



Cloquet Public Schools

Regular Meeting

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

5:30 pm Working Session

6:00 pm Regular Meeting

I. Roll Call	
II. Pledge of Allegiance	
III. Consider Approval of Board Agenda	
1. November 22, 2021 School Board Agenda	4
IV. Consider Approval of School Board Minutes	
1. November 8, 2021 School Board Meeting Minutes	7
V. Open Forum and Reception of Delegations, Petitions, and Communications	
1. Building and Department Reports	10
VI. Claims, Hand Checks, Treasurer Report, Investment Report	
1. Claims, November 17, 2021	14
2. Hand Checks, November 1, 2021	18
3. Hand Checks, November 8, 2021	20
4. Hand Checks, November 10, 2021	22
5. Hand Checks, November 18, 2021	24
6. Treasurer's Report, August 2021	26
7. Investment Report, August 2021	27
VII. Consent Items	
1. Resignation Letters	
a. 6.75 hrs/day Licensed Practical Nurse (LPN/Health Assistant) at Cloquet Middle School (Lena Doble)	30
b. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary School (Brenda Newberg)	
2. Recommendations for Employment	
a. 0.5 FTE Academic Interventionist Teacher at CAAEP (Cortnee DeFoe)	31
b. Homebound Teacher at Cloquet High School (Warren Peterson)	32
c. 6.75 hrs/day 199 Day Secretary/Receptionist at Churchill Elementary School (To Be Added by Monday)	33
d. 6.5 hrs/day Supervisory Assistant Paraprofessional at Cloquet High School (Nikki Maki)	34
e. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary (Rebecca Vork)	35
f. 6.75 hrs/day 1:1 Consistent Support Paraprofessional at Northern Lights Academy (Raihlee-Jae Melin)	36
g. 5.5 hrs/day Long-Term Substitute Paraprofessional at Washington Elementary (Dawn Schwantke)	37
3. Extra Services	

a. Winter Targeted Services (see attached)	38
b. Reissue/Adjustment in HS Musical Staff (Corey Hunt, Al Woodward, Chandra Allen)	39
4. <i>Permission to Post</i>	
a. Homebound Teacher at Cloquet High School	40
b. Homebound Teacher at Cloquet High School	41
c. Homebased Teacher for Cloquet High School Student	42
d. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary	43
e. 5.5 hrs/day Long Term Substitute Paraprofessional for approximately 7-8 weeks at Washington Elementary	44
f. 3.0 hrs/day Food Service Staff at Cloquet High School	45
5. <i>Staffing Adjustments</i>	
a. Rescind Extra Service Contracts Issued for Fall Musical	46
VIII. School Board Committee Report	
1. Student Enrollment Report as of November 17, 2021	47
IX. Agenda Addendums	
X. New Business	
1. Discussion Regarding Current Face Mask Policy and Consider Setting a Date for Changing the Policy and Guidelines	
2. Discussion Regarding the Recording and Online Posting of School Board Meetings	
3. Discussion Regarding Non-Certified Substitute Pay Rates and Consider Approving New Non-Union Rate Sheet	48
4. Consider Approving a 2-year Agreement with Queen of Peace Catholic School for Middle School Participation in Cloquet Sports	50
5. Consider Approving the 2021-2022 Memorandum of Understanding with Education Minnesota-Cloquet (EMC) Regarding a Covid Sick Bank	51
6. Consider Approving the Northern Lights Special Education Cooperative Preschool Agreements	52
• EC_2 Cloquet Community Education / School Readiness Programs	
• EC_3 Cloquet Community Education / Lil' Lumberjacks/Lil' Thunder	
• EC_4 Queen of Peace Preschool	
• EC_5 Our Redeemer ECSE/Preschool	
7. Consider Setting the First Monday of 2022, January 10, 2022, as the Organizational School Board Meeting Date	
8. Consider Approving the Purchase of Two (2) Vehicles with ESSER III Funds	64
9. Consider Approving The Following Policy Updates and Waiving 2nd and 3rd Readings	65
Policies 714 Fund Balances - change number from 719, 719 Petty Cash - change number from 714, 425 Staff Development and Mentoring change number from 427 and 503	
Student Attendance	
Rescind Old Policy 427 Use of Cell Phone While Driving	
Change Old Policy 425 Use of Handheld Communication Devices to Policy #450	
10. Consider Approving the 2023 Spain and 2024 Costa Rica Trips	83
XI. Superintendent's Report	
1. Marvin Rintala Scholarship	
2. Draft Tuition Agreement	
3. Remote Attendance to School Board Meetings	
XII. For Your Information	
1. Internal Transfer from 3.0 hrs/day Food Service to 5.0 hrs/day Food Service at Cloquet High School (Carmen Dougherty)	130
2. Letter From MDH Commissioner Jan Malcolm and President of MN Chapter AAP Dr. Sheldon Berkowitz, MD	131
3. New Administrative Rule Regarding Fixed Asset Accounting System #704	137

XIII. Upcoming Meetings/Events

1. Monday, December 6, 2021 - DAC Committee Meeting - 4:00 p.m. - District Boardroom (rescheduled from November)
2. Thursday, December 9, 2021 - Technology Committee Meeting - 3:45 p.m. - Held Virtual
3. Monday, December 13, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Truth in Taxation Public Meeting followed by Regular Meeting
4. Tuesday, December 21, 2021 - Community Education Committee Meeting - 5:30 p.m.
5. Monday, January 10, 2022 - Organizational and Regular School Board Meeting (tentative)
5:30 p.m. Working Session
6:00 p.m. Regular Meeting

XIV. Adjournment

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



Cloquet Public Schools

Regular Meeting

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

5:30 pm Working Session

6:00 pm Regular Meeting

I. Roll Call

II. Pledge of Allegiance

III. Consider Approval of Board Agenda

1. November 22, 2021 School Board Agenda

IV. Consider Approval of School Board Minutes

1. November 8, 2021 School Board Meeting Minutes

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

1. Building and Department Reports

VI. Claims, Hand Checks, Treasurer Report, Investment Report

1. Claims, November 17, 2021
2. Hand Checks, November 1, 2021
3. Hand Checks, November 8, 2021
4. Hand Checks, November 10, 2021
5. Hand Checks, November 18, 2021
6. Treasurer's Report, August 2021
7. Investment Report, August 2021

VII. Consent Items

1. Resignation Letters

- a. 6.75 hrs/day Licensed Practical Nurse (LPN/Health Assistant) at Cloquet Middle School (Lena Doble)
- b. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary School (Brenda Newberg)

2. Recommendations for Employment

- a. 0.5 FTE Academic Interventionist Teacher at CAAEP (Cortnee DeFoe)
- b. Homebound Teacher at Cloquet High School (Warren Peterson)
- c. 6.75 hrs/day 199 Day Secretary/Receptionist at Churchill Elementary School (To Be Added by Monday)
- d. 6.5 hrs/day Supervisory Assistant Paraprofessional at Cloquet High School (Nikki Maki)
- e. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary (Rebecca Vork)
- f. 6.75 hrs/day 1:1 Consistent Support Paraprofessional at Northern Lights Academy (Raihlee-Jae Melin)
- g. 5.5 hrs/day Long-Term Substitute Paraprofessional at Washington Elementary (Dawn Schwantke)

3. Extra Services

- a. Winter Targeted Services (see attached)

4

1

b. Reissue/Adjustment in HS Musical Staff (Corey Hunt, Al Woodward, Chandra Allen)

4. **Permission to Post**

- a. Homebound Teacher at Cloquet High School
- b. Homebound Teacher at Cloquet High School
- c. Homebased Teacher for Cloquet High School Student
- d. 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary
- e. 5.5 hrs/day Long Term Substitute Paraprofessional for approximately 7-8 weeks at Washington Elementary
- f. 3.0 hrs/day Food Service Staff at Cloquet High School

5. **Staffing Adjustments**

- a. Rescind Extra Service Contracts Issued for Fall Musical

VIII. School Board Committee Report

1. Student Enrollment Report as of November 17, 2021

IX. Agenda Addendums

X. New Business

1. Discussion Regarding Current Face Mask Policy and Consider Setting a Date for Changing the Policy and Guidelines
2. Discussion Regarding the Recording and Online Posting of School Board Meetings
3. Discussion Regarding Non-Certified Substitute Pay Rates and Consider Approving New Non-Union Rate Sheet
4. Consider Approving a 2-year Agreement with Queen of Peace Catholic School for Middle School Participation in Cloquet Sports
5. Consider Approving the 2021-2022 Memorandum of Understanding with Education Minnesota-Cloquet (EMC) Regarding a Covid Sick Bank
6. Consider Approving the Northern Lights Special Education Cooperative Preschool Agreements
 - EC_2 Cloquet Community Education / School Readiness Programs
 - EC_3 Cloquet Community Education / Lil' Lumberjacks/Lil' Thunder
 - EC_4 Queen of Peace Preschool
 - EC_5 Our Redeemer ECSE/Preschool
7. Consider Setting the First Monday of 2022, January 10, 2022, as the Organizational School Board Meeting Date
8. Consider Approving the Purchase of Two (2) Vehicles with ESSER III Funds
9. Consider Approving The Following Policy Updates and Waiving 2nd and 3rd Readings
Policies 714 Fund Balances - change number from 719, 719 Petty Cash - change number from 714, 425 Staff Development and Mentoring change number from 427 and 503 Student Attendance Rescind Old Policy 427 Use of Cell Phone While Driving Change Old Policy 425 Use of Handheld Communication Devices to Policy #450
10. Consider Approving the 2023 Spain and 2024 Costa Rica Trips

XI. Superintendent's Report

1. Marvin Rintala Scholarship
2. Draft Tuition Agreement
3. Remote Attendance to School Board Meetings

XII. For Your Information

1. Internal Transfer from 3.0 hrs/day Food Service to 5.0 hrs/day Food Service at Cloquet High School (Carmen Dougherty)
2. Letter From MDH Commissioner Jan Malcolm and President of MN Chapter AAP Dr. Sheldon Berkowitz, MD
3. New Administrative Rule Regarding Fixed Asset Accounting System #704
4. Washington Newsletter - November 2021

XIII. Upcoming Meetings/Events

1. Monday, December 6, 2021 - DAC Committee Meeting - 4:00 p.m. - District Boardroom (rescheduled from November)
2. Thursday, December 9, 2021 - Technology Committee Meeting - 3:45 p.m. - Held Virtual
3. Monday, December 13, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Truth in Taxation Public Meeting followed by Regular Meeting
4. Tuesday, December 21, 2021 - Community Education Committee Meeting - 5:30 p.m.
5. Monday, January 10, 2022 - Organizational and Regular School Board Meeting (tentative)
5:30 p.m. Working Session
6:00 p.m. Regular Meeting

XIV. Adjournment

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

November 8, 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 MSHSL Foundation Grant application and a change in date for Community Education Day in Cloquet (due to Veterans Day). He also told the Board that discussions with the City of Cloquet and Community Education will begin shortly and asked for board representation. Dr. Cary shared that the "Coffee in the Community" event went well and there were about 8-9 parents at the meeting. There will be future events at local coffee shops each first Monday of the month. He brought a possible conflict in normal school board dates for March 2022 and asked them to consider it at the January organizational meeting. He reviewed the ARDC board position opening. Dr. Cary informed the Board of the work being done to prepare for a potential new OSHA requirement for employers with over 100 employees, the short implementation deadlines and potential need to call a special meeting to approve the new policy. The initial opportunities for vaccinations for children ages 5-11 in the county were discussed. The Board decided to hold a discussion about the current masking policy at the next School Board Meeting on November 22, 2021. There was a discussion about staff resignations and filling of positions. There being nothing further to discuss, Board Chair Ted Lammi adjourned the working session at 6:00 p.m.

November 8, 2021

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on November 8, 2021 was called to order by Board Chair T. Lammi at 6:03 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Executive Assistant to the Superintendent
- Candace Nelis, Business Manager
- Teresa Angell, AIE Director
- T.J. Smith, Technology Director
- 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 G. Huard to approve the November 8, 2021 board agenda, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by N. Sandman to approve the October 25, 2021 school board meeting minutes, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Public comment was taken regarding masking and vaccine requirements by parent Sarah Vandermeiden.
- Building and Department Reports were reviewed. A verbal report was given by Teresa Angell, AIE Director and Candace Nelis, Business Manager.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS, AND WIRES

- RESOLVED by K. Scarbrough to approve Claims, November 3, 2021; Hand Checks, October 21 and 28, 2021; Treasurer's Report, July 2021; Investment Report, July 2021; Wire Transfers, October 6, 12, 13 and 27, 2021, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

CONSENT ITEMS

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

1. Resignations:

- Emily Ruhnke, 6.75 hrs/day Receptionist/Secretary at Churchill Elementary effective 11/19/21
- Danielle Santa, 6.75 hrs/day Part-Time Cleaner at Washington effective 11/3/21
- Julie Ketola Gustafson, 6.75 hrs/day Part-Time Cleaner at Churchill effective 12/22/21

2. Recommendations of Employment:

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>SALARY**</u>	<u>START DATE</u>
a. Janet Pufall	Long Term 2 nd Grade Sub at Washington	BA 40+ Step 2	Approx. Jan 4, 2022
b. Cheyenne Deters	Homebound Teacher Nov 2021-Feb 2022	\$32.02/hr	Approx Nov 21
c. Tina Swartwoudt	Homebound Teacher 21-22	\$32.02/hr	21/22
d. Julie Sumner	6.5 hrs/day Consistent Support Para at WASH	\$17.41/hr	11/9/21
e. Antonia Burger	6.75 hrs/day 1:1 Para at NLA	\$17.41/hr	11/9/21
f. Keith Johnson	6.75 hrs/day Part-Time Cleaner at WASH	\$16.30/hr	11/4/21

3. Extra Services Contracts

- Jody Zeleznikar Building Lead Teacher (Special Education) \$2,096

4. Permission to Post

- Long Term 2nd Grade Substitute Teacher for approximately 6-8 weeks starting January 4, 2022
- Homebound teacher at Cloquet High School for the 2021-2022 school year or until no longer needed
- 6.75 hrs/day Receptionist/Secretary at Churchill Elementary School effective November 22, 2021
- 6.75 hrs/day Licensed Practical Nurse (LPN)/Health Assistant at Cloquet Middle School
- 6.75 hrs/day 1:1 Paraprofessional at Northern Lights Academy
- 5 hrs/day Food Service Staff at Cloquet High School effective January 4, 2022
- 6.75 hrs/day Part-Time Cleaner at Churchill Elementary School effective January 4, 2022
- Two (2) On Call Cleaners – 1 up to 20 hrs/week and 1 for 20-30 hrs/week

5. Staffing Adjustments

- Sarah Burger - Increase hours from 16 hours/week to 31 hours/week effective November 4, 2021

6. Other

- Stephanie Pederson and Allison Jerde as Family Literacy Co-Coordinators for \$500.00 stipend/each

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

SCHOOL BOARD COMMITTEE REPORTS

- Student enrollment report from November 4, 2021 was reviewed.

AGENDA ADDENDUMS

- None were presented at this time.

NEW BUSINESS

- RESOLVED by D. Battaglia to approve the resolution of governing board supporting application to MSHSL Foundation, as presented. T. Lammi seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.

- RESOLVED by K. Scarbrough to declare November 12, 2021 as Community Education Day in Cloquet, as amended. T. Lammi seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

SUPERINTENDENT'S REPORT

Dr. Cary reviewed most of his report during the Working Session. He added that the nursing staff is investigating Covid testing options for students due to increased difficulties of families finding quick testing options. Further discussion was held about the new OSHA staffing guidelines for employers with over 100 employees.

FOR YOUR INFORMATION

- Congratulations to Elise Cawcutt (Girls' Individual Cross Country) and the Boys' Cross Country Team Who Advanced to State!! Way to Go!
- Congratulation to Azrianna Johnson and Jack McGrath Who Took 4th Place in the Special Olympics Minnesota Unified Bocce Ball Tournament in Woodbury
- Cloquet High School Musical "Beauty and the Beast" will have performances November 18- 21, 2021. Thursday-Saturday 7 pm and Sunday Matinee at 2 pm. Tickets - Adults - \$12, Grades 7-12 - \$10 and Grades K-6 - \$8
- Photo of the Girls' and Boys' Soccer Teams at the State Banquet
- 2022 MSBA Leadership Conference - January 13-14, 2022
- District Wellness Policy Committee Summary - October 26, 2021

UPCOMING MEETINGS/EVENTS

- Monday, November 15, 2021 - Curriculum Committee Meeting - CMS Media Center - 3:45 p.m.
- Monday, November 15, 2021 - DAC Committee Meeting - District Boardroom - 4:00 p.m.
- Tuesday, November 16, 2021 - Carlton/Cloquet Tuition Agreement Subcommittee Meeting - Cloquet High School Media Center - 4:30 p.m.
- Tuesday, November 16, 2021 - Community Education Committee Meeting - Held Virtual - 5:30 p.m.
- Thursday, November 18, 2021 - Technology Committee Meeting - 3:45 p.m. - Held Virtual
- Monday, November 22, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
- Monday, December 13, 2021 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Truth in Taxation Public Meeting followed by Regular Meeting

ADJOURNMENT

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:18 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Churchill students enjoyed spirit week November 15th-19th. Hat Day, Dress as a Teacher, Pajama Day, Sports Day and Crazy Hair Day were days grade levels voted on.

The electronic conference link has been sent to families for conference sign-up. Conferences are later in November. The language arts committee for both Churchill and Washington met 11/8. Teacher representatives from the schools are working on identifying a potential new elementary language arts (reading) series. Our PBIS (Positive School Behavior Supports) meets monthly and are currently planning positive school wide events. One event for Trimester one mid-December is a traveling planetarium which will be set up in our gym. All students will visit as a part of the trimester one reward. Churchill PIE group has been busy planning the Holiday Expo scheduled for Saturday, 12/4. Churchill currently has a full complement of vendors totaling 110. Need holiday gifts? Churchill is the place 12/4 (9:00-3:00 pm). Happy Thanksgiving!

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

Some updates from Washington:

-Due to support staff changes over the past month (two retirements and one resignation) we have been doing a good deal of interviewing and are excited to add new members to our team! We also wish three wonderful ladies and colleagues all the best in their next adventures: Corinne Pappas, Jeanine Randall, and Brenda Newberg.

-A note of gratitude for our Washington staff who have been gracious, patient and extremely helpful covering for one another due to the substitute shortage we are experiencing.

-Our PBIS team planned our Trimester One reward for students, a DJ Dance Party on November 24th! Thank you to our Partners in Education group for sponsoring the DJ and allowing for a fun time for kids and staff to celebrate their hard work during the first trimester. (Each grade-level has a designated time.)

-Parent-Teacher Conferences are coming up November 30, December 2, and December 3. We are looking forward to meeting with families to talk about how their child/children are doing so far this year!

-EXCEL reading and math support will be beginning the week after conferences. A huge thank you to the following Washington staff members who will be teaching/supporting our programming for 1st-4th graders: Sheila Kahlstorf, Kim Broman, Jason Godnai, Zoe Bystrom, Nick Heck, and Kandi Chalberg.

-As a building leadership team we have focused in on student attendance as a primary goal this year. We have redefined our Morning Connections program, have 1:1 success mentors assigned to students with attendance concerns, and are also beginning school-wide incentives and competitions to increase student excitement and call attention to the importance of attending school regularly. A huge thank you to the Cloquet Education Foundation for their generous support in funding our grant request to effectively promote increased attendance in new ways!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

It is great to see our academic activities like the math team and knowledge bowl happening again for our kids. Our middle school students are also getting opportunities to participate in after-school activities.

CMS staff is continuing to work through the sub shortage issue that we are experiencing with COVID. CMS has only had three school days this year where we have not had to cover missing teachers internally. Over five teachers without subs that need to be covered internally have happened multiple times this year. Most of our employee shortages are because of the COVID quarantine of an employee or, in most cases, the COVID quarantine of the employee's child. Our employees need to be commended for their willingness to work extra, but I fear this model is not sustainable long term.

Finally, CMS 5th and 6th-grade students were fortunate to get to see a matinee performance of Beauty and the Beast last Wednesday. The CHS theatre department always does a great job, and we thank them for sharing their performance with our kids. Who knows, maybe it inspired some students to try their luck with theatre in the future.

Submitted by Tom Brenner, Cloquet Middle School Principal

Cloquet High School:

- Quarter 1 grades are now final
- The Fall Musical is being performed this weekend
- Winter sports have started – Girls Hockey kicked things off with a 4-2 win over Anoka/Spring Lake Park
- Tim and I gave the Cloquet/Carlton tuition agreement subcommittee a tour of the CHS facilities on 11/16
- We will be giving the ASVAB test to interested juniors this week
- Seniors are ordering caps/gowns and sophomores/juniors are ordering class rings – some things are back to normal!
- We continue to see a substitute teacher shortage, substitute paraprofessionals are even more scarce

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

- Quarter 2 is off and running. We have welcomed more new students and are looking forward to some of the super seniors to finish what they need to get their diplomas.
- Staff and students are starting to plan the winter symposium for just before the holiday break. We all look forward for the interesting activities planned for symposium.
- CAAEP midterm conferences are Wednesday, November 8th. We will, again, offer parents and students the options of in person, telephone, or video conferencing with staff.

Submitted by Connie Hyde, CAAEP Principal

Community Education:

Annual Report

Our annual report was submitted to the State on November 1 for July 1, 2020-June 30, 2021. We reported serving 562 children under the age of 5, 394 elementary, 73 middle school, 284 high school, 1949 adults, 55 adults with disabilities, and 350 children in our SACC program.

Adults with Disabilities

The winter schedule for AWD has been mailed out to past participants. We are adding in some Friday swim sessions to take place before Friday Family swim. All participants need to be accompanied by a staff or family member in the pool.

Aquatics

The next group of swim lessons start on the 22nd. Additional swim lessons are being published as they are scheduled. We are also working on all lessons that will occur from January-April so they can be published in the next Lumberlog.

Drivers Education

Registration for the January, February and April classes will go live at midnight on December 1st. We are fielding a lot of calls for Drivers Ed, so we are encouraging people to go on the website early to get their accounts set up in anticipation of classes filling quickly.

