, State and local government, and exempt and business organizations in areas of strategic management, financial management, operations and organizational analysis, management studies, and systems. I have been active in government as an employee, Mayor, Council member and management services advisor. I have/had appointments as an adjunct professor of finance and strategic management at three Twin Cities' universities. I have private business clients whom we assist with similar situations and services.

I have experience assisting the District with the 2018 bus services contract matters.

Other Staff

We will have available other professional personnel should and as the need occurs. To the extent that other personnel would be added to the team as subcontractors, **Watson Consulting** will be responsible for satisfying the engagement plans, expected results, and engagement cost and schedule. We will discuss and obtain your approval for any personnel changes.

District Participation and Responsibilities

We think this engagement will best achieve the desired outcomes through a joint effort of District staff and **Watson Consulting** personnel that is described in the proposed workplan.

Affirmative Action

Watson Consulting is a small business with fewer than twenty employees, the minimum for obtaining an Affirmative Action Certificate. We do comply with affirmative action laws.

Indemnification

The District agrees to indemnify and save The Watson Consulting Group and Thomas N. Watson, Owner and Principal, harmless from any claims involving personal injury, property damage or other damages arising out of, or in the course of, providing our management services to the District consistent with the terms in this engagement letter. Further we acknowledge that this engagement includes only those services described in this engagement letter. Based on our normal policy, our liability under the terms of this engagement, if any, shall not exceed the amount of fees we have collected for our services.

ENGAGEMENT COSTS

We undertake improvement engagements with expected benefits that will exceed engagement costs. We believe that our services are an investment with favorable returns rather than merely a cost.

Professional Fees

Our professional fees, quoted on a not to exceed basis, are based on the hours budgeted to complete each identified task, extended at our standard rates with a professional fee discount we provide our school district clients. The estimated hours necessary to complete this engagement in a thorough, professional manner are affected by the identified scope of work.

We will complete this engagement covering:

- Tasks 1 - 4 & 6, as proposed in this engagement letter, professional fees will not exceed \$7,800. We only bill the District for actual hours incurred up to the “not to exceed”.
- Task 5, as noted in this engagement letter, there can be variability in the number of hours required to negotiate and complete the final contract. We will only bill the District for actual hours incurred.

Engagement Expenses

We are also reimbursed for actual engagement expenses incurred on your behalf such mileage, report production and direct support services. We will seek every opportunity, where appropriate, throughout this engagement to use District personnel and services, and thereby reduce the engagement expenses we might otherwise incur.

Engagement Billings

It is our practice to submit our billings semi-monthly. We appreciate receiving your payment within ten working days thereafter.

We look forward to working with the District to achieve your objectives for quality bus services. We appreciate your seeking our services and look forward to this opportunity to again assist **Cloquet Public Schools, Independent School District 94**. If you have any questions, please 612-751-0124.

Sincerely,
The Watson Consulting Group
Thomas N. Watson
Thomas N. Watson, CMC
Principal

* * *

Following your acceptance of this engagement letter and proposal, please sign both copies of this letter, return one copy to us for our files, and retain one copy for your files.

The foregoing engagement letter and accompanying proposal fully describes the services requested and we accept your engagement letter and proposal.

Cloquet Public Schools, ISD 94

Dr. Michael Cary, Superintendent of Schools
on behalf of Cloquet Public Schools, ISD 94

Date

Adopted: 9/24/18, 9/12/95

Revised: 9/24/18, 9/12/95

#102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.
- B. The school district prohibits ~~the~~ harassment and discrimination of any individual ~~for any of the categories based on any of the protected classification~~ listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence (Policy 413).
- ~~C.~~ The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district’s corresponding procedures for addressing disability discrimination complaints, refer to the school district’s policy on student disability nondiscrimination (Policy 521).
- ~~D.~~ The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district’s corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district’s policy on Title IX sex nondiscrimination (Policy 522).
- ~~E.~~ This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~F.~~ Every school district employee shall be responsible for complying with this policy ~~conscientiously~~.
- ~~G.~~ Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

CLOQUET PUBLIC SCHOOLS - - DISTRICT POLICY #102

20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross Reference:

~~MSBA Model Policy 402 (Disability Nondiscrimination)~~

MSBA Model Policy 413 (Harassment and Violence)

MSBA Model Policy 521 (Student Disability Nondiscrimination)

MSBA Model Policy 522 (~~Student Sex Nondiscrimination~~) Title IX Sex Nondiscrimination