Kids Corner - SACC

*Kids Corner is contacting the families of school age children on the waiting list to enroll if they still need care at this point. Reviewing daily attendance numbers, we believe we can add in the rest of the families waiting for care for both schools without exceeding room capacities.

Winter Lumberlog

Winter Lumberlog will be in mailboxes mid-December and will cover offerings January-April.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will attend in person and will be available to answer any questions.

American Indian Education Department:

Greetings School Board Members,

The end of the first quarter was the most familiar and pre-covid "normal" we have seen in the CHS AIE classroom in a long time. Students packing in late work, retaking tests, and staying late to get additional tutoring help. There has been a significant increase in student engagement and needed social time. The CHS AIE Classroom took a group of students to the University of Wisconsin Superior for a campus visit on Friday November 12th. This enjoyable university tour was collaborated with the Nandagikendan Academy.

NAHM activities are scheduled for the week of Nov. 15-19th. These extra events and awareness provide opportunity for hands on learning. Additional guidance will be taking place for students to learn about the significance of these items. All students are encouraged to participate.

Keep an eye out for our AIE Attendance Liaison intro in the next issue of the Pine Needle. Erik Blesener talks about this new position, it's strengths and his previous experience giving him tools to effectively get off to a running start.

Please reach out if you have any questions. Miigwech.

Submitted by Teresa Angell, American Indian Education Director

Building and Grounds:

CTE Renovation Project Updates:

The fume collector and dust collector have been fire up and inspected for operation. Design for the steel storage racks has been received and is currently out for pricing. Plasma cutter hood has been installed. The Fab lab door has been shipped and is currently being installed.

Two On Call Cleaner positions have been posted in addition to Churchill Part Time Cleaner. The Building and Grounds Sub Committee will be invited to participate in interviews once they have been scheduled.

Submitted by Dylan Carlson, Building and Grounds Director

Technology:

Currently the Technology Department is diving deep into our environment and implementing the Department of Defense's October 2021 Security Technical Implementation Guide (STIG). This STIG represents the latest in attack vector reduction and will increase the district's cyber security. After the last ransomware attack, the department implemented Microsoft's security baselines and the DoD's STIG to prevent future attacks. As threats evolve, so must the district's response and the implementation of the latest STIG is only one part of our efforts to continue

to secure our data and network. We are also implementing a new password policy that will check user passwords against known compromised passwords and require them to change their password if it is insecure. Lastly, we're implementing a new access manager that will eliminate the use of domain administrator and local administrator accounts, and give system administrators "Just-In-Time Access" to systems as administrators only when it is required. Eliminating domain and local administrators will virtually eliminate the largest attack vector for malicious actors, viruses, and malware. As we finish up the month of November, we will be requiring all district employees to complete their annual Cyber Security Training and conducting testing to ensure that district employees are following cyber safety best practices.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$85,394.91
02	Food Services	\$4,576.50
03	Transportation	\$618.24
04	Community Services	\$3,636.49
05	Capital Expenditure	\$2,659.00
06	Building Construction	\$7,226.49
12	Activities	\$27,862.30
45	OPEB Irrevocable Trust	\$1,517.77
Report Total		\$133,491.70

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		95377	159281	Check	1	00283		ACCT INC	Yes	No	No	USD	11/23/2021	7,190.55
			95441	159282	Check	1	6969		ACME TOOLS	Yes	No	No	USD	11/23/2021	2,298.62
			95444	159283	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY/	Yes	No	No	USD	11/23/2021	121.50
			95378	159284	Check	1	00570		AG O'BRIEN COMPANY	Yes	No	No	USD	11/23/2021	456.00
			95387	159285	Check	1	10473		AK ATHLETIC EQUIPMENT	Yes	No	No	USD	11/23/2021	259.00
			95453	159286	Check	1	8469		ANDERSON, COLOMBE	Yes	No	No	USD	11/23/2021	288.00
			95436	159287	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	11/23/2021	2,143.05
			95463	159288	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	11/23/2021	139.86
			95379	159289	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	11/23/2021	797.04
			95469	159290	Check	1	9540		BIRMAN, LAURA	Yes	No	No	USD	11/23/2021	63.27
			95394	159291	Check	1	14850		BLICK ART MATERIALS	Yes	No	No	USD	11/23/2021	287.32
			95475	159292	Check	1	9781		BRAIN POP	Yes	No	No	USD	11/23/2021	900.00
			95457	159293	Check	1	9026		BRENNER, JILL	Yes	No	No	USD	11/23/2021	160.42
			95380	159294	Check	1	06553		BRENNER, MICHELLE	Yes	No	No	USD	11/23/2021	12.90
			95462	159295	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	11/23/2021	139.86
			95446	159296	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	11/23/2021	1,259.80
			95392	159297	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	11/23/2021	3,582.00
			95478	159298	Check	1	9797		COOLE SCHOOL	Yes	No	No	USD	11/23/2021	381.65
			95452	159299	Check	1	8415		DETERS, CHEYENNE	Yes	No	No	USD	11/23/2021	326.36
			95468	159300	Check	1	9529		DOTY LINDSEY	Yes	No	No	USD	11/23/2021	220.86
			95449	159301	Check	1	7907		EDMENTUM INC	Yes	No	No	USD	11/23/2021	4,904.00
			95438	159302	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/23/2021	234.03
			95388	159303	Check	1	10523		EMANUEL JEFFRY	Yes	No	No	USD	11/23/2021	79.00
			95451	159304	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	11/23/2021	123.20
			95445	159305	Check	1	7346		EXCEPTIONAL OUTDOOR SERVICES	Yes	No	No	USD	11/23/2021	600.00
			95454	159306	Check	1	8508		FARGO PUBLIC SCHOOL DISTRICT	Yes	No	No	USD	11/23/2021	622.72
			95406	159307	Check	1	2656		FOND DU LAC RESERVATION	Yes	No	No	USD	11/23/2021	100.00
			95393	159308	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	11/23/2021	2,887.01
			95434	159309	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	11/23/2021	1,040.22
			95390	159310	Check	1	10529		HANKS ROBIN	Yes	No	No	USD	11/23/2021	21.28
			95456	159311	Check	1	8780		HANSON, WILLA	Yes	No	No	USD	11/23/2021	8.79
			95473	159312	Check	1	9706		HEXUM, AMANDA	Yes	No	No	USD	11/23/2021	17.75
			95431	159313	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	11/23/2021	1,475.40
			95435	159314	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/23/2021	435.21
			95472	159315	Check	1	9685		HOWIES HOCKEY INC	Yes	No	No	USD	11/23/2021	1,567.77
			95447	159316	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	11/23/2021	330.00
			95460	159317	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	11/23/2021	12,188.79
			95384	159318	Check	1	10360		INSTITUTE FOR ENVIRONMENTAL A	Yes	No	No	USD	11/23/2021	156.00
			95400	159319	Check	1	25380		ISD #0093 CARLTON	Yes	No	No	USD	11/23/2021	355.20
			95399	159320	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	11/23/2021	1,067.36
			95401	159321	Check	1	25420		ISD #0095 CROMWELL	Yes	No	No	USD	11/23/2021	2,734.16

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	95402	159322	Check	1	25460		ISD #0099 ESKO PUBLIC SCHOOLS	Yes	No	No	USD	11/23/2021	6,671.83
			95403	159323	Check	1	25480		ISD #0100 WRENSHALL	Yes	No	No	USD	11/23/2021	705.56
			95395	159324	Check	1	1527		ISD #0381 LAKE SUPERIOR SCHOOL	Yes	No	No	USD	11/23/2021	5,708.01
			95407	159325	Check	1	2709		ISD #0577 WILLOW RIVER	Yes	No	No	USD	11/23/2021	11,989.66
			95404	159326	Check	1	25820		ISD #0700 HERMANTOWN	Yes	No	No	USD	11/23/2021	4,579.16
			95405	159327	Check	1	25840		ISD #0704 PROCTOR PUBLIC SCHOOLS	Yes	No	No	USD	11/23/2021	772.48
			95420	159328	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	11/23/2021	125.00
			95409	159329	Check	1	28656		KALLIS, SHELLY	Yes	No	No	USD	11/23/2021	191.41
			95398	159330	Check	1	2076		KO LODGE, JENNIFER	Yes	No	No	USD	11/23/2021	172.14
			95410	159331	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	11/23/2021	161.80
			95439	159332	Check	1	6599		LAKE SUPERIOR LAUNDRY	Yes	No	No	USD	11/23/2021	74.63
			95476	159333	Check	1	9784		LINDAMOOD-BELL LEARNING PROCS	Yes	No	No	USD	11/23/2021	3,141.60
			95414	159334	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	11/23/2021	399.12
			95381	159335	Check	1	10063		LINDENMEYR MUNROE	Yes	No	No	USD	11/23/2021	1,640.00
			95442	159336	Check	1	7161		LINE, MICHELLE	Yes	No	No	USD	11/23/2021	514.00
			95415	159337	Check	1	38650		MADISON NATIONAL LIFE INSURANCE	Yes	No	No	USD	11/23/2021	4,104.37
			95455	159338	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	11/23/2021	282.02
			95413	159339	Check	1	35902		MCEA	Yes	No	No	USD	11/23/2021	339.00
			95385	159340	Check	1	10427		MCMAHON CHRISTINA	Yes	No	No	USD	11/23/2021	129.78
			95412	159341	Check	1	34186		MENARDS	Yes	No	No	USD	11/23/2021	2,965.86
			95443	159342	Check	1	7263		MENARDS HERMANTOWN	Yes	No	No	USD	11/23/2021	1,142.73
			95458	159343	Check	1	9031		MICKELSON, LARAIN LYNN	Yes	No	No	USD	11/23/2021	700.00
			95433	159344	Check	1	5743		MIDAMERICA ADMINISTRATIVE	Yes	No	No	USD	11/23/2021	55.00
			95411	159345	Check	1	3125		MINNESOTA DEPARTMENT OF HEALTH	Yes	No	No	USD	11/23/2021	3,605.00
			95416	159346	Check	1	40825		NORTHERN BUSINESS PRODUCTS	Yes	No	No	USD	11/23/2021	1,437.80
			95417	159347	Check	1	41104		NORTHLAND FIRE AND SAFETY	Yes	No	No	USD	11/23/2021	117.90
			95386	159348	Check	1	10456		NOVAK JANICE	Yes	No	No	USD	11/23/2021	40.00
			95391	159349	Check	1	10530		OAKES GREG	Yes	No	No	USD	11/23/2021	213.60
			95470	159350	Check	1	9654		O'DONNELL SARAH	Yes	No	No	USD	11/23/2021	140.00
			95382	159351	Check	1	10132		OLIN, TYLER	Yes	No	No	USD	11/23/2021	727.49
			95422	159352	Check	1	4584		ON SITE COMPANIES-OSSDL	Yes	No	No	USD	11/23/2021	600.00
			95471	159353	Check	1	9664		ORIENTAL TRADING COMPANY	Yes	No	No	USD	11/23/2021	9,148.40
			95396	159354	Check	1	1887		OUTDOOR ADVANTAGE	Yes	No	No	USD	11/23/2021	1,782.25
			95448	159355	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	11/23/2021	78.94
			95419	159356	Check	1	43130		PEDDLE, KIM	Yes	No	No	USD	11/23/2021	228.98
			95397	159357	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	11/23/2021	120.00
			95429	159358	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	11/23/2021	2,080.74
			95481	159359	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	11/23/2021	1,304.17
			95421	159360	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	11/23/2021	603.75
			95437	159361	Check	1	6320		RANDALL, DUSTIN	Yes	No	No	USD	11/23/2021	30.00
			95440	159362	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	USD	11/23/2021	157.62

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	95418	159363	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	11/23/2021	153.44
			95389	159364	Check	1	10528		RILEA JOSHUA	Yes	No	No	USD	11/23/2021	21.28
			95424	159365	Check	1	48325		SCAN AIR FILTER INC	Yes	No	No	USD	11/23/2021	821.98
			95425	159366	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	11/23/2021	19.34
			95426	159367	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	11/23/2021	818.76
			95450	159368	Check	1	7955		SILLANPA, GERALD W	Yes	No	No	USD	11/23/2021	546.00
			95427	159369	Check	1	50250		SKUTEVIKS FLORISTS	Yes	No	No	USD	11/23/2021	209.00
			95480	159370	Check	1	9828		STARK TIMOTHY	Yes	No	No	USD	11/23/2021	246.40
			95428	159371	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	11/23/2021	2,496.37
			95474	159372	Check	1	9744		STEENBAKKER DAVIS YVONNE	Yes	No	No	USD	11/23/2021	100.91
			95479	159373	Check	1	9806		STEGER JENNIFER	Yes	No	No	USD	11/23/2021	1,050.00
			95464	159374	Check	1	9335		TAG UP	Yes	No	No	USD	11/23/2021	83.41
			95423	159375	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	11/23/2021	835.02
			95383	159376	Check	1	10359		TKI	Yes	No	No	USD	11/23/2021	1,080.00
			95465	159377	Check	1	9346		TREMBLAY, REBECCA	Yes	No	No	USD	11/23/2021	367.50
			95477	159378	Check	1	9791		TYSON FOODS INC	Yes	No	No	USD	11/23/2021	486.60
			95430	159379	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	11/23/2021	576.57
			95461	159380	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	11/23/2021	468.34
			95466	159381	Check	1	9429		WALSH, MICHELLE	Yes	No	No	USD	11/23/2021	1,675.65
			95432	159382	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	11/23/2021	246.20
			95459	159383	Check	1	9055		WARBALOW, TISHA	Yes	No	No	USD	11/23/2021	8.40
			95467	159384	Check	1	9440		WICK, MICHELLE	Yes	No	No	USD	11/23/2021	114.78
			95408	159385	Check	1	2731		YOUNG, HEATHER	Yes	No	No	USD	11/23/2021	108.00

Bank Total: 2

\$133,491.70

Report Total:

\$133,491.70

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$700.00
Report Total	\$700.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	95216	159120	Check	1	10302		PETTY CASH ATTN: CANDACE NELIE	Yes	No	No	USD	11/01/2021	700.00
Bank Total: 2															\$700.00
Report Total:															\$700.00

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$6,771.97
Report Total		\$6,771.97

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	95366	159270	Check	1	1061		ISD #0094	Yes	No	No	USD	11/08/2021	6,771.97
Bank Total: 2															\$6,771.97
Report Total:															\$6,771.97

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$31,108.95
04	Community Services	\$540.52
12	Activities	\$1,117.60
45	OPEB Irrevocable Trust	\$247.00
Report Total		\$33,014.07

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	95375	159271	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	11/10/2021	867.74
			95374	159272	Check	1	5724		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	11/10/2021	247.00
			95370	159273	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	11/10/2021	1,572.25
			95371	159274	Check	1	42195		FUN EXPRESS LLC	Yes	No	No	USD	11/10/2021	238.16
			95367	159275	Check	1	10484		LENARZ TOM	Yes	No	No	USD	11/10/2021	4,525.00
			95373	159276	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	11/10/2021	2,857.59
			95376	159277	Check	1	9628		MINNESOTA LIFE INSURANCE COMF	Yes	No	No	USD	11/10/2021	4,786.10
			95369	159278	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	11/10/2021	16,423.04
			95372	159279	Check	1	53551		SUPER ONE	Yes	No	No	USD	11/10/2021	307.85
			95368	159280	Check	1	2267		WALMART CAPITAL ONE	Yes	No	No	USD	11/10/2021	1,189.34
Bank Total: 2															\$33,014.07
Report Total:															\$33,014.07

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$25,986.63
12	Activities	\$4,334.50
45	OPEB Irrevocable Trust	\$977.90
Report Total		\$31,299.03

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	95483	159386	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	11/18/2021	2,221.60
		95484	159387	Check	1	10531		CSS NORDIC SKI COACH	Yes	No	No	USD	11/18/2021	1,785.00
		95490	159388	Check	1	9829		ESKO HOOPS CLUB	Yes	No	No	USD	11/18/2021	70.00
		95489	159389	Check	1	6326		HORVAT, LANCE	Yes	No	No	USD	11/18/2021	15.00
		95485	159390	Check	1	10532		JOHNSON CHERI	Yes	No	No	USD	11/18/2021	701.25
		95488	159391	Check	1	5736		MEDICAREBLUE RX	Yes	No	No	USD	11/18/2021	977.90
		95486	159392	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	11/18/2021	23,765.03
		95482	159393	Check	1	10302		PETTY CASH ATTN: CANDACE NELIE	Yes	No	No	USD	11/18/2021	671.00
		95487	159394	Check	1	4297		SKI HUT	Yes	No	No	USD	11/18/2021	1,092.25
Bank Total: 2													\$31,299.03	
Report Total:													\$31,299.03	

**TREASURER'S REPORT
INDEPENDENT SCHOOL DISTRICT NO. 94
AUGUST 2021**

FUND	Balance Beginning of Month		Receipts	Disbursements	Balance End of Month		Clerks Balance End of Month
	Cash	Investments			Cash	Investments	
GENERAL	(\$4,607,224.43)	\$13,201,241.77	\$8,930,919.51	\$8,685,220.75	(\$4,361,525.67)	\$14,088,146.45	\$8,839,716.10
FOOD SERVICE	\$471,875.29		\$17,546.09	\$50,932.51	\$438,488.87		\$438,488.87
TRANSPORTATION	\$858,900.94		\$265.84	\$265,710.41	\$593,456.37		\$593,456.37
COMMUNITY SERVICE	\$790,140.90		\$162,821.21	\$166,353.05	\$786,609.06		\$786,609.06
ACTIVITIES	\$554,430.06		\$9,387.96	\$14,460.66	\$549,357.36		\$549,357.36
TOTAL OPERATING	(\$1,931,877.24)	\$13,201,241.77	\$9,120,940.61	\$9,182,677.38	(\$1,993,614.01)	\$14,088,146.45	\$11,207,627.76
CAPITAL OUTLAY	\$692,873.68		\$0.00	\$141,596.06	\$551,277.62		\$551,277.62
DEBT REDEMPTION #94	\$2,157,181.81	\$76,919.03	\$289,431.38	\$28,900.00	\$2,417,713.19	\$74,385.49	\$2,494,632.22
OPEB DEBT SERVICES	\$7,927.44	\$306,194.21	\$3,687.70	\$450.00	\$11,165.14	\$306,194.21	\$317,359.35
TOTAL FUNDS AVAILABLE	\$926,105.69	\$13,584,355.01	\$9,414,059.69	\$9,353,623.44	\$986,541.94	\$14,468,726.15	\$14,570,896.95
BUILDING FUND	(\$19,199.21)	\$1,990,242.40	\$0.00	\$657,794.12	(\$676,993.33)	\$1,989,550.66	\$1,313,249.07
OPEB IRREVOCABLE TRUST	(\$748,587.44)	\$5,622,684.97	\$36,178.58	\$21,776.23	(\$734,185.09)	\$5,669,266.16	\$4,935,081.07

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

	Balance Per BANK STATEMENT	Outstanding Checks	Deposits Not Shown on Bank Statement	Other Reconciling Items	Balance Per Treasurer's
US BANK	\$568,496.91	\$993,133.85	\$0.00	\$0.00	(\$424,636.94)
ADD UNDEPOSITED CASH ON HAND				26	
TREASURER'S BALANCE PER BOOKS					(\$424,636.94)

**INVESTMENTS
2021-2022 - FISCAL YEAR**

DATE: **AUGUST 2021**

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN LIQUID ASSET		\$ -	\$ -
\$ 5,180,777.10		AMERITRADE		\$ -	\$ 3,785.84
\$ 8,623,177.69	2.14%	MSD MAX	DAILY		\$ 203.07
SUB TOTAL LIQUID ASSET FUNDS & AMERITRADE					
\$ 664,771.36	1.85%	MN TRUST			\$ 5.58
\$ 14,468,726.15	- TOTAL INVESTMENT VALUE				\$ 3,994.49
CHECKING ACCOUNT/MSDLAF LIQUID CLASS INTEREST & FEES					\$ 7.31
TOTAL MONTHLY INTEREST					\$ 4,001.80
YTD TOTAL INTEREST AS OF 8/31/21			\$ 10,467.76	=====	
			\$ 67,100.00	2021-22 BUDGET	

2020-2021 - FISCAL YEAR

\$ 12,473,031.02 - TOTAL INVESTMENT VALUE 8/31/2020	\$ 14,185.90 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$ 116,946.90 - TOTAL INTEREST EARNED FOR FISCAL YR 2020-2021

**INVESTMENTS: FUND 06 CONSTRUCTION
2021-2022 - FISCAL YEAR**

DATE: AUGUST 2021

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -		MN TRUST	SDA		\$ -
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 35,989.52	0.07%	MN TRUST	Dividend Reinvest / Bank Fee	\$	0.31
		MN TRUST	Trade Int-Security Sale/DTC Maturity	\$	-
\$ 1,953,561.14		EHLERS / Ameritrade		\$	(692.05)

\$ 1,989,550.66 - TOTAL CONSTRUCTION FUND INVESTMENT VALUE

TOTAL MONTHLY INTEREST \$ (691.74)

YTD TOTAL INTEREST AS OF 8/31/21 \$ (1,394.89)
 =====
\$ 2,500.00 2021-22 BUDGET

2020-2021 - FISCAL YEAR

\$ 114,854.74 - TOTAL INVESTMENT VALUE 8/31/2020 \$ (11.62) - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ (1,738.95) - TOTAL INTEREST EARNED FOR FISCAL YR 2020-2021

**INVESTMENTS: FUND 45 OPEB
2021-2022 - FISCAL YEAR**

DATE: AUGUST 2021

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 10,339.67	0.07%	MN TRUST CD	8/31/2020	\$ 9,178.54	\$ -
\$ 230,292.10	2.75%	MN TRUST CD	9/28/2020	\$ 23,382.45	\$ -
\$ 499,200.00	2.74%	MN TRUST CD	9/28/2020	\$ 8,906.01	\$ -
\$ 998,800.00	1.98%	MN TRUST CD	10/1/2020	\$ 10,480.15	\$ -
\$ 145,900.00	2.28%	MN TRUST CD	10/1/2020	\$ 8,245.83	\$ -
\$ 249,700.00	1.86%	MN TRUST CD	10/16/2020	\$ 26,217.16	\$ -
\$ 373,875.35	3.36%	MN TRUST CD	12/7/2020	\$ 13,351.61	\$ -
\$ 52,490.00	3.04%	MN TRUST CD	1/28/2021	\$ 15,762.88	\$ -
		MN TRUST	Dividend Reinvest / Bank Fee		\$ (20.83)
		MN TRUST	Trade Interest-Security Sale / DTC		\$ -
\$ 3,108,669.04		ASSOCIATED BANK	Dividend / BankFee / Interest		\$ 2,090.12

\$ 5,669,266.16

- TOTAL INVESTMENT VALUE

TOTAL MONTHLY INTEREST

\$ 2,069.29

YTD TOTAL INTEREST AS OF 8/31/21

\$ 4,077.11

\$ 2,500.00 2021-22 BUDGET

2020-2021 - FISCAL YEAR

\$ 5,529,134.57 - TOTAL INVESTMENT VALUE 8/31/2020

\$ (948.29) - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 174,293.64 - TOTAL INTEREST EARNED FOR FISCAL YR 2020-2021

From: [Sarah Ellena](#)
To: [Mary Marciniak](#)
Subject: Fw: Resignation
Date: Monday, November 15, 2021 10:59:41 AM

From: Lena Doble <ldoble@isd94.org>
Sent: Monday, November 15, 2021 10:32 AM
To: Thomas Brenner <TBrenner@isd94.org>
Cc: Sarah Ellena <sellena@isd94.org>
Subject: Resignation

TO: Thomas Brenner
CC: Sarah Ellena

Subject: Lena Doble's Resignation

Dear Thomas,

As discussed with Sarah, I am submitting my formal resignation from ISD 94. My last day will be November 30th, 2021.