Policy, Grievance Procedure and Process)

Adopted: 10/8/18

Revised: 10/8/18

#406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~ employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is available accessible only to the following: the subject of the data, and to school district staff who need it to conduct the business of the school district, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data ~~is~~ are not public and are not ~~available~~ accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant ~~ionant~~ for, or ~~lessee~~ lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ or volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a~~

~~suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R § 160.103, that is transmitted ~~in electronic form by a school district acting as a~~ by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act ~~and~~ employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee’s ~~s~~ Social Security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;

11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section §13.43, Subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;
2. relevant test scores;

3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when ~~they~~ applicants are considered by the school board to be ~~become~~ finalists for ~~an~~ public employment ~~position~~.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, § section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee

can be reached, or both at the request of the appointee;

- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section-§ 13.43, Ssubdivision- 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section-§ 13.43, Ssubdivision- 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

~~F.~~ Data relating to a complaint or charge against a public official is public only if:

~~(1).~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

~~(2).~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private and ~~will only be shared with school district staff whose work requires such access. Private~~ data will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority-school-district determines it is the dissemination is necessary for the labor organization to conduct its-businessselections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179a. Personnel data shall be disseminated to labor organization and the Bureau of Mediation Services ("BMS") to the extent the dissemination is-or-when ordered or authorized by the Commissioner of the Bureau of Mediation ServicesBMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if theits responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minnesota- Statutes, section-§253B.07, §subdivision- 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shalldoes not have access to data that would identify the complainant or other witnesses if the school-district-responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~must ~~make any~~ report to the Minnesota Professional Educator Licensing and Standards Board (“PELSB”) or ~~the state board of education~~ the Board of School Administrators (“BOSA”), whichever has jurisdiction over the teacher’s or administrator’s license, as required by Minnesota Statutes, section ~~§~~ 122A.20, ~~Subdivision~~ 2, and shall, upon written request from the licensing board having jurisdiction over a ~~teacher’s~~ license, provide the licensing board with information about the teacher or administrator from the school district’s files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statute, section ~~§~~ 122A.20, ~~Subdivision~~ 2.
- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and Economic ~~security~~Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle or high school or charter school is made to the Commissioner of the Minnesota Department Education (“MDE”) under Minnesota Statute Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines. ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee’s alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.
- Data that are released under this paragraph must not include data on the student.
- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~ Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request

suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- Q. Protected Hhealth information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b) or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section § 13.41, Ssubdivision- 5, and must provide the Minnesota Professional Educator Licensing and Standards BoardPELSB and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards BoardPELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes, Chapter~~ 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~either~~ judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated ~~{name and title, telephone}~~ Candace Nelis, Business Manager, at 218-879-6721 ext. 6213 as the authority responsible for personnel data. ~~If you have any questions, contact {him/her}.~~

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
 Minn. Stat. § 13.37 (General Nonpublic Data)
 Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
 Minn. Stat. § 13.43 (Personnel Data)
 Minn. Stat. § 13.601, ~~S~~subd. 3 (~~Elected and Appointed Officials~~Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
 Minn. Stat. § 122A.20, ~~S~~subd. 2 (Mandatory Reporting)
 Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
 Minn. Stat. ~~Ch. § 626.556, Subd. 7260E~~ (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
 P.L. 104-191 (HIPAA)

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45 C.F.R. Parts 160, [162](#) and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)



SAMPLE Consent to Release Data – Request from an Individual ***SAMPLE***

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to the Superintendent at (218)-879-6721 before you sign it.

I, _____, give my permission for Cloquet Public Schools to release data about me to
(name of individual data subject)

_____ as described on this form.
(name of other entity or person)

1. The specific data I want Cloquet Public Schools to release is _____.
(explanation of data)

2. I understand that I have asked Cloquet Public Schools to release the data.

3. I understand that although the data are classified as private at Cloquet Public Schools, the

classification/treatment of the data at _____ depends on laws or
(name of other entity or person)

policies that apply to _____.
(name of other entity or person)

This authorization to release expires _____.
(data/time of expiration)

Individual data subject's signature _____ Date: _____

Parent/guardian's signature *(if needed)* _____ Date: _____

Adopted: 11/13/18, 2/14/11, 2/8/03, 8/24/93

Revised: 11/13/18, 2/14/11, 11/10/03, 4/10/00, 12/5/95, 2/17/94

#413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression,~~ or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel through conduct or communication based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person who:~~
 - a. ~~has a~~ physical, sensory, or mental impairment ~~which that~~ materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of

an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment ~~consists of~~ includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which~~ that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minneesota- Statutes- section§ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts; ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis ~~of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of

harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the superintendent or district school nurse as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.

- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes: § 626.556 Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. ~~§ 626.556 et seq.~~ **Ch. 260E** (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (**Section 504 of the** Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~ **Title IX Sex Nondiscrimination, Grievance Procedures and Process**)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**INDEPENDENT SCHOOL DISTRICT NO. 94
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 94 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group:

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): _____

Where and when did the incident(s) occur? _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: 2/25/19, 9/8/03, 1/9/96

Revised: 2/25/19, 9/8/03, 4/28/03, 8/11/00

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. “School Location”**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statute-§section~~ 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statute- §§sections~~ 624.714 or 624.715 or other firearms in accordance with ~~§Minnesota Statutes~~ 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any

portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a childcare center; or
9. persons who are on unimproved property owned or leased by a childcare center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statute, §section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

DE. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a

student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: 7/8/19, 4/22/13, 5/23/95

Revised: 7/8/19, 4/22/13, 3/27/06, 1/26/98, 4/23/96

524 POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the Cloquet Public Schools electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, and the applications they support and/or access. The purpose of district-provided Internet access is to facilitate communications in support of research and education.

II. GENERAL STATEMENT OF POLICY

The Cloquet School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal of providing these resources is to promote educational excellence in Cloquet schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

III. LIMITED EDUCATIONAL PURPOSE

Access to the technology in the Cloquet School district has been established for educational purposes. The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on the limited-purpose network. All electronic technologies must be used in support of the educational program of the District.

IV. DEFINITIONS

The term "users" refers to any person using the District's electronic technologies.

The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term "intranet" refers to all District network(s) which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers.

V. RESPONSIBILITY OF USE

School computers, telecommunications, memory devices, networks, and related hardware and software are the property of the Cloquet School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with the network functions and the standardization of technologies, may result in the limitation or revocation of access.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

A. While not an exhaustive list, users are prohibited from using school district Internet resource/accounts for the following purposes:

1. To access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process; or
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. To knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. To engage in any illegal act or violate any local, state, or federal statute.
4. To vandalize, damage, or disable the property of another person or organization; to make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means tamper with, modify or change the school district system software, hardware, or wiring; or to take any action to violate the school security system or use the school district system in such a way as to disrupt the use of the system by other users. Users may not add or remove any software nor modify the equipment, software, configuration, or environment. All

electronic technology requests must go through the District's Technology Department processes.

5. To gain unauthorized access to information resources or to another person's materials, information, or files without the implied or direct permission of that person.
6. To post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 1. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy #515; or
 2. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy #515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit the user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~"MySpace" or "Facebook."~~ social media or other social applications.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. To violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. For conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Policy #514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the internet through school district provided systems when off school district premises also may be in violation of this policy as well as the other school district policies. Examples of such violations may include, but are not limited to, situations serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online activities, and breaches of school security devices. ~~where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure should be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary, to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

D. The Cloquet School District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

E. Ethical use Expectations

1. Use of school district Internet access is limited to educational purposes such as research,

professional development, instruction, and collaborative projects.

2. Users will protect individual accounts by keeping passwords secure, not using another person's account, and reporting any security problems to a teacher, principal, supervisor, or other appropriate authority.
3. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the Internet access accounts.
4. Users storing information on district diskettes, hard drives, or servers do so at their own risk.
5. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment. Such prohibited interference or disruption includes, but is not limited to:
 - a. Wide-scale distribution of messages to forums or mailing lists unrelated to current classroom topics.
 - b. Propagation of computer viruses or worms.
 - c. Use of the network to make unauthorized entry into other computational information or communication devices or resources. (This includes unauthorized security probing activities or other attempts to evaluation security integrity of a network or host system.)
6. Vandalism or harassment will not be tolerated.

Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited mail.
7. Obstructing other users' work by consuming excessively large amounts of system resources (disk space, CPU time, bandwidth), wasting technology resources (toner, ink cartridges, supplies) or by deliberately crashing the machine (s) will not be tolerated and is subject to discipline.