Please let me know if there are any documents to fill out or any processes that I need to follow before my last day. I really enjoyed my time here and I wish nothing but the best for my co-workers and the Cloquet School District.

Thank You!

Sincerely,

Lena Doble



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Connie Hyde, Cloquet Area Alternative Education Program (CAAEP)
DATE: November 22, 2021
RE: Recommendation for Employment

I am recommending the employment of Cortnee DeFoe to fill the 0.5 FTE Academic Interventionist Position posted at Cloquet Area Alternative Education Programs (CAAEP) beginning December 1, 2021.

RATE OF PAY:	BA Step 5 - \$17,357.35 120.50 days - 112 student (0.5 FTE) days + 8.5 Inservice (1.0 FTE) days
HOURS TO BE WORKED:	3.75 hr. per day
START DATE:	December 1, 2021
LENGTH OF CONTRACT:	ESSER funded through 2023-2024 school year
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Cortnee DeFoe comes highly recommended. Her skills and experience will be a great addition to the CAAEP team.

(Employment is contingent upon Cloquet School Board approval.)

CH:mrt

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



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: November 15, 2021

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment for **Warren Peterson** to provide five (5) hours/week for homebased instruction for a student at the Cloquet High School.

RATE OF PAY: \$31.25

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)

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



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: November 17, 2021
RE: Recommendation for Employment

I am recommending the employment of Melissa Schmitz to fill the 6.75 hrs/day, 199 day Secretary/Receptionist position posted at Churchill Elementary for the 2021 – 2022 school year.

RATE OF PAY:	Step 7 – \$20.47/hr. Frozen
HOURS TO BE WORKED:	6.75 hours per day
START DATE:	December 6, 2021
LENGTH OF CONTRACT:	2021-2022 SY
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Fill open Secretary/Receptionist position at Churchill

(Employment is contingent upon Cloquet School Board approval.)

DW:mb

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



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: November 8, 2021

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of **Nikki Maki** as a 6.5 hours/day Supervisory Assistant Paraprofessional at the Cloquet High School for the 2021-2022 school year.

RATE OF PAY: Step 1

TOTAL COST: Per Contract

HOURS TO BE WORKED: 6.5 hours/day (Monday – Friday)

STARTING DATE: Nov. 23, 2021

LENGTH OF CONTRACT: 2021-2022 School year

POSTED: Yes

REASON FOR HIRE: New Position

RATIONALE FOR HIRE: To help the CHS principals maintain an environment that is conducive to maximizing learning and student achievement

(Employment is contingent upon Cloquet School Board approval)

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



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington School Principal
DATE: November 16, 2021
RE: Recommendation for Employment

I am recommending the employment of Rebecca Vork as a 6.5 hour/day Consistent Support Paraprofessional at Washington Elementary.

RATE OF PAY:	\$17.41/hour – Step 1
HOURS TO BE WORKED:	6.5/Day (Monday – Friday)
START DATE:	December 1, 2021
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Ms. Vork did a great job in the interview, has very positive work experiences and terrific references. We are confident that she will be an excellent addition to our team!
STAR CODE:	999822

(Employment is contingent upon Cloquet School Board approval.)

RM/BA

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



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

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

TO: Dr. Michael Cary, Cloquet Superintendent
FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director
DATE: November 17, 2021
RE: Recommendation for Employment

I am recommending the employment of Ms. Raihlee Melin to fill the posted 1:1 paraprofessional position at Northern Lights Academy Cooperative #6096-52 until the student no longer is in need of 1:1 services during the 2021-2022 school year.

RATE OF PAY: Step 1 of the 2021-2022 Paraprofessionals' Master Agreement

TOTAL COST: \$17.41 per hour

HOURS TO BE WORKED: 6.75 hours/day (Monday-Friday)

START DATE: November 23, 2021

LENGTH OF CONTRACT: On going - based on student need for 1:1 services

BUDGETED CURRENT YEAR: Yes

POSTED: Yes, internally and externally.

RATIONALE FOR HIRE:

NLA is recommending Ms. Melin to fill the open 1:1 paraprofessional position at the Northern Lights Academy setting IV program at Garfield. Ms. Melin has good references and work experiences which qualify her for the position. We are excited to have her work with our student! There were three applicants for the position. We interviewed 3 and she is the most qualified for the position.

(Employment is contingent upon Cloquet School Board approval.)



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington School Principal
DATE: November 15, 2021
RE: Recommendation for Employment

I am recommending the employment of Dawn Schwantke as a 5.5 hour/day Long-Term Substitute Paraprofessional at Washington Elementary beginning November 17, 2021.

RATE OF PAY:	\$17.41/hour – Step 1
HOURS TO BE WORKED:	5.5/Day (Monday – Friday)
START DATE:	November 17, 2021
LENGTH OF CONTRACT:	November 17 – December 22, 2021 (with potential to move into a permanent position)
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Ms. Schwantke did a great job in the interview, has very positive work experiences and terrific references. We are confident that she will be an excellent addition to our team!
STAR CODE:	999822

(Employment is contingent upon Cloquet School Board approval.)

RM/BA

MEMORANDUM

TO: Dr. Cary, Superintendent
FROM: Tim Prosen CHS Assistant Principal/Targeted Services Coordinator
DATE: November 17, 2021
RE: Targeted Services Staffing

I recommend that the following staff be hired for Targeted Services:

Churchill

<u>Teacher</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Phil Beadle – 4 th Grade	3	\$34.69/Hour
Emily Hallgren- 3 rd Grade	3	\$34.69/Hour

<u>Paraprofessional</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Chris O’Hara	3	per contract
Shauna Hendrickson	3	per contract

Washington

<u>Teacher</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Shelia Kahlstorf- 1 st Grade	3	\$34.69/Hour
Kim Broman- 2 nd Grade	3	\$34.69/Hour
Jason Godnai 3 rd Grade	1.5	\$34.69/Hour
Zoe Bystrom- 3 rd Grade	1.5	\$34.69/Hour
Nick Heck -4 th Grade	3	\$34.69/Hour

<u>Paraprofessional</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Kandi Chalberg	3	per contract

BUDGETED CURRENT YEAR: Yes. Churchill staffing is different from original permission to post. We are filling based on staff interest to make sure the program runs.

REASON FOR HIRE: To provide instruction to students who qualify for Targeted Services

(Employment is subject to Cloquet School Board Approval)



From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess, Activities Director
Date: November 16th, 2021
Re: Adjustment to Extra-Services Contracts

Please re-issue the following contracts for the school musical. These individuals were going to be volunteers, but will now be paid for their work. These amounts and any taxes and benefits will be paid out of the musical activity account. There is no cost to the school district for these positions.

***Reissue the following contracts**
Corey Hunt- \$650 (Backstage manager)
Al Woodward- \$1250 (Set construction)
Chandra Allen-\$650 (Publication/Program)

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

Thank you,

Paul Riess



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: November 15, 2021

RE: **Permission to Post**

I am requesting permission to post for a homebound teacher for a CHS student. This request is for 5 hours per week of instruction and 1 hour per week of prep time.



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: November 18, 2021

RE: **Permission to Post**

I am requesting permission to post for a homebound teacher for a CHS student with medical needs. This request is for 5 hours per week of instruction and 1 hour per week of prep time.



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: November 18, 2021

RE: **Permission to Post**

I am requesting permission to post for a homebased teacher for a CHS student. This request is for 5 hours per week of instruction and 1 hour per week of prep time.



Independent School District No. 94
Cloquet, Minnesota 55720

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

Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: November 10, 2021

RE: Permission to Post

I am requesting permission to post for a 6.5 hrs/day Consistent Support Paraprofessional. This is due to staff member resignation.

RM:mjm

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



Independent School District No. 94
Cloquet, Minnesota 55720

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

Memorandum

To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal

Date: November 9, 2021

RE: Permission to Post

I am requesting permission to post for a 5.5 hrs/day Long-Term Substitute Paraprofessional for approximately 7-8 weeks starting immediately. This is due to staff member being gone on a FMLA leave of absence.

RM:mjm

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



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Beth Dohnansky, Food Service Director

DATE: November 17, 2021

RE: Permission to Post for Food Service Staff

I am requesting permission to post for the following position for Cloquet High School.

- **3.0 hours / Day Food Service Staff**



From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess, Activities Director
Date: November 5th, 2021
Re: Adjustment to Extra-Services Contracts

Please rescind the following contracts for the school musical. These individuals were going to be paid out of the musical activity account, but could no longer help.

***Rescind the following contracts**
Lucas Goodin- \$500
Jill Pertler- \$650

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

Thank you,

Paul Riess

2021-2022 Student Enrollment Report

5/28/2021	Dates	9/8	9/22	10/6	10/19	11/4	11/17												
	CHURCHILL																		
18	Handicap Kindergarten	16	17	18	18	18	19												
24	Early Five/Dev Kindergarten	12	11	12	12	13	13												
54	Kindergarten - All Day	69	72	70	70	69	69												
63	First Grade	55	54	54	54	54	54												
80	Second Grade	72	72	72	72	72	70												
76	Third Grade	68	68	68	68	68	68												
83	Fourth Grade	69	70	70	70	70	70												
398	TOTAL CHURCHILL	361	364	364	364	364	363	0	0	0	0	0	0	0	0	0	0	0	0
	WASHINGTON																		
17	Handicap Kindergarten	17	18	19	19	18	18												
51	Kindergarten - All Day	83	82	81	82	82	81												
116	First Grade	76	76	75	75	75	75												
103	Second Grade	106	106	105	106	105	105												
98	Third Grade	113	112	113	113	112	112												
99	Fourth Grade	110	107	105	106	105	105												
484	TOTAL WASHINGTON	505	501	498	501	497	496	0	0	0	0	0	0	0	0	0	0	0	0
882	TOTAL ELEMENTARY	866	865	862	865	861	859	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
	MIDDLE SCHOOL																		
193	Fifth Grade	192	189	189	191	193	190												
211	Sixth Grade	198	196	194	196	197	197												
217	Seventh Grade	218	214	213	214	213	211												
214	Eighth Grade	219	214	213	212	212	211												
835	TOTAL MIDDLE SCHOOL	827	813	809	813	815	809	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
	HIGH SCHOOL																		
224	Ninth Grade	221	220	221	221	219	221												
184	Tenth Grade	223	223	220	220	221	221												
165	Eleventh Grade	185	186	184	184	184	184												
170	Twelfth Grade	172	173	172	172	172	173												
743	TOTAL HIGH SCHOOL	801	802	797	797	796	799	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2460	TOTAL HK-12	2494	2480	2468	2475	2472	2467	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	77	77												
	Junior High (grades 6-8)	6	6	8	8	9	9												
79	TOTAL CAAEP-Full-Time	89	92	92	88	86	86	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	2558	2553	0	0	0	0	0	0	0	0	0	0	0	0

** NOT included in totals.

Substitute Rates

District	Sub Secretary	Sub Cleaner	Sub Food Service	Sub Paraprofessional
Lake Superior Schools	\$ 17.45	\$ 13.82	\$ 13.89	\$ 15.80
Esko	\$ 14.63	\$ 11.75	\$ 11.75	\$ 11.75
Aitkin	\$ 11.50	\$ 11.52	\$ 10.20	\$ 10.50
Moose Lake	\$ 10.50	\$ 12.10	\$ 10.50	\$ 10.50
Willow River	\$ 14.12	\$ -	\$ 13.00	\$ 14.12
Cromwell	\$ 13.80	\$ 12.00	\$ 11.20	\$ 14.44
Ely	\$ 15.70	\$ 15.70	\$ 13.72	\$ 14.52
Barnum	Filled within	\$ 12.50	\$ 12.50	\$ 12.50
Littlefork-Big Falls	\$ 13.00	\$ 15.50	\$ 13.00	\$ 13.00
Deer River	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Grand Rapids	\$ 14.53	\$ 13.79	\$ 10.83	\$ 12.56
Greenway	\$ 12.91	\$ 12.73	\$ 11.31	\$ 11.21
Hill City				\$ 14.42
Remer		\$ 11.00		\$ 11.00
Nashwauk-Keewatin	\$ 10.00	\$ 15.00		\$ 10.00
Floodwood				\$ 12.00
Average	\$ 13.18	\$ 12.88	\$ 11.83	\$ 12.40
Regional High Rate	\$ 17.45	\$ 15.70	\$ 13.89	\$ 15.80
Cloquet Rate	\$ 12.89	\$ 12.69	\$ 10.59	\$ 13.36
Rate for Board Hired	\$ 17.50	\$ 16.30	\$ 16.68	\$ 17.41
Recommended Sub Rate	\$ 15.50	\$ 14.30	\$ 14.68	\$ 15.41



Central Administration
509 Carlton Avenue • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
302 14th Street • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.cloquet.k12.mn.us>

Memorandum

TO: School Board of ISD 94

FROM: Dr. Michael Cary, Superintendent

DATE: 11/18/2021

RE: Sub and Non-Union Pay Rate Increase

Board Members,

I am writing to recommend an increase to the substitute and non-union pay rates for our district. I propose to increase these to a rate that is two dollars per hour less than the starting rate for our board approved unit members in same/similar positions. For reference, I have included regional pay rate data for substitutes, our current substitute rates, the rate for board hired staff in similar positions at Step 1 and sample proposed substitute pay rates across our most common need areas. While the requested increase would place us at or near the top for substitute pay in the region, it is becoming increasingly clear that we are not competing with other opportunities within the greater community. Our administrators across all job types are recognizing a reduction in our pool of available subs and it is putting strain on our existing staff who often must help to cover multiple assignments or go without typical supports.



QUEEN OF PEACE CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE MEET

November 9, 2021

Dr. Michael Cary
Cloquet Superintendent
302 - 14th Street
Cloquet, MN 55720

Dear Dr. Michael Cary,

Queen of Peace Catholic School is requesting a 2-year agreement beginning November 15, 2021 with your school district, per the Minnesota State High School League guidelines (MSHSL BYLAW 105.00), for our middle school students to be able to participate in sports for the following athletic programs:

- Swimming
- Tennis
- Golf
- Alpine Skiing
- Nordic Skiing
- Cross-Country
- Hockey
- Baseball
- Football
- Volleyball
- Basketball
- Track
- Soccer
- Wrestling
- * Softball

We have appreciated the many ways in which our schools have partnered for over 100 years to provide opportunities for students and support the families in our community. Thank you so much for working with our school to provide athletic opportunities for our middle school students, many of whom will become your students when they leave Queen of Peace.

Please let us know if you have any questions, thoughts, or concerns. You can reach me at principal@queenofpeaceschool.org or 218-879-8516. Thank you and God bless you in the new school year!

Sincerely,

David Douglas, Principal
Queen of Peace Catholic School

Approved by: _____ Date: _____
Superintendent

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between Cloquet Public Schools, ISD 94 (District) AND the Education Minnesota-Cloquet (EMC) (Union)

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts and educators for the duration of the 2021-22 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement between the parties governs terms and conditions of employment; and

WHEREAS during the COVID-19 pandemic the parties wish to expand their sick leave bank.

NOW THEREFORE, be it resolved; that for the 2021-2022 school year only, the following language expands the language in Article XI, Sick Leave, Section 1, subpart D, subdivisions 1-4, Sick Leave Bank of the collective bargaining agreement.

1. The parties will establish a supplemental sick leave bank specifically for COVID-19 related illness of the employee or their immediate family (as Defined in Article XII, Leave of Absence, Section 1, subdivision 1).
2. Employees may donate as many sick days as they wish (in increments of 10 (i.e. 10, 20, 30, etc.)) to this supplemental sick leave bank.
3. Employees do not have to contribute to the bank to participate and draw from it.
4. Any Employee who has used all 10 sick leave days as provided by the Emergency Family and Medical Leave Expansion Act and exhausted their sick leave to the point of 12 or fewer days because of self-quarantine or sickness of himself or herself or a vulnerable immediate family member (defined as spouse or children) related to COVID-19, may apply through normal means and upon approval be granted days from the bank.
5. The maximum number of days to be granted from the COVID-19 SUPPLEMENTAL BANK to any one teacher is 30 days.
6. Unless this agreement is extended by mutual agreement between EMC and ISD 94, any balance left in the COVID-19 Supplemental Bank at the end of the 2021-2022 school year will be proportionately distributed back to those employees who donated their days.

The parties further agree:

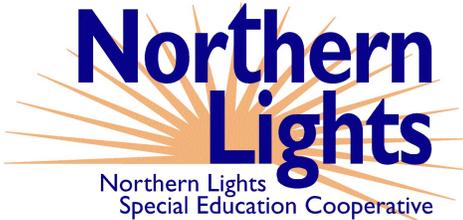
This agreement addresses the 2021-2023 collective bargaining agreement only and sets no precedent, nor shall it be introduced by either party in any proceeding as evidence of a past practice.

For the District:

For the Union:

Dated:

Dated:



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218) 655-5018
www.nlsec.org

Dena Hagen ~ Special Education Director

MEMORANDUM

TO: Dr. Michael Cary

FROM: Tisha Warbalow

DATE: November 15, 2021

RE: Contract for Service EC_2

Please submit to the School Board for approval, contract EC_2 Cloquet Community Education/School Readiness Programs with Cloquet ISD #94 for preschool services during the 2021-2022 school year.

Resolution: That the School Board of ISD #94 hereby approves contract EC_2 Cloquet Community Education/School Readiness Programs, estimated contract tuition cost of \$7,800.00 with Cloquet ISD #94 preschool services during the 2021-2022 school year.

Thank you.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218)655-5018 ~ Fax (218)451-4511
www.nlsec.org

Dena Hagen ~ Special Education Director

2021 - 2022 CONTRACT FOR EARLY CHILDHOOD PROGRAMMING for Students in Special Education

This agreement, entered this 15th day of November 2021, by and between Cloquet ISD #94 (herein referred to as the District) and Cloquet Community Education/School Readiness Programs (Time 4 Tots/Creative Kids) (hereinafter referred to as Contractor) witnesses that:

Whereas, the District has determined that it is necessary to retain the services of a qualified Early Childhood Education Program to attain the following objectives:

1. **To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, that an Early Childhood Education Program, as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).**
2. **The services provided are necessary for the students to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.**

WHEREAS, the Contractor is duly qualified to perform these services and whereas holds appropriate licensure for the necessary service for which they provide. Upon request, a copy of the licensure or appropriate certification will be submitted to the District prior to the initiation date of the contract and on an annual basis thereafter.

NOW, THEREFORE, the parties agree as follows:

1. **The Contractor shall provide a licensed Early Childhood Education Program to meet the objectives stated above.**
2. **The Contractor and the District shall agree to provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.**
3. **Services will be provided at the Cloquet School Readiness Program location equivalent to the general education program, to the maximum extent appropriate.**
4. **The District and Contractor shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory, and emotional needs.**

5. **Starting September 14, 2021, the Contractor will provide to Early Childhood Program students at rates dependent on program, days per week, number of weeks, and number of students. Cloquet ISD #94 is responsible for a total estimated tuition cost of \$7,800.00.**
6. **The Contractor will submit monthly invoices that reflect Program hours by date and attendance to the district Business Manager.**
7. **The District shall make payments to the Contractor upon receipt of invoice.**
8. **The Contractor shall maintain appropriate liability coverage commensurate with the Program requirements and submit a copy of the policy upon request to the District.**
9. **This agreement shall be in force from September 14, 2021, through May 26, 2022. Either party shall provide written notice regarding reduction/discontinuation of program hours with a 30-day notice.**

Signed by:

Cloquet ISD #94
302 14th Street
Cloquet, MN 55720

By: _____

Date: _____

Cloquet Community Education/School Readiness
Shannon Krikava
602 Arthur Street
Cloquet, MN 55720

By: _____

Date: _____

Students: KM, DW, BB, EM, PM, CL, CL, FK, AN, AG, DCK, EP, TK, OD, +
*Number of students may vary throughout the year.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218)655-5018 ~ Fax (218)451-4511
www.nlsec.org

Dena Hagen ~ Special Education Director

2021 - 2022 CONTRACT FOR EARLY CHILDHOOD PROGRAMMING for Students in Special Education

This agreement, entered this 15th day of November 2021, by and between Cloquet ISD #94 (herein referred to as the District) and Cloquet Community Education-Lil Lumberjacks/Lil Thunder (hereinafter referred to as Contractor) witnesses that:

Whereas, the District has determined that it is necessary to retain the services of a qualified Early Childhood Education Program to attain the following objectives:

1. **To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, that an Early Childhood Education Program, as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).**
2. **The services provided are necessary for the students to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.**

WHEREAS, the Contractor is duly qualified to perform these services and whereas holds appropriate licensure for the necessary service for which they provide. Upon request, a copy of the licensure or appropriate certification will be submitted to the District prior to the initiation date of the contract and on an annual basis thereafter.

NOW, THEREFORE, the parties agree as follows:

1. **The Contractor shall provide a licensed Early Childhood Education Program to meet the objectives stated above.**
2. **The Contractor and the District shall agree to provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.**
3. **Services will be provided at the Cloquet Lil Lumberjacks or Lil Thunder locations equivalent to the general education program, to the maximum extent appropriate.**
4. **The District and Contractor shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory, and emotional needs.**

5. **Starting September 14, 2021, the Contractor will provide to Lil Lumberjacks and Lil Thunder students at rates dependent on program, days per week, number of weeks, and number of students. Cloquet ISD #94 is responsible for a total estimated tuition cost of \$6,900.00.**
6. **The Contractor will submit monthly invoices that reflect program hours by date and attendance to the district Business Manager.**
7. **The District shall make payments to the Contractor upon receipt of invoice.**
8. **The Contractor shall maintain appropriate liability coverage commensurate with the Program requirements and submit a copy of the policy upon request to the District.**
9. **This agreement shall be in force from September 14, 2021, through May 26, 2022. Either party shall provide written notice regarding reduction/discontinuation of program hours with a 30-day notice.**

Signed by:

Cloquet ISD #94
302 14th Street
Cloquet, MN 55720

By: _____

Date: _____

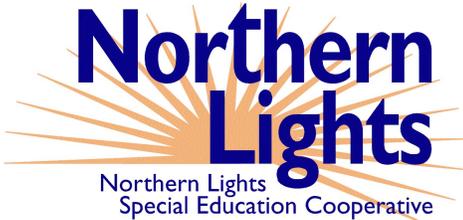
Cloquet Community Education/Lil Lumberjacks
& Lil Thunder
Darla Pappas
1000 18th Street
Cloquet, MN 55720

By: _____

Date: _____

Students: EH, LF, GD, CM, ES, +

*Number of students may vary throughout the year.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218) 655-5018
www.nlsec.org

Dena Hagen ~ Special Education Director

MEMORANDUM

TO: Dr. Michael Cary

FROM: Tisha Warbalow

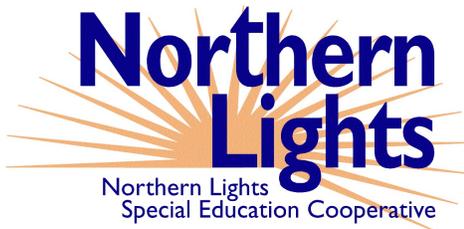
DATE: November 15, 2021

RE: Contract for Service EC_3

Please submit to the School Board for approval, contract EC_3 Cloquet Community Education–Lil Lumberjacks/Lil Thunder with Cloquet ISD #94 for preschool services during the 2021-2022 school year.

Resolution: That the School Board of ISD #94 hereby approves contract EC_3 Cloquet Community Education–Lil Lumberjacks/Lil Thunder, estimated contract tuition cost of \$6,900.00 with Cloquet ISD #94 preschool services during the 2021-2022 school year.

Thank you.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
 (218)655-5018 ~ Fax (218)451-4511
 www.nlsec.org

Dena Hagen ~ Special Education Director

2021 - 2022
CONTRACT FOR EARLY CHILDHOOD PROGRAMMING for
Students in Special Education

This agreement, entered this 15th day of November 2021, by and between Cloquet ISD #94 (herein referred to as the District) and Queen of Peace Preschool (hereinafter referred to as Contractor) witnesses that:

Whereas, the District has determined that it is necessary to retain the services of a qualified Early Childhood Education Program to attain the following objectives:

1. **To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, that an Early Childhood Education Program, as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).**
2. **The services provided are necessary for the students to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.**

WHEREAS, the Contractor is duly qualified to perform these services and whereas holds appropriate licensure for the necessary service for which they provide. Upon request, a copy of the licensure or appropriate certification will be submitted to the District prior to the initiation date of the contract and on an annual basis thereafter.

NOW, THEREFORE, the parties agree as follows:

1. **The Contractor shall provide a licensed Early Childhood Education Program to meet the objectives stated above.**
2. **The Contractor and the District shall agree to provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.**
3. **Services will be provided at the Queen of Peace location equivalent to the general education program, to the maximum extent appropriate.**
4. **The District and Contractor shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory, and emotional needs.**

*****November 2021*****
 Barnum ISD #91, Carlton ISD #93, Cloquet ISD #94, Cromwell ISD #95, Esko ISD #99, Hermantown ISD #700,
 Lake Superior ISD #381, McGregor ISD #0004, Moose Lake ISD #97, NL Academy ISD #6096,
 Proctor ISD #704, Wrenshall ISD #100, Willow River ISD #577

5. **Starting September 14, 2021, the Contractor will provide to Early Childhood Program students at rates dependent on program, days per week, number of weeks, and number of students. Cloquet ISD #94 is responsible for a total estimated tuition cost of \$4,800.00.**
6. **The Contractor will submit monthly invoices that reflect Program hours by date and attendance to the district Business Manager.**
7. **The District shall make payments to the Contractor upon receipt of invoice.**
8. **The Contractor shall maintain appropriate liability coverage commensurate with the Program requirements and submit a copy of the policy upon request to the District.**
9. **This agreement shall be in force from September 14, 2021, through May 26, 2022. Either party shall provide written notice regarding reduction/discontinuation of program hours with a 30-day notice.**

Signed by:

Cloquet ISD #94
302 14th Street
Cloquet, MN 55720

By: _____

Date: _____

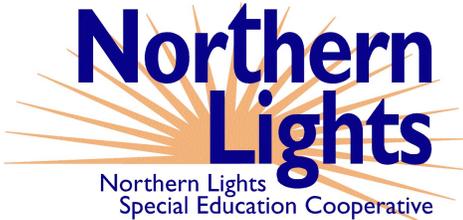
Queen of Peace Preschool
102 4th Street
Cloquet, MN 55720

By: _____

Date: _____

Students: MN +

*Number of students may vary throughout the year.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218) 655-5018
www.nlsec.org

Dena Hagen ~ Special Education Director

MEMORANDUM

TO: Dr. Michael Cary

FROM: Tisha Warbalow

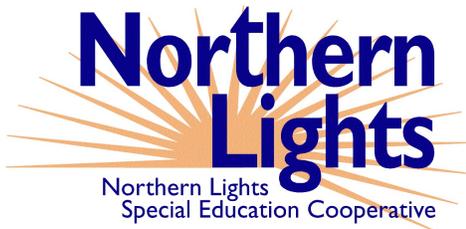
DATE: November 15, 2021

RE: Contract for Service EC_4

Please submit to the School Board for approval, contract EC_4 Cloquet ISD #94 and Queen of Peace Preschool for preschool services during the 2021-2022 school year.

Resolution: That the School Board of ISD #94 hereby approves contract EC_4 Cloquet ISD #94 and Queen of Peace Preschool, estimated contract tuition cost of \$4,800.00 with Cloquet ISD #94 preschool services during the 2021-2022 school year.

Thank you.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
 (218)655-5018 ~ Fax (218)451-4511
 www.nlsec.org

Dena Hagen ~ Special Education Director

2021 - 2022
CONTRACT FOR EARLY CHILDHOOD PROGRAMMING for
Students in Special Education

This agreement, entered this 15th day of November 2021, by and between Cloquet ISD #94 (herein referred to as the District) and Our Redeemer ECSE/Preschool (hereinafter referred to as Contractor) witnesses that:

Whereas, the District has determined that it is necessary to retain the services of a qualified Early Childhood Education Program to attain the following objectives:

1. **To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, that an Early Childhood Education Program, as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).**
2. **The services provided are necessary for the students to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.**

WHEREAS, the Contractor is duly qualified to perform these services and whereas holds appropriate licensure for the necessary service for which they provide. Upon request, a copy of the licensure or appropriate certification will be submitted to the District prior to the initiation date of the contract and on an annual basis thereafter.

NOW, THEREFORE, the parties agree as follows:

1. **The Contractor shall provide a licensed Early Childhood Education Program to meet the objectives stated above.**
2. **The Contractor and the District shall agree to provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.**
3. **Services will be provided at the Our Redeemer Preschool in a location equivalent to the general education program, to the maximum extent appropriate.**
4. **The District and Contractor shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory, and emotional needs.**

5. **Starting September 7, 2021, the Contractor will provide to Early Childhood Program students at rates dependent on program, days per week, number of weeks, and number of students. Cloquet ISD #94 is responsible for a total estimated tuition cost of \$2,400.00/year.**
6. **The Contractor will submit monthly invoices that reflect Program hours by date and attendance to the district Business Manager.**
7. **The District shall make payments to the Contractor upon receipt of invoice.**
8. **The Contractor shall maintain appropriate liability coverage commensurate with the Program requirements and submit a copy of the policy upon request to the District.**
9. **This agreement shall be in force from September 7, 2021 through May 27, 2021. Either party shall provide written notice regarding reduction/discontinuation of program hours with a 30-day notice.**

Signed by:

Cloquet ISD #94
302 14th Street
Cloquet, MN 55720

By: _____

Date: _____

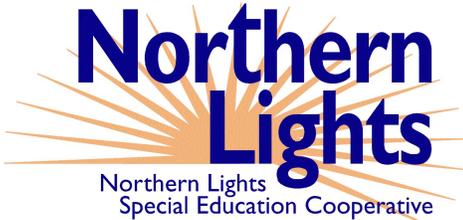
Our Redeemer Preschool
515 Skyline Blvd.
Cloquet, MN 55720

By: _____

Date: _____

Students: JLO, KM, +

*Number of students may vary throughout the year.



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
(218) 655-5018
www.nlsec.org

Dena Hagen ~ Special Education Director

MEMORANDUM

TO: Dr. Michael Cary

FROM: Tisha Warbalow

DATE: November 15, 2021

RE: Contract for Service EC_5

Please submit to the School Board for approval, contract EC_5 Our Redeemer Preschool with Cloquet ISD #94 for preschool services during the 2021-2022 school year.

Resolution: That the School Board of ISD #94 hereby approves contract EC_5 Our Redeemer Preschool, estimated contract tuition cost of \$2,400.00 with Cloquet ISD #94 preschool services during the 2021-2022 school year.

Thank you.

Barnum ISD #91, Carlton ISD #93, Cloquet ISD #94, Cromwell ISD #95, Esko ISD #99, Hermantown ISD #700,
Lake Superior ISD #381, McGregor ISD #0004, Moose Lake ISD #97, NL Academy ISD #6096,
Proctor ISD #704, Wrenshall ISD #100, Willow River ISD #577



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
Cloquet School Board Members

FROM: Candace Nelis, Business Manager

DATE: November 17, 2021

RE: Authorizing the purchase of District vehicles with ESSER III funds

I am requesting authorization for the administration to buy 2 new Ford Expeditions for increased travel needs throughout the district. We currently have two (2) – seven (7) passenger vans and a ten (10) passenger van to meet the needs of the district. We are finding that during high peak times of the year and with our added 2nd round pick up that we run into the difficulty of having enough Type III vehicles to meet our needs. This will be funded by ESSER III federal funds and has already been preapproved as an expense from Minnesota Department of Education.

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

Adopted: 5/14/12

Revised: 5/14/12, 4/23/12

~~7197~~14 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB). This policy also is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs.
- b. Secure and maintain investment and grad bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 20% percent of the subsequent annual expenditures budget. This percentage may be adjusted as the board deems necessary due to such considerations as:

- a. Projected expenditures which will require a greater percentage of funds to be spent in upcoming years.
- b. Legal restrictions.
- c. Tax shifts.
- d. Substantial tax payments not coming in on time.
- e. Delayed state aid payments.
- f. Uncertain or projected reductions in state aid.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VI.VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VII.VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: school district business manager or school district superintendent. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

VIII.IX. REVIEW

The school board will, from time to time, conduct a review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: 5/8/06

Revised:

7149 PETTY CASH FUNDS

I. PURPOSE

Petty cash ~~or impressed checking account (referred to as petty cash) accounts~~ are cash funds of a fixed amount established through an advance of funds to effect immediate cash payments of relatively small amounts for purchases of supplies or services.

Petty cash accounts shall be established only with the approval of the School Board. Petty cash accounts shall be established only when they will provide for necessary and more efficient, economical accomplishment of District goals and objectives.

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person make the request; supporting documents (i.e. receipts), if any, will be affixed to the request. Payments from a petty cash fund shall be made only on the authorization of the individual to whom the fund is entrusted.

The Cloquet High School Activities Office shall have a ~~\$10,000~~2,500 petty cash ~~checking account~~. ~~In addition to minor petty cash needs, this account may be used to pay game officials or expenses such as athletic trips. For any use of this petty cash account, limits as established by this policy will apply. The Activities petty cash withdrawals shall be signed off by both the activities director and the high school principal.~~ To be used for start up cash boxes for home games and concessions.

~~In most cases expenditures from petty cash shall not exceed \$400 per individual purchase. Team trip expenses may be made to the maximum amount of the petty cash fund. Petty cash purchases may not be divided or paid on an installment basis to avoid the policy purchase limitation. Except for activity trips, all purchases over \$400.00 shall be processed through established purchasing procedures.~~

~~A petty cash fund shall be reimbursed regularly from District funds. Each reimbursement shall be accompanied by an itemized voucher supported by receipts.~~ The petty cash fund will always remain at 2,500.00 and anything above that will deposited into the district checking account after the activity has happened.

The petty cash box, if used, must be secured daily. All petty cash funds will be closed out or audited at the end of the school year, and unused funds will be returned to the depository. ~~The custodian of a petty cash fund will report to the Board on amounts disbursed from the fund not less than four times each year.~~

Adopted: 1/9/96

Revised: 2/13/96, 8/26/96, 5/23/05

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

- A. Responsibilities.

Student's Responsibility.

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility.

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility.

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility.

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, ~~Minnesota Statute, §section~~ 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Minnesota State Law: "The Minnesota Law provides that every child between seven and sixteen must receive instruction for a period of not less than nine months during any school year, unless the child has completed the studies ordinarily required in the tenth grade and is at least 16 years of age. A student may be excused from attendance by the School Board upon application of his/her parents or guardians on grounds specified in the law."

The Minnesota Department of Children, Families, and Learning regulations require a school to withdraw students after fifteen consecutive days of unexplained absence for state aid purposes.

Attendance will be taken every class period of every school day.

C. Excused Absence

An excused absence indicates a legal absence from school with parent/guardian verification. However, the school reserves the right to excuse or unexcuse the absence according to state guidelines and school district rules and procedures. Parents are requested to call the school in the morning to report and explain the reason if the child is unable to attend school. Upon returning to school, checking in, and checking out of school, the student is to bring a written excuse signed by the parent/guardian to the office. Disciplinary action will be taken for any student who is tardy or does not check into the office upon arrival in school. The following reasons shall be sufficient to constitute excused absences:

- Student illness: parents will verify student illness to the school up to 15 days per school year.
- Serious illness or death in the student's immediate family.
- Medical or dental appointments: Parents should make every effort to

schedule appointments/treatment outside of the school day. When this cannot be done, a student's absence due to a medical appointment or dental treatment may need to be verified.

- Court appearance.
- Recognized religious holiday observance.
- Religious instruction not to exceed three hours in any week.
- College/Technical visits- with prior school approval (High School only).
- Vacation with prior school approval.
- Impassable roads/inclement weather.
- School related absences (field trip, sport student is involved in, suspension, school-sponsored event, etc.).
- In the case of special circumstances, the Administration may approve additional excused absences.

D. Prearranged Absences

1. A prearranged absence form must be obtained from the principal's office upon written request from parents.
2. Pre-approval of absence(s) will not be made by the building principal but will be arranged with individual teachers. If teachers do not excuse a pre-arranged absence, such an absence will be considered unexcused from that class.

E. Unexcused Absences

1. An absence from school, class, or assigned detention by a student that was not approved by the parent/guardian and the school from the list above.
2. Absences in which the parent/guardian fails to contact the school within 24 hours of absence.
3. Absences resulting from unexcused tardies.
4. Disciplinary action will result from unexcused absence(s).

F. Tardiness

1. It is the student's responsibility to report to school and class on time.
2. When a student reports to school late he/she must go to the office for a pass.
3. The individual teacher will decide class tardiness.
4. Students who repeatedly break this rule shall be reported to the office for disciplinary action.

G. Participation in Extracurricular Activities and School-Sponsored On-the-Job Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

H. Religious Observance Accommodation

5. Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

H.I. Checkout Procedures

1. Students who are leaving the building during school hours for any reason must have an Out-of-Building Pass issued from the main office. Parental permission must be obtained before permission is granted.
2. Under no circumstances is a student allowed to leave the building without first checking out through the office (see Open Lunch Policy if it applies to your school). Disciplinary action will be taken for those who violate this policy.

H.J. Upon Returning to School, Checking In and Checking Out of School

1. The student is to immediately bring a written excuse signed by the parent/guardian to the office indicating the reason for absence(s). A phone call or digital message will be accepted if parent/guardian can be verified.
2. This applies to students who return to school at any time during the day.
3. Disciplinary action will be taken for any student who is tardy or does not check into office upon arrival in school.

H.K. Consequences of Excessive Absences
(Unexcused, Truant, or Excused)

1. After three unexcused absences or a combination of eight total excused and/or unexcused absences from school a letter will be sent home notifying parent/guardian. A copy of this letter will be forwarded to the district's truancy officer. Upon receipt of letter the truancy officer may elect to place student on an attendance contract or meet with parents.

2. After five unexcused absences or a combination of ten total excused and/or unexcused absences from school the truancy officer may elect to send home a letter notifying parent/guardian that student is determined a continuing truant Minnesota Statute 250A.02, subdivision 3 and request a meeting to address the issue further. Other school officials may be requested to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.
3. If absences still persist the truancy officer may refer the student to the county attorney's office as a habitual truant pursuant to Minnesota Statue 260C.007, subdivision 19. Upon receipt from the truancy officer the county attorney's may elect to file a truancy petition with the district court.

K.L. Consequences due to Excessive Absences on Student's Grades and School Credit (Unexcused, Truant, or Excused)

1. See respective Student Handbook.

III. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

Legal References: ~~Minn. Stat. § 120.101 (Compulsory Instruction)~~

~~Minn. Stat. § 120.102 (Reporting)~~

~~Minn. Stat. § 120.103 (Enforcement and Prosecution)~~

~~Minn. Stat. § 120.11 (School Boards and Teachers, Duties)~~

~~Minn. Stat. § 120.14 (Attendance Officers)~~

~~Minn. Stat. §§ 127.26-127.39 (Pupil Fair Dismissal Act)~~

~~Minn. Stat. § 260A.02 (Definitions)~~

~~Minn. Stat. § 260A.03 (Notice to Parent or Guardian when Child is Continuing Truant):~~

~~Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)~~

~~Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)~~

~~Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)~~

~~Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)~~

~~Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)~~

~~Knight v. Board of Education, 348 N.E.2d 299 (1976)~~

~~Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)~~

~~Minn. Stat. § 120A.05 (Definitions)~~

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 120A.35 (Absence from School for Religious Observance)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing

Truant)

Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565 (1975)

Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA Model Policy 506 (Student Discipline)

Adopted: 9/24/12

Revised: 9/24/12

4257 STAFF DEVELOPMENT AND MENTORING

I. PURPOSE

The purpose of this policy is to establish a staff development program which includes opportunities for staff members to build their skills and enhance their professional knowledge with the primary aim of improving achievement of all students.

II. GENERAL STATEMENT OF POLICY

The school district shall provide for the improvement of student learning by providing staff development activities for district staff in accordance with a district staff development plan and Minnesota Statutes 122A.61, 122A.62, and related statutes. The responsibilities specified in state law for the district's staff development committee shall be accomplished by the District's Advisory Council (DAC). The DAC shall create the overall staff development plan, assist site professional development teams in developing site plans consistent with the goals of the district's plan, and evaluate staff development efforts at the site level. The district staff development plan shall align with the mission and goals of the school district.

III. DISTRICT STAFF DEVELOPMENT ADVISORY COUNCIL (DAC)

The DAC will create a staff development plan on an annual basis which shall be approved by the school board before the end of October. This plan shall align with the mission and goals of the school district. Initial teacher and principal membership terms shall be for one, two, or three years, and thereafter shall be for a period of two years. Members may resign their terms and other teachers or principal will be selected to fill their term. According to Minnesota law regarding staff development, the majority of DAC members shall be teachers. DAC members may serve consecutive terms.

A. DAC Membership and Organization:

1. Chairperson (appointed by superintendent).
2. One (1) School Superintendent.
3. One to two (1-2) Principal Representatives (appointed by principals).
4. ~~Five (5) Teachers representing each site. Sites shall include Churchill Elementary, Washington Elementary, CMS, CAAEP, and CHS. Early Childhood Teachers shall be assigned to the Churchill site. If dollars are allocated according to staff FTE, Early Childhood Teachers shall be included in the Churchill count (appointed by site principals). Teachers will be appointed from each building's leadership team.~~
5. Two (2) EMC representatives (appointed by EMC).
6. One (1) MNCIMP Coordinator/Local Special Education Coordinator (appointed by school board).
7. One (1) Parent – May be a board member.
8. One to two (1–2) Board members.
9. Business manager may serve as ex-officio member as needed
10. Some of the above members will be parents of Cloquet students or an additional

parent will serve on the committee.

11. Other school staff will be asked to serve as resources on this committee from time to time.

IV. EFFECTIVE STAFF DEVELOPMENT ACTIVITIES

Staff development activities must include the following:

- A. Focus on the school classroom, students' needs, and research-based strategies that improve student learning;
- B. Provide opportunities for teachers to practice and improve their instructional skills over time;
- C. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- D. Enhance teacher content knowledge and instructional skills;
- E. Align with state and local academic standards;
- F. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
- G. Align the plan with the District's Strategic Plan.

Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance. The school district also may implement other staff development activities required by law and activities associated with professional teacher compensation models.

Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development revenue under section [122A.61](#).

V. CONTENTS OF PLAN

The plan must include the staff development outcomes under paragraph VI, the means to achieve the outcomes, the procedures for evaluating progress at each school site toward meeting education outcomes, and be consistent with relicensure requirements. The plan also must do the following:

- A. Support stable and productive professional communities achieved through ongoing and school wide progress and growth in teaching practice;
- B. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;

- C. Maintain a strong subject matter focus premised on students' learning goals;
- D. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
- E. Reinforce national and state standards of effective teaching practice.