VI. FILTERS

- A. With respect to any of its computers with Internet access, the School District will monitor online activities of minors and employ technology protection measures during any use of such

computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to the prurient interest in nudity, violence, sex or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during the use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The District is obligated to monitor and/or review filtering activities.
- E. The District implements several methods to help protect the network from harmful viruses and reduce the amount of SPAM email (email filter, firewalls, etc.). A privacy disclaimer is attached to all outgoing email messages. All these methods address the need to keep our system operational and protect the district from lawsuits.
- F. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

XVII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District’s electronic technologies shall be consistent with school district policies and the mission of the Cloquet Public Schools.

VIII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Cloquet School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the district’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

- C. The telecommunications network and equipment are owned and operated by the school district for the expressed use of staff and students in education-related activities. The district retains the right to monitor activity of users consistent with the law.
- D. Parents may have the right at any time to investigate or review the contents of their child’s files and e-mail files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child’s individual account at any time.
- E. District staff is advised that the School district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District’s electronic technologies may be subject to review, disclosure or discovery under the Minnesota Statutes Chapter 13 (-Minnesota Government Data Practices Act).
- F. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the districts electronic technologies.
- G. Web Publishing - when publishing content to third-party sites, including web pages and web logs (BLOGs), all policies and guidelines of the District apply. Teachers assume responsibility of having students adhere to these guidelines.
- H. Student E-mail accounts
 - 1. The school district may provide for or allow student e-mail accounts.
 - 2. In cases like special projects, when students use e-mail accounts, the Acceptable Use Policy applies to e-mail generated by the student.

VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. The employee must sign the Internet Use Agreement for employees. The form must then be filed with the district.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Staff, Students and District Guests may use personal devices to access the Cloquet School District Guest Wi-Fi network/SSID. Access to the “GUEST CLOQUET SCHOOLS” Wi-Fi ___33 network/SSID does

not guarantee the privacy of your data and communication while using this Service. There are potentially serious issues with any computer connected to the Internet without the appropriate security protection, ranging from viruses, worms and other programs that can damage the user's computer, to attacks on the computer by unauthorized or unwanted third parties. By using this Service, you acknowledge and knowingly accept these potentially serious risks of accessing the Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection on their computer devices.

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or

the Internet. The District does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all telecommunication, Internet, or computer use. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically.

~~X. CONSISTENCY WITH OTHER SCHOOL POLICIES~~

~~Use of the District's electronic technologies shall be consistent with school district policies and the mission of the Cloquet Public Schools.~~

XI. USER NOTIFICATION

A. All users shall be notified of the guidelines and policies governing district computer network use.

B. This notification shall include the following:

~~A.~~ 1. Notifications that Internet use is subject to compliance with school district policies.

2. -Disclaimers limiting the school district's liability relative to:

~~1a.~~ 1a. Information stored on school district diskettes, hard drives, or servers.

~~2b.~~ 2b. Information retrieved through school district computers, networks, or online resources.

~~3c.~~ 3c. Personal property used to access school district computers, networks, or online resources.

~~4d.~~ 4d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet. Such obligations incurred by a student through the Internet are the sole responsibility of the student and/or the student's parents.

~~B3.~~ B3. A description of the privacy rights and limitations of school sponsored/managed Internet

accounts.

- E4. Notification of password ownership and password protection procedures.
- D5. Notification that, should the user violate the Acceptable Use Policy, the users access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- E6. Notification that, even though the district may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of the Acceptable Use Policy.
- F7. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by ~~School Board Policy 406~~, Public and Private ~~p~~ersonnel Data Policy, and ~~School Board Policy 515~~, Protection and ~~p~~rivacy of Pupil Records Policy.
- G8. Notification that all provisions of the policy are subordinate to local, state and federal laws.

XII. PARENTS’ RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as televisions, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student’s use of the school district system and of the Internet if the student is accessing the school district system or information resources from home or a remote location.
- B. Parents/guardians will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the Acceptable Use Agreement provided to the student user;
 - 2. A description of parent/guardian responsibilities;
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
 - 4. A statement that the Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
 - 5. A statement that the District’s Acceptable Use Policy is available for parental review.
- C. This regulation requires that all electronic resources and materials be consistent with adopted guidelines; supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, and abilities of the students. Access to telecommunications will enable students to explore thousands of libraries, databases and resources.
- D. On a global network, it is impossible to effectively control the content of data. The District will

employ **reasonable** means available to attempt to limit access to inappropriate or offensive material. The School Board believes that the benefits to students from access to Internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

XII. STAFF RESPONSIBILITIES

Staff responsibilities include, but are not limited to the following:

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.
- Supervise and/or monitor all whom one grants access to technology resources regarding implementation of this policy.
- Take an active role in ensuring that students and their parents are aware of their responsibility to use technology resources in an ethical and educational manner.