Examples of plan contents that would be in keeping with this policy could include PLC work, new teacher training and mentoring, curriculum development, instructional delivery, data analysis to improve student learning, teacher effectiveness training (i.e., Danielson model), PBIS or related training and implementation, workshops that apply towards recertification and other training or workshops provided by the district.

VI. STAFF DEVELOPMENT OUTCOMES

The advisory staff development committee must adopt a staff development plan for improving student achievement. The plan must be consistent with education outcomes that the school board determines. The plan must include ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:

- A. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
- B. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
- C. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan;
- D. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
- E. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach non-violent alternatives for conflict resolution; and
- F. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

VII. STAFF DEVELOPMENT REPORT

By October 15 of each year, the district and site staff development committees shall write and submit a report of staff development activities and expenditures for the previous year, in the form and manner determined by the commissioner. The report, signed by the district superintendent and staff development chair, must include assessment and evaluation data

indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

VIII. FINANCIAL SUPPORT

A. Expenditures:

1. The DAC and school board will determine the process for expending available funds.
2. The DAC will determine, in coordination with the school district business manager, the percentage or amount of funding available for each site and plan area. The DAC will decide to fund certain district wide initiatives such as a county in-service, safety training, or particular district in-service programs or activities. The DAC will then allocate a certain percentage of available funds to the sites and prorate that allocation by the number of teachers assigned to the site.
3. If any positions are paid positions, pay will be in accordance to the appropriate Collective Bargaining Agreements or, in the case where there is not CBA, approved by the school board.
4. Each school site will be allocated one paid position to coordinate site activities, complete site reports, and serve as the teacher representative to the DAC.
5. Other DAC committee members will be compensated according to the terms of their CBA, and as agreed to by the superintendent.
6. The DAC will establish an expenditure budget or guidelines by July 1 of each year, and will determine the process for individuals or groups seeking district staff development funding support.
7. The DAC will establish guidelines and criteria for sites to report and share staff development activities with their site, the district, and the DAC.
8. Site and DAC staff development funds will be tracked to include salaries/wages/benefits, travel expenses, professional dues, conference and workshop fees, meals, and lodging.

B. Travel:

1. In order for our staff to keep abreast of current developments in education the school board recognizes that instructional travel by teachers and administrators is helpful to the employees and the school district. Such occasions may include conferences and conventions of subject matter fields, as well as those devoted to general education topics, or visits to schools and locations which are conducting an instructional program somewhat different from our program. All such travel must be approved, in advance, by the principal and then reported to the DAC.

IX. SITE STAFF DEVELOPMENT TEAMS

A. Activities:

1. Site team activities will be coordinated by the DAC teacher representative and the building principal. The DAC representatives will be chosen by the site principals.

B. Operations:

1. Procedures for site team operations will be developed by the site teachers and administration. Membership, other than the DAC representative, will be voluntary and unpaid.

Adopted: 9/9/12, 3/9/09

Revised: 3/12/18, 9/9/13, 3/9/09

~~45025~~ USE OF HANDHELD COMMUNICATION DEVICES

I. PURPOSE

- a. Faculty and staff are sometimes required to use cell phones and other handheld wireless communication devices in the performance of their jobs. The cost of the business use of these devices can be significant. Such devices provided by employers for business purposes are capable of being used by employees for personal purposes and are considered by the IRS to be “listed property” subject to IRS regulations. These devices have become a focal point in recent IRS audits. This policy addresses the conditions under which a cell phone or other handheld wireless communication device may be provided to an employee.
- b. Cell phones are not to be used while driving a vehicle. This ban on cell phone use when driving includes the use of hands-free devices as well. Employees should let the caller go to voice mail and respond later when the car is stopped in a safe location and placed in park or when the employee is no longer in the vehicle.

II. DEFINITION

Listed property includes items obtained for use in the business but designated by Internal Revenue Code Section 280F (d) (4) as lending themselves easily to personal use. Listed property specifically includes cellular phones, pagers, and similar handheld wireless communications equipment, as well as other property of a type specified by the IRS.

III. SCOPE

This policy applies only to equipment defined in “I.a” above and related services paid by the Cloquet School District from any source.

IV. BUSINESS PURPOSE

The District may issue cell phones or other handheld wireless communication devices to employees if the employee meets the eligibility standards established by this policy. These devices provided by and paid for by the District must be necessary for District business on an ongoing, recurring basis.

V. ELIGIBILITY AND APPROVALS

Eligibility for a District-provided cell phone or other handheld wireless communication device is based on the demonstrated and documented need for the employee to use such device frequently in the performance of their job. The device/service plan may not exceed the employee’s job requirements and must be ordinary and necessary to enable the employee to:

- a. Remain in touch with others due to the nature of the job, such as frequent business-related travel or work outside the office setting.
- b. Be available for emergency contact, for instance: police/security, IT support, building and grounds maintenance, health and counseling services, etc.
- c. The District's Central Administration Office is responsible for identifying or approving jobs that may require use of cell phones and other handheld wireless communication devices, and for indicating the type of device and service (e.g., number of hours/month, national vs. international service plans, data, texting, etc.) appropriate to meet business needs. All such devices/services paid for by District funds must be approved by either the business manager or superintendent and will be based upon availability of funds.

VI. EFFECT OF TERMINATION OR CHANGE IN JOB REQUIREMENTS

- a. If an employee's duties change over time so that the employee no longer needs a cell phone or other wireless handheld communication device to perform his/her job, or if the employee ceases to be employed by the District after being provided with such equipment, the employee is required to return the equipment to the District's Central Administration Office. The employee's supervisor is responsible for reviewing the necessity of providing such equipment to employees on a periodic basis and taking steps to recall equipment no longer needed by employees for the performance of their duties.

VII. EFFECTIVE DATE

- a. Employees of the District should be in compliance with this policy by November 1, 2013. A supervisor may require earlier compliance with this policy.

VIII. ACCESS TO CELL PHONE USE FOR BUSINESS PURPOSES

- a. When the job duties of an employee require the frequent use of a cell phone to conduct school business, a department head/director may provide the employee with cell phone access using either of the following methods:
 1. Communication Allowance: Under this method, an eligible employee will receive a monthly \$30.00 communication allowance to cover the cost of projected business-related charges that will be incurred under the employee's personal cell phone plan. The increase will be effective July 1, 2018.

The communication allowance will be paid through the payroll process. The allowance does not constitute an increase to base pay and will not be included when calculating retirement contributions.

The employee must retain an active cell phone contract for as long as the allowance is in place, and the cell phone numbers will be listed in various District directories. Because the cell phone contract is paid personally by the employee, the employee may use the phone for both business and personal purposes as needed.

The communication allowance is established by submitting a completed "Communication Allowance Request Form" to the Central Administration Office. Schools or departments should also keep a copy of the form on file for each approved allowance.

2. District-Provided Cell Phone: If an employee receives a District-provided cell phone where the monthly service charge is paid from District funds, no personal use of the cell phone is allowed. The services allowed will be specified by the District's Central Administration Office.

Request for School Board Approval of Spring Break 2024 Costa Rica Trip

[Costa Rica Itinerary link](#)

In compliance with Policy 610, Part III, Section A, part 4, below are detailed answers to all the requirements put forth by our school district in order to travel abroad.

- [Link to School Administration Packet from WorldStrides](#)
- [Link to how WorldStrides trips align with national educational standards](#)

Policy 610 FIELD TRIPS

III - TRIPS OUTSIDE OF THE UNITED STATES

A - School-Sanctioned Trips

Part 4. All requests for consideration of foreign educational trips must include the following:

a. Objectives for the proposed trip and the expected learning outcomes.

Students will: ([Alignment with national ACTFL World-Readiness Standards for Learning Languages](#))

- Practice and build upon language skills during real-world situations including meals, transportation, cultural or historic sites, shopping, and conversing with local residents.
- Improve listening and speaking skills when communicating with native and/or fluent foreign language speakers.
- Deeply examine a destination's culture through the lens of language.
- Identify cultural characteristics and norms through observing nonverbal communication techniques of native speakers.
- Creatively problem solve and discern meaning when faced with a language barrier during interpersonal communication.
- Analyze why continuity and/or change is more prevalent in some regions compared to others.
- Identify continuity and change in an environment through personal experience.
- Observe how change is portrayed through architecture, development, and culture.
- Make comparisons to the past by experiencing the present.

AND:

- Hear and use world languages - real world practice of what is learned in the classroom.
- Learn about history and politics as they see many social policies of Costa Rica in practice
- Participate in educational activities while on the trip that are led by local, certified professionals and their teacher.
 - Visit to a Costa Rican School
 - Costa Rican Cooking Class
 - Costa Rican Dance Class
 - Earn FREE High School Credit
 - Earn FREE three College Credits (if additional project is completed after the trip)
- Learn about the norms and cultures of other countries
- Develop an Intercultural awareness and competence
- Become aware of global issues

- Evaluate perspectives on global issues
- Develop an appreciation of difference in the world
- Become more aware of one's own values and culture
- Be exposed to the Costa Rican perspective of the U.S. and its role in the world
- Learn about global citizenship.

b. Learning activities to be experienced and exercised during the trip

- This trip to Spain will educate students through authentic travel encounters with the world beyond the classroom. This trip's experiential content meets students where they are on their educational journey. The powerful, trademarked learning tool L.E.A.P. (Learning through Exploration and Active Participation) helps bring this mission to life. Students won't be passive tourists, but rather, active participants in experiential learning with high levels of engagement, guided discussion, questions and answers, and personal connections
- Students are immersed in a learning environment for the duration of the trip. The daily itinerary keeps the students engaged and learning. Over the years I see that the more the students have to experience, the less likely they are to get into trouble. As their teacher, I am with them the ENTIRE trip, using the world as my classroom. There is also a professional guide who is also a teacher that helps teach about the local culture and history. Please see **part F** for the itinerary with detailed daily educational experiences.

c. The grade levels and estimated number of students going on the trip.

This trip is open to students in grades 9-12 who are currently in Spanish or who have successfully completed Spanish I and II. It is estimated that 10-30 students will go. Our max is 40, and because in the past we have had to turn students away, we have to limit this trip to Spanish students. For every six students, there will be one adult chaperone.

d. The estimated cost per pupil and per chaperone

\$3,260 per student

\$3,790 per adult

PROGRAM FEE INCLUDES:

- Round-trip airfare and other transportation described in the itinerary
- Three college prep credits upon completion of on-line course (grades 9-12 eligible)
- Traveler Assistance, Medical Insurance & Travel Insurance
- Centrally located three- and four-star hotels
- Plentiful daily breakfast to start the day energized and ready to go
- Appetizing, culturally representative, three-course lunch and dinner daily
- Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
- Entrances and transportation to sites and activities described in your itinerary
- Local guide and local bus driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, any required passport or visa fees, optional excursions, or recommended Tips for the Tour Director or multi-day Bus Drivers. Optional excursions, optional pre-paid tips, or other individual/group customizations will be listed as separate line items in the total trip cost, if included.

e. The expected source(s) of funds, including estimated student contributions and/or Means of transportation

- Parents are encouraged to help with fundraising
- Students will each be given a fundraising website where people can donate to their trip
- In the past, we have:
 - Sold Kwik Trip gas cards
 - Held a rummage sale
 - Sold candy bars
 - Sold hanging baskets
 - Students have babysat/raked/shoveled for neighbors for \$.
 - Any student whose household earns less than \$85,000, qualifies for up to \$600 in scholarship financial aid.

f. Itinerary, including the start and ending dates of the trip detailed by the time of departure and anticipated time of return

Requested trip date: March 21 - March , 2024

Day 1 Hola San José - Depart from DLH

- Meet your tour director and check into hotel

Day 2 San Jose--Tortuguero

- Travel to Tortuguero
- See a banana plantation

Day 3 Tortuguero

- Tortuguero National Park visit
- Canal tour

Details: **Canal tour**

- Get up close with some of Tortuguero's coolest inhabitants. Make your way through the park's narrow waterways, where the overhanging vegetation can bring 300 species of birds, 168 species of reptiles and amphibians, and 60 species of mammals right up under your nose.

Day 4 Tortuguero--Arenal

- Travel to Arenal
- Hot springs visit

Details: **Hot springs visit**

- Let the volcanoes take you away. At Arenal's hot springs, bubbling lava fields heat the waters to make nature's own jacuzzi.

Day 5 Arenal--Monteverde

- Travel to Monteverde
- Monteverde Cloud Forest reserve night walk

Details: **Travel to Monteverde**

- Because of its humidity and latitude, the entire city of Monteverde can disappear in a second under a massive cloud cover. Founded by Quakers in 1951, the city boasts the best in Costa Rican creatures. Observe a proud display of howler monkeys, revered quetzals and native frogs in the dense cover of the cloud forest.

Details: **Monteverde Cloud Forest reserve night walk**

- Step into the Monteverde Cloud Forest and be transported to the lush world of the Costa Rican rainforest. The towering trees, abundant shrubs and vibrant flowers create a luscious oasis for a huge array of animals, including jaguars, toucans and monkeys.

Day 6 Monteverde

- Monteverde Cloud Forest Reserve day walk
- LEAP Cocina Tica
- Optional Zip Line Canopy Tour \$59

Details: **Monteverde Cloud Forest Reserve day walk**

- Step into the Monteverde Cloud Forest and be transported to the lush world of the Costa Rican rainforest. The towering trees, abundant shrubs and vibrant flowers create a luscious oasis for a huge array of animals, including jaguars, toucans and monkeys.

○ Details: **LEAP Cocina Tica**

- Cook Costa Rican style! Create authentic local foods and sit down to savor your delicious creations.

Day 7 Monteverde--Manuel Antonio

- LEAP Costa Rican School Visit
- Travel to Manuel Antonio

Details: **LEAP Costa Rican School Visit**

- Visit a Costa Rican school to meet local students, practice Spanish and see the differences between schools there and schools at home. (Please note that school visits will not be possible on certain dates due to schools not being in session. WorldStrides will update you as early as possible.)

Day 8 Manuel Antonio

- Manuel Antonio National Park guided visit
Details: **Manuel Antonio National Park guided visit**
- Combining white sandy beaches with lush tropical forest, Manuel Antonio is the perfect place to see a variety of Costa Rican wildlife, from white-faced monkeys and sleepy-faced sloths, to green turtles and orange-and-black-shelled land crabs. Explore the cays and inlets of this national park during a guided excursion.

Day 9 Manuel Antonio--San Jose

- Travel to San José
- LEAP Dance the El Torito!
Details: **LEAP Dance the El Torito!**
- Costumed Costa Rican folklore dancers teach you the El Torito, as well as other traditional dances, then relax and watch the pros perform.

Day 10 End tour - Fly to DLH in the evening.

g. Arrangements for meals and lodging

● **MEALS:**

- Plentiful daily breakfast to start the day energized and ready to go Appetizing, culturally representative, lunch and a three-course dinner daily.

● **HOTELS:**

- WorldStrides guarantees centrally located three- and four-star hotels. The exact hotels will be reserved closer to the departure date when the exact number of travelers is set.

h. Names of proposed chaperones. Chaperones are subject to approval by the Principal and the Superintendent

- Lisa South
- Jay South
- *If we need more, we will advise our principal and the superintendent for final approval.*

i. Plans for providing information to parents and chaperones

- All parents submit TWO emergency contact numbers, and two emails to be used in case of an emergency.
- An emergency contact list is also made by the group leader, myself. I bring a hard and electronic copy of this in case I need to get in contact with any parents on the trip.
- A copy of this list is also given to the administration, and all the parents.
- We will have a group chat for parents using Remind, WhatsApp, and a Facebook
- WorldStrides will also contact all emergency contacts in case something were to happen to our group.

j. Plans for emergencies

- WorldStrides has 24/7 doctors available on call for emergencies (FREE to participants)
 - Medical and Medical Evacuation insurance are included at no extra cost.
- WorldStrides has representatives on call 24/7 - I only need to call and a representative will arrange a new hotel, transportation, or flight.
- Students will be given a small card that I print on cardstock that they are to keep with their passport under their clothing (in their neck/waist pouch). This card contains:
 - *My personal cell phone number*
 - *The cell phone number of our tour director*
 - *WorldStrides emergency number*
 - *The name, address and number of all our hotels*
- As the group leader, I collect all the numbers for **consulates, embassies, and local fire/police** ahead of time. Students are briefed on what to do in an emergency before they depart, again in the airport as we travel there, and a third time once we land (by our tour director).
- I also collect copies of passports in case a passport is lost (this speeds the process greatly).
- Prior to departing, any student that has a medical issue will submit a form to me so that I, the other chaperones, and the tour director can be aware of the issue and prepare to handle any potential problems.

k. Plans for inclement weather

- We travel with a Tour director who knows all the places we go well. Weather will impact at least one day and we will find an alternate option that is also educationally engaging for the students to participate in. We never sit at the hotel due to weather, we make other viable plans.

I. Behavioral expectations for all participants, including staff, chaperones, and students

- Prior to enrollment, I am upfront with my behavior expectations of students. They must adhere to school rules, WorldStrides's rules and any additional rules that are given on tour for safety reasons.
- WorldStrides's behavior expectations: (on next page)

BEHAVIOR CONTRACT: STUDENT RULES AND REGULATIONS

The WorldStrides program you have elected to attend offers many unique opportunities and experiences. Beyond the educational benefits, the trip offers opportunities to form new friendships and to meet the challenges of independence.

We at WorldStrides promote a program atmosphere where chaperones and students support one another with genuine respect. As a student participant, it is your responsibility to help make the trip a positive and enjoyable experience for yourself, fellow students, and chaperones. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions. You are expected to exhibit honesty, courteousness, and consideration toward others. This includes those in your group, as well as anyone else with whom you may come in contact, such as motorcoach drivers, Course Leaders, guides, and restaurant and hotel staff.

Our goal at WorldStrides is to make this program an educational, safe, and enjoyable experience for everyone. We require your cooperation and commitment to the following behavior standards to help us meet this goal.

We expect the student/participant to obey the following rules of behavior:

- **The student is to follow the directions and the rules and regulations established by the chaperones both prior to and during the trip.**
- Alcohol and Tobacco – No use of tobacco or non-prescription drugs is allowed. No consumption of alcoholic beverages is allowed during free time or by anyone under 18 years old at any time.
- Drugs –International laws and penalties with regard to the possession and usage of narcotics are more severe than those in the United States. Whether a juvenile or adult, you are out of the U.S. government jurisdiction. All drug use is strictly prohibited.
- Arrests – WorldStrides participants arrested by foreign authorities are not the responsibility of WorldStrides. If arrested, the student may be subject to prosecution by local law enforcement authorities and must understand that WorldStrides has no obligation to defend him/her in such proceedings. Parents and guardians will be informed of the phone number and address of the appropriate law enforcement agency to contact.
- The student shall comply with all rules and regulations of the various governmental and vendor agencies (such as airlines, hotels, bus companies, etc.)
- The student shall respect and follow the directions of the chaperones, Program Leader, and WorldStrides staff.
- The use of hotel facilities carries with it the responsibility of leaving them in the same conditions in which they were found. The student is responsible for any damage.
- Quiet hours at the hotel will be observed from 11:00PM until 6:00AM. Curfew at the hotel is 11:00PM. Students must remain in his/her room until the start of the following days activities.
- Students may not leave the group at any time unless specifically authorized to do so by the chaperones.
- The student must sleep in his/her assigned hotel room each night.
- Good common sense, respect, and consideration for others and their property should be practiced daily.
- The student is solely responsible for keeping safe possession of his/her passport and other travel tickets and documents.

If the student should violate any of these rules, he/she may be sent home at the sole discretion of the chaperones. In such cases, the parent/guardian will be contacted and the student sent home at the parent's expense.

Student Contract: I have read, and I understand the behavior rules and regulations of the WorldStrides tour. I agree to comply with all of these rules and regulations.

Student signature _____ Date _____

Parent Contract: I have read, and I understand and support the rules and regulations of the WorldStrides tour. I represent that my child or ward has read the rules and regulations and has agreed to comply with all of them. . It is understood that the signature on this behavior contract of one parent or guardian implies the consent of the other.

Parent signature _____ Date _____

For students, these are my expectations - in addition to the School rules and WorldStrides's rules:

- - Be Responsible / trustworthy
- - Be punctual
- - Abide by all Curfews
- - Be a good representative for Cloquet, MN and the USA
- - Have Positive Attitude / Get along well with others
- - Be able to walk every day in the heat
- - Have a desire to learn more about each place we will visit
- - Make every effort to learn about the places we will visit before the trip
- - Follow safety rules given by the Group leader or the Tour Director
- - Be comfortable rooming with three other students of the same gender.

For parents these are my expectations (in addition to WorldStrides's rules for adults):

- Always remember: This is a **STUDENT** trip.
 - PUT THE STUDENTS FIRST!
 - Help out when needed
 - Be a positive example
 - Be kind to ALL students
 - Make ALL students feel welcome, help them enjoy the trip
 - Help meet any needs students have
 - NEVER complain in front of the students
 - Be comfortable rooming with another adult of the same gender
-
- I, along with other chaperones, do room checks to ensure that all kids are safe. The curfew is mainly for safety, but it is also so that they get all they can out of this trip. We have class everyday and they need to be well rested for the immersive experiences of each day.

m. Student accountability for behavior must include all District rules that are ordinarily applicable to all students in school and during school activities

- Students/parents are informed of this at the meetings, prior to departure, and again when on tour.
- I take pride in the fact that whenever I have traveled with a group from Cloquet, we get compliments from the people in other countries that we interact with. Sometimes some groups travel abroad and give a very bad impression because the students have not learned anything about the CULTURES or the LANGUAGES ahead of time. We try our best to prepare our students prior to travel and during travel.
- I remind students that they are not only representatives for our COUNTRY, but also for the state of MINNESOTA, and our town of CLOQUET. We represent well!

GENERAL TERMS BEFORE WE GET STARTED

Important Information

By registering for this program, you are agreeing to participate in a full-service group educational travel experience, operated by Lakeland Tours LLC dba WorldStrides, or one of our affiliate businesses. Because of the unique nature of group travel, many elements of your program and itinerary may be selected and/or scheduled at the direction of your group's Program Leader (the teacher, administrator, or parent from your school or community), who will act as your group's representative. Further, please note that, while WorldStrides and its affiliates will arrange the various travel elements for your trip, the total price quoted for your program includes additional pre-trip services, including but not limited to the development of the associated educational content and materials, the printing and distribution of program materials, the costs associated with our various group health and safety measures, and the administrative and service costs related to group management.

Waiver & Release

All participants must agree to a signed Participant Release and Binding Arbitration Agreement at the time of registration. This form can be viewed and agreed to during online registration, or printed, signed, and returned to WorldStrides via email to: customerservice@worldstrides.org or by mail to: PO Box 9033, Charlottesville, VA 22906

FLEXIBLE PAYMENT OPTIONS

We provide you with options and flexibility to make our educational experiences more accessible.

What are your payment options?

1) Monthly Automated Payments: Pay your deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

2) Pay in Full: Pay in full at the time of enrollment.

3) 4-Step Manual Payments: Pay your deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 110 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments – deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 110 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

All full-paying participants, including participants who have previously traveled, are required to pay a deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on your account.

Your account must be paid in full by the final payment deadline or your account will be subject to cancellation.

What if you're late on a payment?

Late Registration, Late Payment, and Fees: WorldStrides charges a late registration charge of \$145 if enrollment is less than 110 days before departure. If you are late on any payment, you will be subject to a \$50 late payment fee. No personal checks or business checks will be accepted after the final payment deadline. Only certified check, money order or credit card payments will be accepted. There is a \$35 service charge on returned checks, declined credit cards or declined e-checks. A \$200 fee may apply for any name changes made within 85 days of departure. A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

Waitlist: Your program space is not guaranteed until your account has been paid in full and you have been advised in writing that all conditions for travel have been satisfied. If you are placed on a waitlist due to late registration or an outstanding account balance after final payment date your account must clear waiting list procedures and may involve additional airline and other charges.

What do you need to know about your program fees?

The price quoted is based upon a minimum number of travelers. The price quoted is also subject to adjustment if the minimum enrollment is not met, if the program content or itinerary changes, or in the event of circumstances beyond WorldStrides' direct control. Your group may be combined with other group(s) on the program to reach minimum. The combinations may not be of the same age level or have the same itinerary. If the Program Leader chooses not to be combined and travels with less than the minimum number of participants, an additional cost will be charged to your account.

Non-Refundable Fees: The fee for enrollment in a Trip Protection Program (discussed below), your deposit, any handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, late payments, and registration fees are not refundable under any circumstances.

What is not included in your program fees?

Unless specifically stated in your program, WorldStrides' program prices do not include college credit fees, passport fees, visa fees, trip protection fees, baggage charges, portage at airports and hotels, gratuities to guides or bus drivers, private or small group fee, expenses incurred during free time, optional excursions, trip extensions, local transportation to unscheduled activities, transportation from your home to the origination point of the program, overnight lodging and meals prior to departure or upon return from a program or the weekend supplement if your departure or return flight falls on a Friday, Saturday or Sunday (not applicable to tours to the United States, Canada or Puerto Rico).

Adult Supplements: Adults are automatically placed in twin rooms unless a single room upgrade is requested and available for the required additional applicable fee(s). Depending on the selected tour type, adult groups may be combined with student groups. In addition to the twin or single room fee, adults pay a supplement fee of \$125.

EXPLORE BEYOND THE CLASSROOM!

Program Information

Prior to departure, you will receive details regarding flight and hotel information, departure and return times, packing tips, drop-off/pick-up locations, etc. Flight times, airlines, itineraries, tour leader(s), and hotel information are subject to change. This is especially true when participating in a tournament or event, where WorldStrides is subject to the program hosts' schedule, accommodations, and transportation.

Protecting You on Tour

While on tour, all participants are provided with accident, illness, and accident-related dental insurance coverage to cover out-of-pocket costs beyond the participant's own insurance. This insurance covers up to \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental. Pre-existing conditions are not covered. Any charges not covered are the responsibility of the participant. Other limitations may apply. Full details are available at www.tripmate.com/wpF369W.

Please note, participants are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations, and any other medical care and treatment.

Age Restrictions for Young Travelers

We do not accept applications for travelers under the age of 6 at time of departure. Registration for children 12 and under is subject to individual review, and the decision to allow participation in a trip is at the sole discretion of WorldStrides.

Travel Documentation

Every participant is responsible for obtaining the required documentation necessary prior to departure, such as a valid passport, visa, transit visas, notarized parental consent form (if applicable), and any required travel insurance coverage. Secure flight data (including name and birthdate) must fully match the information provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service to keep the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 85 days prior to the group's departure date. If changes

occur after that date, the participant must contact customer service and additional change fees will apply. Visit the Transportation Security Administration website at www.tsa.gov for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply. Reservations are not transferable at any time.

Course Credit

Because WorldStrides holds various accreditations, participants may qualify for course credit for participation in a WorldStrides program. Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility. WorldStrides is not responsible for the approval or issuance of course credit.

Optional Accommodations for Individuals and Groups

Participants may upgrade to a twin or single room for an additional fee upon availability. All participants aged 22 and younger at time of departure room in same-gender rooms in triple or quad rooming with travelers from the entire group. Minors, under the age of 18, are not able to room by themselves. Alternatively, your Program Leader may select a custom or "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

Tour extensions: For the majority of WorldStrides' programs tour extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on the agreed upon paying participants. If there are fewer than participants enrolled on a tour extension, WorldStrides reserves the right to add a surcharge or cancel the tour extension at its discretion.

Stay-ahead and stay-behind: If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, WorldStrides can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants. If an individual participant would like to opt to stay ahead or behind your scheduled tour, WorldStrides can arrange the airline ticket for a service fee of \$145 if requested upon enrollment. If requested after enrollment and up to 110 days prior to departure, the fee is \$195. We will change your airline ticket and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Land-only: Some Program Leaders may opt for the group to arrange for your own airline tickets and begin your tour at the first hotel at destination. You are solely responsible for transport to/from airports, including the ground transport to meet/depart from the group. For some of our tours, individual participants may opt to arrange your own airline tickets and join the group at the hotel at the first overseas destination your tour fee will reflect the discounted land only rate. You may select this option upon enrollment or up to 110 days before departure and thereafter additional fees may apply. This option is not available less than 90 days before departure. Land only participants are responsible for their own airline tickets and airport transfers. If a participant books airfare prior to the trip being confirmed by an Account Manager, WorldStrides is not responsible for any flight reimbursements/refunds.

Optional excursions: On the majority of our international programs we offer a number of optional activities pre-negotiated with our overseas suppliers. For most optional activities you can enroll online up to 110 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. All optional excursions are based on the agreed upon paying participants. If there are fewer paying participants enrolled on an optional excursion, WorldStrides reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Alternate departure airport: Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Worldstrides' gateways.

If you are traveling outside of WorldStrides scheduled tour dates, the participant is responsible for all associated costs. WorldStrides is not responsible for participants when they are not part of WorldStrides organized activities, during deviations and/or stay-ahead/stay-behind optional periods, and any time that the activities do not include the services of a WorldStrides Tour Director.

Frequent Flyer Miles: Frequent flyer miles are not available to participants.

Personal Property

Participants are fully responsible for any costs arising from the damage, loss, or theft of any personal property during the program.

Travelers with Disabilities

WorldStrides happily welcomes all travelers on our tours. However, the trips are fast-paced, require a great deal of walking, and can be physically demanding. Due to these restrictions, you may not be able to fully participate in the tour. Furthermore, WorldStrides is not responsible for any denial of service by carriers, hotels, restaurants, and other independent suppliers, and cannot refund the cost of any activity in which you were unable to participate. We encourage that any disability requiring special attention be reported to the Program Leader and WorldStrides at the time you make your reservation. WorldStrides will make reasonable attempts to accommodate special needs. Travelers requiring extraordinary assistance must be accompanied by a paying companion who is capable of and totally responsible for providing the necessary assistance.

Special Dietary Requirements

WorldStrides cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associated with food or drink, including allergies. Dietary requirements and restrictions are the sole responsibility of the participant.

Supervision/Behavior

WorldStrides, the Program Leader, and chaperones establish behavior rules and directions for all student participants. Failure to abide by the rules or directions may result in the student being sent home at the parents' expense without any right to a refund. All program participants will be responsible for their own actions at all times, and the Program Leader and chaperones will be held accountable for the action of all participants in their group.

Consumption or possession of alcoholic beverages or drugs of any kind for which you do not have a valid prescription, behavior infringing upon the ability of others to enjoy the Program, or compromising your own or others' safety, or is otherwise inappropriate, or violates the law as well as violation of certain other rules, constitute grounds for immediate expulsion from the tour.

WorldStrides is committed to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

On occasion, program participants may be allowed by the Program Leader to leave the group and to explore on their own. WorldStrides has no responsibility for participants when they are on their own and it is the sole responsibility of those participants to take whatever actions are necessary to rejoin the group, at their own cost. If a program participant is late in appearing for a scheduled departure, the Program Leader has no duty to delay the Program to wait for the participant.

What happens if your program changes after registration?

Program Changes Made by WorldStrides: Changes or substitutions in hotels, itinerary, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable. Changes in itinerary, including reversing the itinerary, changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries may occur. On certain dates some attractions or activities may be closed, and the availability of some venues advertised or communicated cannot be guaranteed. Some venues may require special equipment. Venues may also close without prior notice due to public holidays, festivals and routine maintenance. In these instances, no refunds can be given. Whenever possible, suitable alternatives will be provided.

WorldStrides reserves the right to change the date of departure by no more than two days from the original departure date in spring (Oct-Apr) and three days in the summer (May-Sept). These changes are not grounds for cancellation without penalty or for refunds after the tour.

On occasion, WorldStrides must change dates of a scheduled program by more than 3 days as the result of Exceptional Circumstances, as defined below, or as a result of operational challenges or difficulties, including without limitation, travel restrictions, event cancellations, facility closures, government-imposed restrictions/closures, or other reasons beyond the control of WorldStrides.

Should WorldStrides need to change the destinations visited and/or the dates of a scheduled program by more than 3 days, we will work with your group's Program Leader to reschedule your trip to dates that work for your group.

Changes Made by Your Group: WorldStrides offers its WorldClass Flex Program to enable groups to plan trips with confidence. We understand your group may need to change your trip due to unforeseen circumstances. If your group decides they are not comfortable traveling to the planned destination or on the scheduled dates, the group can move the trip to an alternative destination or move to a

new future date up until 60 days before departure. Changing the destination or date of the trip will be determined based on availability of trip components including, but not limited to, accommodations, venues, attractions, content, meals, and transportation. We will work with your Program Leader to find an alternative future date up to 24 months from your original departure date. Your group will be able to adjust your trip with no additional fees, just the difference (if applicable) in the price of the new trip.

In the event a tour is moved to the future, all monies paid (less any Non-Refundable Fees) can be transferred from an existing participant to a new participant if the new participant enrolls (which enrollment will include express agreement to these Terms and Conditions) by 110 days before departure. Once funds are transferred, the new participant is subject to the full Terms and Conditions and standard refund policies as defined for the group on the original scheduled trip.

If you or your group reschedules to a new destination or date and then decides to cancel, the cancellation fees will be calculated from the date of transfer from the original tour and standard cancellation fees will apply.

For departures from cities with multiple airports within a reasonable distance, WorldStrides will book flights interchangeably between the airports

What if you have to cancel your registration?

All cancellations must be made in writing by the person listed on the registration form to your account representative or customer service at customerservice@worldstrides.org or via mail to WorldStrides, P.O. Box 9033, Charlottesville, VA 22906-9033, must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address.

The Program Leader may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies.

All refunds are issued using the original form of payment on the account. Check refunds are only issued to the primary responsible party listed on the account. WorldStrides accepts payment via check, e-check, debit card, and credit card. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your WorldStrides account, WorldStrides is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment.

Standard Cancellation Policy: The services and value we provide begin long before your date of departure, and there are significant unrecoverable costs as your departure date approaches. Therefore, if you do not enroll in the Cancel for Any Reason Plan and you, the Program Leader, school, or school administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain (in addition to the Non-Refundable Fees):

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less

Cancellation due to Exceptional Circumstances: If your group is unable to reschedule your trip to a new destination or date, and your program is canceled or cannot be delivered due to Exceptional Circumstances (explained below), travelers who did not purchase the Cancel for Any Reason Plan, will be refunded all monies paid less Non-Refundable Fees and an additional cancellation fee of \$399 for trips involving international air travel, \$289 for trips involving domestic air travel, or \$149 for trips involving domestic bus travel. After August 2021, cancellation fees for non-purchasers of Cancel for Any Reason Plan will be \$499 for international air travel, \$389 for domestic air travel, and \$189 for domestic bus travel. Please note – these fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program, that are incurred by WorldStrides prior to the date of departure.

Exceptional Circumstances: Without limitation, WorldStrides, including its affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of WorldStrides, in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances. Exceptional Circumstances may also justify postponement or (if postponement is not achievable) cancellation of trips. Exceptional circumstances include, but are not limited to, acts of force majeure, war (whether declared or not), criminal or terrorist activities of any kind or the threat thereof, civil unrest, strikes or other restrictive labor

activities, illness or disease, actual, perceived or threatened epidemics or pandemics, government-imposed travel restrictions or closures, and other events outside WorldStrides' control that make performance of a trip as contemplated impossible or impractical.

PROTECTING YOUR INVESTMENT

Through Trip Mate, our third-party travel protection plan provider, WorldStrides offers two great plans that help protect your educational travel investment.

Travel Protection Plan: Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip. This plan may not be purchased after you have made the final payment for your trip.

Ultimate Travel Protection Plan: Along with providing you the same benefits as our standard Travel Protection Plan, the Ultimate Travel Protection Plan Plus also includes a Cancel For Any Reason benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1. Payment for this plan is received by WorldStrides within 14 days of the initial deposit/payment of your trip; and
2. You cancel your trip 48 hours (2 days) or more before your scheduled trip departure date

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by WorldStrides; or 2) the failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations. It is provided by WorldStrides and is not an insurance benefit underwritten by Tripmate. It must be purchased at enrollment or within 14 days of the initial payment of your trip.

For more information, visit <https://worldstrides.com/travel-protection-plans/>.

For the Description of Coverage online, view the policy details at <https://www.tripmate.com/wpUF380H>.

The cost for the Travel Protection Plan is \$149 and the cost for the Ultimate Travel Protection Plan is \$249. **The plan should be purchased at the time of enrollment, and cannot be refunded once selected.**

USTOA Membership Means You're Protected: WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

GENERAL INFORMATION

Third-Party Providers: Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not

liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party.

Participants traveling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at this page: <https://www.celestialcruises.com/en/conditions-of-carriage>

Arbitration: Any dispute concerning these Terms & Conditions and/or any other matter concerning the trip, including, but not limited to, any events and circumstances occurring during the trip, shall be resolved exclusively by binding arbitration in Charlottesville, Virginia, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Virginia law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable. By accepting these Terms and Conditions, you are irrevocably, unconditionally, and expressly submitting to binding arbitration, in lieu of having any such dispute decided in a court of law before a jury.

Privacy: Because the nature of our business requires coordination with various providers who deliver the travel services, it is necessary to share some personal information from time to time. For more information, please visit: worldstrides.com/privacy-policy.

Seller of Travel Registrations:

- Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.
- California Seller of Travel Registration No: 2041618-20. Note: Registration as a seller of travel does not constitute approval by the state of California. WorldStrides' principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides' default. These Term and Conditions apply to the maximum extent permissible without violating individual applicable state laws; to the extent state law invalidates any provision, all provisions not invalidated by state law will remain in force.

Please note: A participant will not be allowed to travel on a WorldStrides tour if his/her name does not appear on the travel roster on the day of departure, or if he/she has not submitted a signed waiver and release form, emergency medical release form, or personal behavior contract. By registering for a WorldStrides trip, and making an initial deposit, participants and/or persons listed on the account are agreeing to and consenting to these Terms and Conditions. If you do not understand any of the foregoing Terms and Conditions, or if you have any questions or comments, please contact WorldStrides Customer Support at 1-800-468-5899.

Rev. 2/21



Supporting Educational Travel A Guide for School Administration

WorldStrides At a Glance

Our History

In 1964, a middle school history teacher from Chicago discovered the incredible educational experience of traveling to Washington, D.C. with his students. He was so encouraged by the powerful effects travel had on his students' eagerness and ability to learn that he left teaching in 1967 to start Lakeland Tours. His vision to make educational travel easy, fun, and safe for teachers and students came to fruition as Lakeland Tours grew and became the leader in educational student travel.

Who We Are Today

Over the years, Lakeland Tours joined forces with other leaders in the student travel field to form WorldStrides, setting us apart as the premier educational travel organization in the nation. We're specialists in providing educational travel and experiences for students of all ages across their lifetime learning journey, delivering high-quality and high-value learning opportunities that support students' growth and development over time. Each learner's journey is different, which is why we offer a broad range of program categories for groups and individuals, including educational travel, performing arts, career exploration, study abroad, language immersion, sports, and service-learning tours.

Our Mission

All WorldStrides programs are united under one mission: to create experiences that enable participants to view the world and themselves in new ways. We help learners grow as people by developing independence, leadership, problem-solving skills, worldliness, and maturity; and we help them grow as citizens by building compassion, understanding, connections, and perspectives that transcend boundaries and borders.

When planning group travel, it's critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a student travel group in the areas that you will visit. We are confident that our decades-long history as student travel specialists provides us with this level of experience.

Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is critical. We also realize that price is important, and our prices consistently provide the highest value for your student travelers' investment. Not all companies have the same priorities or experience, and WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team consistently beats all other competitors. WorldStrides is the standard by which every other company measures themselves.

Experience with Educational Travel Groups

Number of years in student travel business
Number of participants during this period
Number of participants per year
Number of educators that partner with us each year
Number of full-time staff dedicated to educational travel programs

WorldStrides

✓ 50+
✓ 9 million+
✓ 450,000
✓ 50,000+
✓ 1,000+

Qualifications to Coordinate Your Program

Does your travel provider have a 24/7 On-Call Success Team?
Does your travel provider employ and train its own Tour Directors?
Will a Tour Director stay at the hotel with the group?
Does your travel provider arrange detailed training for its staff on how to best work with students?

✓ Yes
✓ Yes
✓ Yes
✓ Yes

Educational Focus

Does your travel provider employ a full-time Curriculum and Academics team?
Does your travel provider offer students the opportunity to earn high school and college prep credit?
Does your travel provider offer teachers the opportunity to earn professional development?
Is your travel provider accredited by regional accrediting bodies across the United States?
Who issues accreditation for the organization?
– Western Association of Schools and Colleges
– Middle States Association Commissions on Elementary and Secondary Schools
– Cognia

✓ Yes
✓ Yes
✓ Yes
✓ Yes
✓ WASC
✓ MSA
✓ Cognia

Insurance and Consumer Protection

Does your travel provider maintain liability insurance?
Does this coverage apply to the Program Leader (teacher)?
What are the limits of this policy?
What is the cost for supplemental medical and dental insurance?
Does your travel provider pay if an emergency mandates an itinerary change?
Does your travel provider maintain USTOA consumer protection coverage of \$1 million?
Does your travel provider comply with all Federal and State regulations, including all U.S. Seller of Travel Laws?

✓ Yes
✓ Yes
✓ \$50 million
✓ \$0
✓ Yes
✓ Yes
✓ Yes

The Safety of our Travelers is our #1 Priority

Planning for a Safe Experience Before Departure

BEHAVIOR CONTRACT

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must agree to adhere to the behavior and conduct rules established by the Program Leader and a code of conduct may be required.

MEDICAL RELEASE FORM

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency.

TRAVEL SMART, TRAVEL SAFE

Compiled by our travel experts, 'Travel Smart, Travel Safe' is designed to share some best practices based on our experience sending more than 100,000 students to international destinations. Each group receives a document with information pertinent to their trip and specific to their destination.

Students' Safety While on the Program

ADULT SUPERVISION

With our default chaperone-to-student ratio of 1:6 (customizable), students receive proper attention and supervision. The Program Leader will identify the chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students.

TOUR DIRECTORS

A specially-trained Tour Director guides each group throughout your program. Tour Directors devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience, so they take the most away from the program.

ON TOUR SUPPORT

We maintain an On-Call Success Team that can be reached 24 hours a day, seven days a week, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our WorldStrides On-Call Success Team will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage).

DOCTORS ON CALL PROGRAM

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide consultations to all our traveling students, parents, and teachers.

AXA MENTAL HEALTH SERVICES

WorldStrides also has a partnership with AXA, one of the world's leading providers of behavioral health assistance programs. Travelers have direct access to confidential and immediate support from an experienced, U.S.-based healthcare provider while traveling. This service also provides coordination with local professionals for referrals to provide additional support, if needed.

Other Industry-Leading Safety Measures

TRAVEL ARRANGEMENTS

WorldStrides travelers stay in 3- and 4-star quality hotels located in safe, central locations. They'll enjoy plentiful breakfasts each morning and hearty, three-course dinners that provide an authentic taste of the local cuisine.

EMERGENCY MANUAL

We have developed an extensive emergency manual that details how we deal with all types of emergency situations, and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to emergency phone numbers results in faster and more accurate responses, which is critical when dealing with an emergency situation.

LIABILITY INSURANCE

We maintain an industry-leading multi-million-dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

Flexibility and Assurance

The WorldStrides Team

Our passionate and professional team of travel experts will work closely with your group from the time you decide to lead a WorldStrides program until your group returns home safely. Our primary goal is to provide a safe and secure travel experience. We strive to enrich lives by taking students beyond classroom walls and inspiring student travelers by providing a unique and experiential educational program. WorldStrides has a staff of more than 700 professionals, many of whom are former educators, and all of whom are dedicated to making sure every aspect of your program is a success.

Travel with Confidence

When you travel with WorldStrides or participate in one of our programs, you can rest assured knowing that we have spent five decades putting a network of support in place to safeguard your group and your experience. The world has thrown us lots of curveballs over our 50+ years in business, and we have and will continue to refine our best practices for safety to fit the current environment, and to match the age and stage of life for all of our students. Our resources are deep and our team is prepared. This detailed and challenging work behind the scenes lets educators and students focus on what's most important—learning and enjoying the experience at hand!