XIII. STUDENT RESPONSIBILITIES

Student responsibilities include, but are not limited to the following:

- Demonstrate basic skills in computer use.
- Demonstrate an understanding of this policy.
- Have parental permission before being allowed to use the Internet or computer network.
- Be aware of the dangers of online communications with strangers.
- Report any abusive or suggestive messages or information immediately to a supervisor or monitor.

The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

XIV. IMPLEMENTATION AND POLICY REVIEW

- A. Administration may develop the necessary guidelines for the implementation of this policy. The District Administration may develop appropriate user notification forms, guidelines and procedure necessary to implement this policy for submission to the School Board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The District’s Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Legal References:

- ~~17 U.S.C. § 101 et. seq. (Copyrights)~~
- ~~15 U.S.C. § 6501 et. seq.~~
- ~~Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254~~
- ~~47 C.F.R. § 54.520 (FCC rules implementing CIPA)~~
- ~~Title III of the Elementary and Secondary Education act of 1965,~~
- ~~20 U.S.C. § 1601, et. seq., as amended~~
- ~~Minn. Stat. §§ 125B.15 and 125B.25~~

CLOQUET PUBLIC SCHOOLS - - DISTRICT POLICY #524

Minn. Stat. §§ 609.87, 609.88, 609.89 and 609.891

<http://www.revisor.leg.state.mn.us/stats/609/>

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)

17 U.S.C. § 101 et seq. (Copyrights)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Mahanoy Area Sch. Dist. v. B.L., 594 U.S. _____, 141 S. Ct. 2038 (2021)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)

United States v. Amer. Library Assoc., 539 U.S. 1942003)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

Policy 506 Student Discipline

Policy 406 Public and Private Personnel Data

Policy 515 Public Notice

Policy 413 Harassment and Violence

Policy 603 Curriculum and Staff Development

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



2021
BOYS' SOCCER
SECTION 1AA CHAMPIONSHIP PARTY







Hello! My name is Sarah Mangan. I am delighted to join the REACH Program as the Positive Community Norms Grant Coordinator in Carlton and Cloquet schools. As our students settle into the 2021-2022 school year, I am pleased to share the news of an exciting opportunity in our schools!

The Minnesota Department of Human Services, Behavioral Health Division, has awarded REACH a Positive Community Norms grant which will create meaningful change within the Carlton and Cloquet communities. Positive Community Norms cultivates lasting cultural transformation by involving the students, parents, teachers and the entire community in understanding not just what's concerning, but also what's hopeful.

I hold a Bachelor's of Arts in Sociology from Hamline University, a Master's of Arts in Sociology and a MSW in Social Work from Colorado State University. I have spent the majority of my professional life working in the fields of substance use and mental health treatment in various sectors across our state. I am grateful for this opportunity work on prevention and education efforts in our beautiful community.

The support of our students, parents, educators, and community was instrumental in receiving this grant and will be essential moving forward. I hope to include YOU at every step along the way! Let's connect!

What is Positive Community Norms?

The Positive Community Norms framework works on several levels at once, involving students, parents, teachers and the entire community.

How does it work?

Positive Community Norms is based on an extensive body of data. Its foundation is what's called "The Science of the Positive," *the study of how positive factors impacts culture and experience*.

- Positive Community Norms closes the gap between what we believe to be true and what is actually true.
- Society tends to emphasize the problem to the point that it is easy to think that the problem is more common than it is.
- By talking about positive behaviors rather than emphasizing the negative, inadvertently making negative behaviors seem common or even attractive, Positive Community Norms brings forward the message that **the positive is the norm**.
- The Positive Community Norms approach has shown itself nationally to be effective in creating meaningful change in health and safety issues, including traffic safety, underage drinking, binge drinking, child maltreatment and many others.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7589A-ENG>

Contact:

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Positive Community Norms, Grant Coordinator
REACH Youth Adult Partnerships
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218-461-1787

Link to Positive Community Norms Report 2017: <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7589-ENG>

My name is Sarah Mangan. I am delighted to join the REACH Program as the Positive Community Norms Grant Coordinator in Carlton and Cloquet schools. My job is to work with students, parents, and all community members understanding concerning and what's hopeful in the Cloquet and Carlton schools districts . We use the science of the positive to better understand this community and how we can grow the good here. i am grateful for this opportunity work on prevention and education efforts in our beautiful community.