We have developed a comprehensive approach to ensure each group's comfort and safety, and your peace of mind. WorldStrides can be reached 24 hours a day, both in the United States and overseas. In the event of an emergency, every participant is covered by an international network that provides medical referral, medical translation, medical monitoring, repatriation, and other emergency services.

50+ Years of Trusted Travel

WorldStrides is by your side every step of the way. If something doesn't go as planned on tour, we've got you covered. Just take it from our Program Leaders and school administrators that we supported last spring during the COVID-19 pandemic:

“

Worldstrides is an amazing company. Not only do they take care of everything while abroad, but they are also the kindest people. From those who helped set up the trip, to those who helped during the trip, I was in complete awe. They really take care of our students and teachers.

Whitney M., Program Leader

“ We recognize that WorldStrides went above and beyond to accommodate our families. Our administration, faculty, and trustees are beyond grateful.

Genifer R., School Administrator

“

You all have been helpful, open, communicative, and understanding in a time that I'm sure has been chaotic and stressful for you. I have talked to many other teachers and families that were supposed to have traveled with other companies, and hands down, you guys had the best refund policy and were the most understanding and helpful of them all.

Liz K., Program Leader

The Educational Value of Student Travel

Learning through personal experience takes education beyond the classroom. Through educational travel, students use knowledge acquired in the classroom to analyze the world around them and make a personal connection by applying their knowledge to their understanding and view of the future.

Educational Innovation

WorldStrides programs are designed to build on your students' natural curiosity while encouraging them to grow through live exploration. Our educational philosophy, LEAP (Learning through Exploration and Active Participation), brings contemporary teaching strategies, used by excellent teachers in the classroom, to the environments encountered while traveling.

LEAP is the entire relationship between each student, the places they encounter, and their Tour Director acting as a cultural mediator, not just a series of activities. Students learn best when they are engaged, and challenged, and in any group, a multitude of learning styles and social skills will be represented, each student deserving an opportunity to shine. LEAP is designed specifically to replace the old-fashioned lecturing style of traditional tour guides with a dynamic, inclusive, and constructivist approach.

Accreditation Sets WorldStrides Apart

In 1996, WorldStrides became the first accredited student travel organization in the nation. Accreditation recognizes educational institutions for performance, integrity, and quality and entitles them to the confidence of the educational community and the public. WorldStrides is accredited through multiple regional accrediting bodies across the nation, including Cognia (formerly AdvancED, parent organization for North Central Association Commission on Accreditation and School Improvement, Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement), Western Association of Schools and Colleges, and Middle States Association of Colleges and Schools.



Professional Development for Teachers

WorldStrides' professional development is unique—it is far removed from the time spent in the school's library listening to an "expert" talk for hours. Instead, our professional development opportunities allow teachers to consider the specific needs of their classes, their students, and their school. By working closely with WorldStrides staff from start to finish, teachers gain valuable skills and tools that can be implemented beyond the travel program. Teachers earn professional development certificates that can support teaching license renewal or be used as evidence of program participation.

Academic Credit for Students

All students in grades 6-12 who participate in a WorldStrides program are eligible to receive free high school credit through our Discovery for Credit program. College preparatory credit is also available for students in grades 9-12 at the time of travel through our partnership with the University of California, San Diego - Extension. Students who travel on a WorldStrides program and complete online coursework requirements are eligible to receive this credit. This helps students fulfill graduation requirements, open up their course schedules to be able to take upper-level courses, and distinctively showcase themselves to colleges and universities.

Educational Travel Programs vs. School Field Trips

Because WorldStrides programs are typically non-school-sponsored, they do not follow the traditional model of a school field trip. When you let your administration know about your plans to travel, it may be helpful for you to highlight the points outlined below. These points will ensure that administrators don't confuse your program with a school field trip that would require a more official approval process.

NON-SCHOOL-SPONSORED STATUS

Unlike a school field trip, a WorldStrides educational travel program is not sponsored by the school and does not require the school or school district to allocate funds.

PROGRAMS DON'T OCCUR DURING SCHOOL TIME

Just like a part-time job or sporting activity, a WorldStrides program does not result in lost class time for students. Additionally, there is no need for a substitute instructor when a teacher leads a travel program.

VOLUNTARY STUDENT PARTICIPATION

Since the trip is not paid for by the school and does not take place during school time, neither the school nor the students are obligated to participate. Similar to summer camp, this program is available for all students, but only some will decide to go.

Summer camps, supplemental enrichment programs, Boy Scouts and Girl Scouts, and even the Little League are all non-school-sponsored programs that are embraced by the community and promoted in schools. Most administrators are very supportive of WorldStrides educational travel programs.

International Program Connections to Support Academic Standards



On a WorldStrides international program, students experience global cultures as they never have before while visiting some of the most educational and exciting destinations the world has to offer. WorldStrides' educational activities support, at minimum, various National Council for the Social Studies (NCSS) National Curriculum Standards for Social Studies: Thematic Strands, National Geography Standards, and American Council on the Teaching of Foreign Languages (ACTFL) World-Readiness Standards for Learning Languages for students in grades 6-12. Our hands-on approach focuses on developing students' understanding of history, language, and culture through exploration and active participation. Additionally, WorldStrides supports multicultural and anti-bias education by meeting Teaching Tolerance's Social Justice Standards.

Students traveling on a WorldStrides international program may experience some or all of the following program connections.

Historical Significance

Students will be able to...

- Expand upon prior knowledge of historically important events and how they align or are physically represented.
- Understand that the historical importance of an event or era is best communicated through a local population.
- See the impact historical events have had on a community.
- Associate periods of history through visual representations such as art, architecture, and innovations.
- Experience varying perspectives that may alter the value of an historical event on a group of people.
- Evaluate the relevance of historical events in a modern world through first-person interactions.
- Interact with a local population to determine a location's historical significance.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

2. Time, Continuity, and Change:

Social studies programs should include experiences that provide for the study of the past and its legacy.

9. Global Connections: Social studies programs should include experiences that provide for the study of global connections and interdependence.

National Geography Standards

NGS 17.1.A: Analyze and explain the connections between sequences of historical events and the geographic contexts in which they occurred.

NGS 17.2.A: Identify and explain the causes and processes of change in the geographic characteristics and spatial organization of places, regions, and environments over time.

NGS 17.3.A: Analyze and evaluate the role that people's past perceptions of places, regions, and environments played as historical events unfolded.

ACTFL World-Readiness Standards for Learning Languages

Interpersonal Communication:

Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions.

Interpretive Communication:

Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.

Acquiring Information and Diverse Perspectives:

Learners access and evaluate information and diverse perspectives that are available through the differing cultures.

Cultural Comparisons: Learners investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.



Cause and Consequence

Students will be able to...

- Understand that historical events have causes and consequences.
- Experience how the outcomes of historical events have influenced the human or natural environment.
- Predict future events based on observations of the current human and natural environment.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

2. Time, Continuity, and Change:

Social studies programs should include experiences that provide for the study of the past and its legacy.

3. People, Places, and

Environments: Social studies programs should include experiences that provide for the study of people, places, and environments.

National Geography Standards

NGS 8.1.B: Explain how local and global changes influence ecosystems.

NGS 9.1: Culture, economics, and politics influence the changing demographic structure of different populations.

NGS 13.2: Cooperation between countries and organizations may have lasting influences on past, present, and future global issues.

ACTFL World-Readiness Standards for Learning Languages

Relating Cultural Products and

Perspectives: Learners investigate, explain, and reflect on the relationship between the products and perspectives of the cultures studied.

Acquiring Information and Diverse

Perspectives: Learners access and evaluate information and diverse perspectives that are available through the differing cultures.



Historical Perspective

Students will be able to...

- Demonstrate and apply their knowledge of historical events and understand how events may parallel other events occurring at the same time around the world.
- Interact with, appreciate, and respect varying points of view.
- Identify multiple points of view for a particular historical event through communication with those embedded in the culture.
- Experience and understand the contexts, personal values, and beliefs that shaped people's lives and actions throughout history.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

1. Culture: Social studies programs should include experiences that provide for the study of culture and cultural diversity.

6. Power, Authority, and Governance: Social studies programs should include experiences that provide for the study of how people create, interact with, and change structures of power, authority, and governance.

9. Global Connections: Social studies programs should include experiences that provide for the study of global connections and interdependence.

National Geography Standards

NGS 6.2: Changing perceptions of places and regions have significant economic, political, and cultural consequences in an increasingly globalized and complex world.

NGS 17.1.A: Analyze and explain the connections between sequences of historical events and the geographic contexts in which they occurred.

NGS 17.3.A: Analyze and evaluate the role that people's past perceptions of places, regions, and environments played as historical events unfolded.

ACTFL World-Readiness Standards for Learning Languages

Interpersonal Communication: Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions.

Interpretive Communication: Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.

Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the differing cultures.

Cultural Comparisons: Learners investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.



Language Exposure and Development

Students will be able to...

- Practice and build upon language skills during real-world situations including meals, transportation, cultural or historic sites, shopping, and conversing with local residents.
- Improve listening and speaking skills when communicating with native and/or fluent foreign language speakers.
- Deeply examine a destination's culture through the lens of language.
- Identify cultural characteristics and norms through observing nonverbal communication techniques of native speakers.
- Creatively problem solve and discern meaning when faced with a language barrier during interpersonal communication.

ACTFL World-Readiness Standards for Learning Languages

Interpersonal Communication: Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions.

Relating Cultural Practices and Perspectives: Learners investigate, explain, and reflect on the relationship between the practices and perspectives of the cultures studied.

Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the differing cultures.

Cultural Comparisons: Learners investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.

School and Global Communities: Learners use knowledge both within and beyond the classroom to interact and collaborate in their community and the globalized world.



Continuity and Change

Students will be able to...

- Analyze why continuity and/or change is more prevalent in some regions compared to others.
- Identify continuity and change in an environment through personal experience.
- Observe how change is portrayed through architecture, development, and culture.
- Make comparisons to the past by experiencing the present.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

1. Culture: Social studies programs should include experiences that provide for the study of culture and cultural diversity.

2. Time, Continuity, and Change: Social studies programs should include experiences that provide for the study of the past and its legacy.

National Geography Standards

NGS 5.2.A: Describe and explain the processes that have resulted in regional change.

NGS 6.2: Changing perceptions of places and regions have significant economic, political, and cultural consequences in an increasingly globalized and complex world.

NGS 10.3: Cultures change through convergence and/or divergence.

ACTFL World-Readiness Standards for Learning Languages

Cultural Comparisons: Learners investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.



Patterns and Trends

Students will be able to...

- Observe the foundations of cultural traditions.
- Visually identify patterns or trends.
- Experience patterns and/or trends that may not be visual.
- See and compare change over time to determine patterns and/or trends.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

3. People, Places, and Environments:

Social studies programs should include experiences that provide for the study of people, places, and environments.

5. Individuals, Groups, and Institutions:

Social studies programs should include experiences that provide for the study of interactions among individuals, groups, and institutions.

National Geography Standards

NGS 4.2: The interaction of physical and human systems result in the creation of and changes to places.

NGS 11.2.A: Identify and analyze the origins and development of and changes in patterns of economic activities.

ACTFL World-Readiness Standards for Learning Languages

Interpretive Communication:

Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.

Relating Cultural Practices and Perspectives:

Learners investigate, explain, and reflect on the relationship between the practices and perspectives of the cultures studied.

Cultural Comparisons: Learners investigate, explain, and reflect on the concept of culture through comparisons of the cultures studied and their own.



Interrelationships

Students will be able to...

- Visually identify and experience natural and human environments that are unique to a particular culture.
- Observe and investigate a system in order to analyze its parts.
- Evaluate a system to determine its impact on other systems and society as a whole.
- Recognize the subtleties that occur within systems to more accurately understand their relationship.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

3. People, Places, and Environments: Social studies programs should include experiences that provide for the study of people, places, and environments.

9. Global Connections: Social studies programs should include experiences that provide for the study of global connections and interdependence.

National Geography Standards

NGS 10.2.B: Explain differences in the human imprints on the physical environment of different cultures.

NGS 11.3: Economic systems are dynamic organizations of interdependent economic activities for the production, exchange, distribution, and consumption of goods and services.

NGS 11.4: Improvements in transportation and communication networks reduce the effects of distance and time on the movement of people, products, and ideas.

ACTFL World-Readiness Standards for Learning Languages

Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the differing cultures.

School and Global Communities: Learners use knowledge both within and beyond the classroom to interact and collaborate in their community and the globalized world.



Geographic Perspective

Students will be able to...

- Analyze a pivotal role of a location during a society's development by exploring the geography.
- Visit specific regions or environments to determine the impact of various issues, events, developments, and/or phenomena.
- Better understand multiple perspectives of issues by interacting with environments, economies, policies, and societies.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

3. People, Places, and

Environments: Social studies programs should include experiences that provide for the study of people, places, and environments.

7. Production, Distribution, and Consumption:

Social studies programs should include experiences that provide for the study of how people organize for the production, distribution, and consumption of goods and services.

9. Global Connections: Social studies programs should include experiences that provide for the study of global connections and interdependence.

National Geography Standards

NGS 5.2.A: Describe and explain the processes that have resulted in regional change.

NGS 9.2.B: Explain why people live in different types of places.

NGS 13.2: Cooperation between countries and organizations may have lasting influences on past, present, and future global issues.

NGS 13.3: Changes within, between, and among countries regarding division and control of Earth's surface may result in conflicts.

ACTFL World-Readiness Standards for Learning Languages

School and Global Communities:

Learners use knowledge both within and beyond the classroom to interact and collaborate in their community and the globalized world.

Making Connections: Learners build, reinforce, and expand their knowledge of other disciplines to develop critical thinking and to solve problems creatively.

Acquiring Information and Diverse Perspectives: Learners access and evaluate information and diverse perspectives that are available through the differing cultures.



Spatial Significance

Students will be able to...

- See the physical differences between regions.
- Experience how various cultures utilize their surroundings.
- Observe various relationships that exist between natural and human environments.
- Differentiate among human, animal, and plant uses in a shared space.

NCSS National Curriculum Standards for Social Studies: Thematic Strands

3. People, Places, and

Environments: Social studies programs should include experiences that provide for the study of people, places, and environments.

National Geography Standards

NGS 15.1.A: Explain how people may view the physical environment as both an opportunity or a constraint depending on their choice of activities.

NGS 15.2.B: Explain how environmental hazards affect human systems and why people may have different ways of reacting to them.

NGS 15.3.B: Analyze the concept of “limits to growth” to explain adaptation strategies in response to the restrictions imposed on human systems by physical systems.

ACTFL World-Readiness Standards for Learning Languages

Interpretive Communication:

Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.

Relating Cultural Practices and

Perspectives: Learners investigate, explain, and reflect on the relationship between the practices and perspectives of the cultures studied.



WorldStrides' Commitment to Social Justice

WorldStrides enables students to see beyond the classroom and to see the world—and themselves—in new ways. Our international programs support multicultural and anti-bias education by meeting **Teaching Tolerance's Social Justice Standards** (tolerance.org/frameworks/social-justice-standards).

Identity Anchor Standards

Identity 2 (ID.9-12.2): Students will develop language and historical and cultural knowledge that affirm and accurately describe their membership in multiple identity groups.

Identity 3 (ID.9-12.3): Students will recognize that people's multiple identities interact and create unique and complex individuals.

Identity 5 (ID.9-12.5): Students will recognize traits of the dominant culture, their home culture and other cultures and understand how they negotiate their own identity in multiple spaces.

Diversity Anchor Standards

Diversity 7 (DI.9-12.7): Students will develop language and knowledge to accurately and respectfully describe how people (including themselves) are both similar to and different from each other and others in their identity groups.

Diversity 8 (DI.9-12.8): Students will respectfully express curiosity about the history and lived experiences of others and will exchange ideas and beliefs in an open-minded way.

Diversity 10 (DI.9-12.10): Students will examine diversity in social, cultural, political and historical contexts rather than in ways that are superficial or oversimplified.

Justice Anchor Standards

Justice 11 (JU.9-12.11): Students will recognize stereotypes and relate to people as individuals rather than representatives of groups.

Justice 13 (JU.9-12.13): Students will analyze the harmful impact of bias and injustice on the world, historically and today.

Request for School Board Approval of **Spring Break 2023 Spain Trip** Spain (Madrid & Andalucía) [Itinerary link](#)

In compliance with Policy 610, Part III, Section A, part 4, below are detailed answers to all the requirements put forth by our school district in order to travel abroad.

- [Link to School Administration Packet from WorldStrides](#)
- [Link to how WorldStrides trips align with national educational standards](#)

Policy 610 FIELD TRIPS

III - TRIPS OUTSIDE OF THE UNITED STATES

A - School-Sanctioned Trips

Part 4. All requests for consideration of foreign educational trips must include the following:

a. Objectives for the proposed trip and the expected learning outcomes.

Students will: ([Alignment with national ACTFL World-Readiness Standards for Learning Languages](#))

- Practice and build upon language skills during real-world situations including meals, transportation, cultural or historic sites, shopping, and conversing with local residents.
- Improve listening and speaking skills when communicating with native and/or fluent foreign language speakers.
- Deeply examine a destination's culture through the lens of language.
- Identify cultural characteristics and norms through observing nonverbal communication techniques of native speakers.
- Creatively problem solve and discern meaning when faced with a language barrier during interpersonal communication.
- Analyze why continuity and/or change is more prevalent in some regions compared to others.
- Identify continuity and change in an environment through personal experience.
- Observe how change is portrayed through architecture, development, and culture.
- Make comparisons to the past by experiencing the present.
- In addition to World Readiness standards, this trip will also cover many Social Studies standards. ([See WorldSTrides Standards Alignment document](#)).

AND:

- Hear and use world languages - real world practice of what is learned in the classroom.
- Learn about history and politics as they see many social policies of Spain in practice
- Participate in educational activities while on the trip that are led by local, certified professionals and their teacher.
 - Spanish Civil War Class
 - Spanish Cooking Class
 - Earn FREE High School Credit
 - Earn FREE three College Credits (if additional project is completed after the trip)
- Learn about the norms and cultures of other countries
- Develop an Intercultural awareness and competence

- Become aware of global issues
- Evaluate perspectives on global issues
- Develop an appreciation of difference in the world
- Become more aware of one's own values and culture
- Be exposed to the Spanish perspective of the U.S. and its role in the world
- Learn about global citizenship.

b. Learning activities to be experienced and exercised during the trip

- This trip to Spain will educate students through authentic travel encounters with the world beyond the classroom. This trip's experiential content meets students where they are on their educational journey. The powerful, trademarked learning tool L.E.A.P. (Learning through Exploration and Active Participation) helps bring this mission to life. Students won't be passive tourists, but rather, active participants in experiential learning with high levels of engagement, guided discussion, questions and answers, and personal connections
- Students are immersed in a learning environment for the duration of the trip. The daily itinerary keeps the students engaged and learning. Over the years I see that the more the students have to experience, the less likely they are to get into trouble. As their teacher, I am with them the ENTIRE trip, using the world as my classroom. There is also a professional guide who is also a teacher that helps teach about the local culture and history. Please see **part F** for the itinerary with detailed daily educational experiences.

c. The grade levels and estimated number of students going on the trip.

This trip is open to students in grades 9-12 who are currently in Spanish or who have successfully completed Spanish I and II. It is estimated that 10-30 students will go. Our max is 40, and because in the past we have had to turn students away, we have to limit this trip to Spanish students. For every six students, there will be one adult chaperone.

d. The estimated cost per pupil and per chaperone

\$3,366 per student

\$3,851 per adult

PROGRAM FEE INCLUDES:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college prep credits upon completion of on-line course (grades 9-12 eligible)
- Centrally located three- and four-star hotels
- Plentiful daily breakfast to start the day energized and ready to go
- Appetizing, culturally representative, three-course dinner daily (lunch replacement where "dinner on your own" is noted)
- Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
- Entrances and transportation to sites and activities described in your itinerary
- Local guide and local bus driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, any required passport or visa fees, optional excursions, or recommended Tips for the Tour Director or multi-day Bus Drivers. Optional excursions, optional pre-paid tips, or other individual/group customizations will be listed as separate line items in the total trip cost, if included.

e. The expected source(s) of funds, including estimated student contributions and/or Means of transportation

- Parents are encouraged to help with fundraising
- Students will each be given a fundraising website where people can donate to their trip
- In the past, we have:
 - Sold Kwik Trip gas cards
 - Held a rummage sale
 - Sold candy bars
 - Sold hanging baskets
 - Students have babysat/raked/shoveled for neighbors for \$.
 - Any student whose household earns less than \$85,000, qualifies for up to \$600 in scholarship financial aid.

f. Itinerary, including the start and ending dates of the trip detailed by the time of departure and anticipated time of return

Requested trip date: March 23 - April 2, 2023

Day 1- Start tour - Fly from DLH (AM departure)

Day 2- Hola Madrid

- Meet your tour director and check into hotel

Day 3- Madrid landmarks

- Madrid guided sightseeing tour
- Visit the Museo del Prado, home of works by Spain's great masters, including Francisco Goya, Diego Velázquez, and El Greco. Details: Prado guided visit with Whisper headsets

Details: **Plaza de España**

- The Plaza de España is a popular place to gather in Central Madrid. It features a large monument to Miguel de Cervante, author of Don Quixote.

Details: **Royal Palace**

- View the Palacio Real, a huge palace begun in 1738 on the site of the Madrid Alcázar, which burned to the ground in 1734. Our tour will take us through some of the palace's 2,000 rooms that the "enlightened despot" Charles III called home. Although the palace is no longer home to the royal family, it is still full of art treasures and antiques, including Tiepolo ceilings and paintings by Goya.

- Details: **Reina Sofia Museum** visit

- Officially recognized as Spain's National Museum of 20th Century Art, The Sofia—as it is more commonly known—is home to an impressive collection from Spain's two greatest 20th century masters. Hosting works of both Pablo Picasso and Salvador Dalí, it's no wonder that The Sofia has risen to such a prominent place in the world of art. Certainly the most famous piece in the museum is Picasso's Guernica, but in addition to this wonderful masterpiece, you'll also find a vast library, archive, bookstore and restaurant.

- **LEAP Cocina Española! - Cooking class** and dinner.
 - Create and enjoy some of Spain's most popular and iconic dishes and discover firsthand what makes these dishes enduring classics of Spanish cuisine.

Day 4- Madrid

- Optional El Escorial & Segovia full day excursion \$89
- El Escorial visit, Segovia Alcázar visit

Details: Segovia Alcázar visit

A castle fit for a king! This stone fortification rises up imposingly from a rocky crag in the old city of Segovia. See its towering round turrets, spindly spires, luxurious throne room and fully stocked armory.

Day 5- Madrid - Toledo

- **Toledo** guided sightseeing tour
 - Details: **St. Mary's Synagogue**
- Visit The Synagogue of Santa María la Blanca, the oldest intact synagogue building in Europe. As it was constructed by the Christian Kingdom of Castile and designed by

Islamic architects for Jewish use, it is considered a symbol of cooperation among the three religions.

Toledo Cathedral visit

- Walk to Toledo Cathedral, considered one of the greatest Gothic structures in Spain. The cathedral actually reflects several architectural styles and features many art treasures, including: the Transparente, a Last Supper in alabaster, El Greco's Twelve Apostoles, and works by Juan de Borgona. The Treasure Room features a 500-pound, 15th Century gilded monstrance, allegedly made with gold brought back from the New World by Columbus. It is still carried through the streets of Toledo during the feast of Corpus Christi.

- Details: **LEAP Spanish Civil War**

- Nationalist? Republican? Argue ideology in a revolutionary roleplay that delves into the causes of the Spanish Civil War!
- Monasterio de San Juan de los Reyes visit,
- Sword factory visit

Day 6- Madrid--Seville

Travel to Seville via Córdoba

Córdoba guided sightseeing tour

Mezquita visit

Details: Travel to Seville via Córdoba

Stop at Córdoba to visit one of Spain's most impressive monuments, the Moorish Mezquita, which dates from the 8th to the 10th centuries. Walk through narrow white-washed alleys, passing tile covered patios, dotted with vibrant colored flowers. Don't miss the beautiful back quarters.

Details: Córdoba guided sightseeing tour

Marvel at the 800 marble columns of the 1,200-year-old Mezquita. Savor the aroma of flower-accented Jewish quarter courtyards in Córdoba with a local guide.

Details: Mezquita visit

Explore Córdoba's exquisite Mezquita-Catedral, originally built as a mosque and later transformed into a Christian cathedral. You will marvel at the hundreds of carved arches, pillars, grillwork, and mosaics that fill this 1,200-year-old building.

Day 7- Seville landmarks

- Seville guided sightseeing tour
 - Alcázar visit, Seville Cathedral visit, Giralda Tower, Plaza de España

- Optional LEAP ¡Ay Flamenco! \$129 - Flamenco class, Flamenco evening

Details: **Alcázar** visit

- Discover the Reales Alcázares, a former Moorish fortress taken over by the Christian kings for use as a palace. It remains one of Spain's best examples of Mudéjar architecture.

Details: **Seville Cathedral** visit

- Visit the Seville Cathedral. We begin with an ascent of La Giralda, the magnificent bell tower, which provides breathtaking views of Seville. We then enter the cathedral, where we will see the Patio de los Naranjos, with its central fountain and orange trees; the Treasury; and the Capilla Mayor, which is dominated by the Retablo Mayor, dedicated to the cathedral's patron saint. Finally, we will view the grandiose Tomb of Columbus, moved to the cathedral in the 1890s.

Details: **Giralda Tower**

- La Giralda is the bell tower of the Seville Cathedral. Originally built as a minaret for the Great Mosque of Seville, a Renaissance style top was added by Catholics after the expulsion of the Muslims during the Reconquista.

Details: **Plaza de España**

- The Plaza de España, located within the Parque de María Luisa, was built for the Ibero-American Exhibition of 1929. Each alcove of the plaza represents a different Spanish province.

Details: **Flamenco class**

- Watch as Flamenco dancers use intricate footwork and elaborate arm gestures to convey the mood of the music, then join them on the dance floor and try out the moves yourself!
 - Details: **Flamenco evening**
- Originating from gypsy music and dance in Southern Spain, flamenco dancing has become a Spanish institution. Dancers use intricate footwork and elaborate arm gestures to convey the mood of the music, which can range from lamentation to celebration. Learn about the history of Flamenco, watch dancers perform and give it a whirl yourself!

Day 8- Seville--Costa del Sol

- Travel to Costa del Sol via Granada
- Alhambra Palace & Generalife Gardens guided visit with Whisper headset
 - Details: **Alhambra Palace & Generalife Gardens** guided visit with Whisper headset
- See the impressive Islamic architecture en route to the massive Alhambra fortress-palace and enjoy the soul-soothing fountains of the Generalife Gardens with a local guide. Please note the guided tour will include entrance to the gardens and rooms surrounding the palace but entrance to the main palace building may not be accessible at all times due to limited availability.

Day 9- Start Extension to Costa del Sol

- Costa del Sol beach time
 - Details: **Costa del Sol** beach time
- Sit back, relax, and remind yourself: You're on the Costa del Sol! With over 150 kilometers of prime beachfront in one of Spain's most popular destinations, life in this part of the world revolves around beach time...and rightly so! With consistently beautiful weather, and even more beautiful scenery, the Costa del Sol gives an entirely new meaning to a day at the beach. So grab your suit, your sunscreen, and your sunglasses and prepare to soak up the "Sol."

Day 10 End tour - Fly to DLH (arrival late PM)

g. Arrangements for meals and lodging

• MEALS:

- Plentiful daily breakfast to start the day energized and ready to go Appetizing, culturally representative, three-course dinner daily. Students will purchase their own lunch. Buying one meal gives the students the option to try new things and to practice their language skills.

• HOTELS:

- WorldStrides guarantees centrally located three- and four-star hotels. The exact hotels will be reserved closer to the departure date when the exact number of travelers is set.

h. Names of proposed chaperones. Chaperones are subject to approval by the Principal and the Superintendent

- Lisa South
- Jay South
- *If we need more, we will advise our principal and the superintendent for final approval.*

i. Plans for providing information to parents and chaperones

- All parents submit TWO emergency contact numbers, and two emails to be used in case of an emergency.

- An emergency contact list is also made by the group leader, myself. I bring a hard and electronic copy of this in case I need to get in contact with any parents on the trip.
- A copy of this list is also given to the administration, and all the parents.
- We will have a group chat for parents using Remind, WhatsApp, and a Facebook
- WorldStrides will also contact all emergency contacts in case something were to happen to our group.

j. Plans for emergencies

- WorldStrides has 24/7 doctors available on call for emergencies (FREE to participants)
 - Medical and Medical Evacuation insurance are included at no extra cost.
- WorldStrides has representatives on call 24/7 - I only need to call and a representative will arrange a new hotel, transportation, or flight.
- Students will be given a small card that I print on cardstock that they are to keep with their passport under their clothing (in their neck/waist pouch). This card contains:
 - *My personal cell phone number*
 - *The cell phone number of our tour director*
 - *WorldStrides emergency number*
 - *The name, address and number of all our hotels*
- As the group leader, I collect all the numbers for **consulates, embassies, and local fire/police** ahead of time. Students are briefed on what to do in an emergency before they depart, again in the airport as we travel there, and a third time once we land (by our tour director).
- I also collect copies of passports in case a passport is lost (this speeds the process greatly).
- Prior to departing, any student that has a medical issue will submit a form to me so that I, the other chaperones, and the tour director can be aware of the issue and prepare to handle any potential problems.

k. Plans for inclement weather

- We travel with a Tour director who knows all the places we go well. Weather will impact at least one day and we will find an alternate option that is also educationally engaging for the students to participate in. We never sit at the hotel due to weather, we make other viable plans.

l. Behavioral expectations for all participants, including staff, chaperones, and students

- Prior to enrollment, I am upfront with my behavior expectations of students. They must adhere to school rules, WorldStrides's rules and any additional rules that are given on tour for safety reasons.
- WorldStrides's behavior expectations: (on next page)

BEHAVIOR CONTRACT: STUDENT RULES AND REGULATIONS

The WorldStrides program you have elected to attend offers many unique opportunities and experiences. Beyond the educational benefits, the trip offers opportunities to form new friendships and to meet the challenges of independence.

We at WorldStrides promote a program atmosphere where chaperones and students support one another with genuine respect. As a student participant, it is your responsibility to help make the trip a positive and enjoyable experience for yourself, fellow students, and chaperones. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions. You are expected to exhibit honesty, courteousness, and consideration toward others. This includes those in your group, as well as anyone else with whom you may come in contact, such as motorcoach drivers, Course Leaders, guides, and restaurant and hotel staff.

Our goal at WorldStrides is to make this program an educational, safe, and enjoyable experience for everyone. We require your cooperation and commitment to the following behavior standards to help us meet this goal.

We expect the student/participant to obey the following rules of behavior:

- **The student is to follow the directions and the rules and regulations established by the chaperones both prior to and during the trip.**
- Alcohol and Tobacco – No use of tobacco or non-prescription drugs is allowed. No consumption of alcoholic beverages is allowed during free time or by anyone under 18 years old at any time.
- Drugs –International laws and penalties with regard to the possession and usage of narcotics are more severe than those in the United States. Whether a juvenile or adult, you are out of the U.S. government jurisdiction. All drug use is strictly prohibited.
- Arrests – WorldStrides participants arrested by foreign authorities are not the responsibility of WorldStrides. If arrested, the student may be subject to prosecution by local law enforcement authorities and must understand that WorldStrides has no obligation to defend him/her in such proceedings. Parents and guardians will be informed of the phone number and address of the appropriate law enforcement agency to contact.
- The student shall comply with all rules and regulations of the various governmental and vendor agencies (such as airlines, hotels, bus companies, etc.)
- The student shall respect and follow the directions of the chaperones, Program Leader, and WorldStrides staff.
- The use of hotel facilities carries with it the responsibility of leaving them in the same conditions in which they were found. The student is responsible for any damage.
- Quiet hours at the hotel will be observed from 11:00PM until 6:00AM. Curfew at the hotel is 11:00PM. Students must remain in his/her room until the start of the following days activities.
- Students may not leave the group at any time unless specifically authorized to do so by the chaperones.
- The student must sleep in his/her assigned hotel room each night.
- Good common sense, respect, and consideration for others and their property should be practiced daily.
- The student is solely responsible for keeping safe possession of his/her passport and other travel tickets and documents.

If the student should violate any of these rules, he/she may be sent home at the sole discretion of the chaperones. In such cases, the parent/guardian will be contacted and the student sent home at the parent's expense.

Student Contract: I have read, and I understand the behavior rules and regulations of the WorldStrides tour. I agree to comply with all of these rules and regulations.

Student signature _____ Date _____

Parent Contract: I have read, and I understand and support the rules and regulations of the WorldStrides tour. I represent that my child or ward has read the rules and regulations and has agreed to comply with all of them. . It is understood that the signature on this behavior contract of one parent or guardian implies the consent of the other.

Parent signature _____ Date _____

For students, these are my expectations - in addition to the School rules and WorldStrides's rules:

- - Be Responsible / trustworthy
- - Be punctual
- - Abide by all Curfews
- - Be a good representative for Cloquet, MN and the USA
- - Have Positive Attitude / Get along well with others
- - Be able to walk every day in the heat
- - Have a desire to learn more about each place we will visit
- - Make every effort to learn about the places we will visit before the trip
- - Follow safety rules given by the Group leader or the Tour Director
- - Be comfortable rooming with three other students of the same gender.

For parents these are my expectations (in addition to WorldStrides's rules for adults):

- Always remember: This is a **STUDENT** trip.
 - PUT THE STUDENTS FIRST!
 - Help out when needed
 - Be a positive example
 - Be kind to ALL students
 - Make ALL students feel welcome, help them enjoy the trip
 - Help meet any needs students have
 - NEVER complain in front of the students
 - Be comfortable rooming with another adult of the same gender
-
- I, along with other chaperones, do room checks to ensure that all kids are safe. The curfew is mainly for safety, but it is also so that they get all they can out of this trip. We have class everyday and they need to be well rested for the immersive experiences of each day.

m. Student accountability for behavior must include all District rules that are ordinarily applicable to all students in school and during school activities

- Students/parents are informed of this at the meetings, prior to departure, and again when on tour.
- I take pride in the fact that whenever I have traveled with a group from Cloquet, we get compliments from the people in other countries that we interact with. Sometimes some groups travel abroad and give a very bad impression because the students have not learned anything about the CULTURES or the LANGUAGES ahead of time. We try our best to prepare our students prior to travel and during travel.
- I remind students that they are not only representatives for our COUNTRY, but also for the state of MINNESOTA, and our town of CLOQUET. We represent well!

GENERAL TERMS BEFORE WE GET STARTED

Important Information

By registering for this program, you are agreeing to participate in a full-service group educational travel experience, operated by Lakeland Tours LLC dba WorldStrides, or one of our affiliate businesses. Because of the unique nature of group travel, many elements of your program and itinerary may be selected and/or scheduled at the direction of your group's Program Leader (the teacher, administrator, or parent from your school or community), who will act as your group's representative. Further, please note that, while WorldStrides and its affiliates will arrange the various travel elements for your trip, the total price quoted for your program includes additional pre-trip services, including but not limited to the development of the associated educational content and materials, the printing and distribution of program materials, the costs associated with our various group health and safety measures, and the administrative and service costs related to group management.

Waiver & Release

All participants must agree to a signed Participant Release and Binding Arbitration Agreement at the time of registration. This form can be viewed and agreed to during online registration, or printed, signed, and returned to WorldStrides via email to: customerservice@worldstrides.org or by mail to: PO Box 9033, Charlottesville, VA 22906

FLEXIBLE PAYMENT OPTIONS

We provide you with options and flexibility to make our educational experiences more accessible.

What are your payment options?

1) Monthly Automated Payments: Pay your deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

2) Pay in Full: Pay in full at the time of enrollment.

3) 4-Step Manual Payments: Pay your deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 110 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments – deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 110 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

All full-paying participants, including participants who have previously traveled, are required to pay a deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on your account.

Your account must be paid in full by the final payment deadline or your account will be subject to cancellation.

What if you're late on a payment?

Late Registration, Late Payment, and Fees: WorldStrides charges a late registration charge of \$145 if enrollment is less than 110 days before departure. If you are late on any payment, you will be subject to a \$50 late payment fee. No personal checks or business checks will be accepted after the final payment deadline. Only certified check, money order or credit card payments will be accepted. There is a \$35 service charge on returned checks, declined credit cards or declined e-checks. A \$200 fee may apply for any name changes made within 85 days of departure. A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

Waitlist: Your program space is not guaranteed until your account has been paid in full and you have been advised in writing that all conditions for travel have been satisfied. If you are placed on a waitlist due to late registration or an outstanding account balance after final payment date your account must clear waiting list procedures and may involve additional airline and other charges.

What do you need to know about your program fees?

The price quoted is based upon a minimum number of travelers. The price quoted is also subject to adjustment if the minimum enrollment is not met, if the program content or itinerary changes, or in the event of circumstances beyond WorldStrides' direct control. Your group may be combined with other group(s) on the program to reach minimum. The combinations may not be of the same age level or have the same itinerary. If the Program Leader chooses not to be combined and travels with less than the minimum number of participants, an additional cost will be charged to your account.

Non-Refundable Fees: The fee for enrollment in a Trip Protection Program (discussed below), your deposit, any handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, late payments, and registration fees are not refundable under any circumstances.

What is not included in your program fees?

Unless specifically stated in your program, WorldStrides' program prices do not include college credit fees, passport fees, visa fees, trip protection fees, baggage charges, portage at airports and hotels, gratuities to guides or bus drivers, private or small group fee, expenses incurred during free time, optional excursions, trip extensions, local transportation to unscheduled activities, transportation from your home to the origination point of the program, overnight lodging and meals prior to departure or upon return from a program or the weekend supplement if your departure or return flight falls on a Friday, Saturday or Sunday (not applicable to tours to the United States, Canada or Puerto Rico).

Adult Supplements: Adults are automatically placed in twin rooms unless a single room upgrade is requested and available for the required additional applicable fee(s). Depending on the selected tour type, adult groups may be combined with student groups. In addition to the twin or single room fee, adults pay a supplement fee of \$125.

EXPLORE BEYOND THE CLASSROOM!

Program Information

Prior to departure, you will receive details regarding flight and hotel information, departure and return times, packing tips, drop-off/pick-up locations, etc. Flight times, airlines, itineraries, tour leader(s), and hotel information are subject to change. This is especially true when participating in a tournament or event, where WorldStrides is subject to the program hosts' schedule, accommodations, and transportation.

Protecting You on Tour

While on tour, all participants are provided with accident, illness, and accident-related dental insurance coverage to cover out-of-pocket costs beyond the participant's own insurance. This insurance covers up to \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental. Pre-existing conditions are not covered. Any charges not covered are the responsibility of the participant. Other limitations may apply. Full details are available at www.tripmate.com/wpF369W.

Please note, participants are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations, and any other medical care and treatment.

Age Restrictions for Young Travelers

We do not accept applications for travelers under the age of 6 at time of departure. Registration for children 12 and under is subject to individual review, and the decision to allow participation in a trip is at the sole discretion of WorldStrides.

Travel Documentation

Every participant is responsible for obtaining the required documentation necessary prior to departure, such as a valid passport, visa, transit visas, notarized parental consent form (if applicable), and any required travel insurance coverage. Secure flight data (including name and birthdate) must fully match the information provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service to keep the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 85 days prior to the group's departure date. If changes

occur after that date, the participant must contact customer service and additional change fees will apply. Visit the Transportation Security Administration website at www.tsa.gov for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply. Reservations are not transferable at any time.

Course Credit

Because WorldStrides holds various accreditations, participants may qualify for course credit for participation in a WorldStrides program. Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility. WorldStrides is not responsible for the approval or issuance of course credit.

Optional Accommodations for Individuals and Groups

Participants may upgrade to a twin or single room for an additional fee upon availability. All participants aged 22 and younger at time of departure room in same-gender rooms in triple or quad rooming with travelers from the entire group. Minors, under the age of 18, are not able to room by themselves. Alternatively, your Program Leader may select a custom or "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

Tour extensions: For the majority of WorldStrides' programs tour extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on the agreed upon paying participants. If there are fewer than participants enrolled on a tour extension, WorldStrides reserves the right to add a surcharge or cancel the tour extension at its discretion.

Stay-ahead and stay-behind: If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, WorldStrides can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants. If an individual participant would like to opt to stay ahead or behind your scheduled tour, WorldStrides can arrange the airline ticket for a service fee of \$145 if requested upon enrollment. If requested after enrollment and up to 110 days prior to departure, the fee is \$195. We will change your airline ticket and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Land-only: Some Program Leaders may opt for the group to arrange for your own airline tickets and begin your tour at the first hotel at destination. You are solely responsible for transport to/from airports, including the ground transport to meet/depart from the group. For some of our tours, individual participants may opt to arrange your own airline tickets and join the group at the hotel at the first overseas destination your tour fee will reflect the discounted land only rate. You may select this option upon enrollment or up to 110 days before departure and thereafter additional fees may apply. This option is not available less than 90 days before departure. Land only participants are responsible for their own airline tickets and airport transfers. If a participant books airfare prior to the trip being confirmed by an Account Manager, WorldStrides is not responsible for any flight reimbursements/refunds.

Optional excursions: On the majority of our international programs we offer a number of optional activities pre-negotiated with our overseas suppliers. For most optional activities you can enroll online up to 110 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. All optional excursions are based on the agreed upon paying participants. If there are fewer paying participants enrolled on an optional excursion, WorldStrides reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Alternate departure airport: Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Worldstrides' gateways.

If you are traveling outside of WorldStrides scheduled tour dates, the participant is responsible for all associated costs. WorldStrides is not responsible for participants when they are not part of WorldStrides organized activities, during deviations and/or stay-ahead/stay-behind optional periods, and any time that the activities do not include the services of a WorldStrides Tour Director.

Frequent Flyer Miles: Frequent flyer miles are not available to participants.

Personal Property

Participants are fully responsible for any costs arising from the damage, loss, or theft of any personal property during the program.

Travelers with Disabilities

WorldStrides happily welcomes all travelers on our tours. However, the trips are fast-paced, require a great deal of walking, and can be physically demanding. Due to these restrictions, you may not be able to fully participate in the tour. Furthermore, WorldStrides is not responsible for any denial of service by carriers, hotels, restaurants, and other independent suppliers, and cannot refund the cost of any activity in which you were unable to participate. We encourage that any disability requiring special attention be reported to the Program Leader and WorldStrides at the time you make your reservation. WorldStrides will make reasonable attempts to accommodate special needs. Travelers requiring extraordinary assistance must be accompanied by a paying companion who is capable of and totally responsible for providing the necessary assistance.

Special Dietary Requirements

WorldStrides cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associated with food or drink, including allergies. Dietary requirements and restrictions are the sole responsibility of the participant.

Supervision/Behavior

WorldStrides, the Program Leader, and chaperones establish behavior rules and directions for all student participants. Failure to abide by the rules or directions may result in the student being sent home at the parents' expense without any right to a refund. All program participants will be responsible for their own actions at all times, and the Program Leader and chaperones will be held accountable for the action of all participants in their group.

Consumption or possession of alcoholic beverages or drugs of any kind for which you do not have a valid prescription, behavior infringing upon the ability of others to enjoy the Program, or compromising your own or others' safety, or is otherwise inappropriate, or violates the law as well as violation of certain other rules, constitute grounds for immediate expulsion from the tour.

WorldStrides is committed to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

On occasion, program participants may be allowed by the Program Leader to leave the group and to explore on their own. WorldStrides has no responsibility for participants when they are on their own and it is the sole responsibility of those participants to take whatever actions are necessary to rejoin the group, at their own cost. If a program participant is late in appearing for a scheduled departure, the Program Leader has no duty to delay the Program to wait for the participant.

What happens if your program changes after registration?

Program Changes Made by WorldStrides: Changes or substitutions in hotels, itinerary, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable. Changes in itinerary, including reversing the itinerary, changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries may occur. On certain dates some attractions or activities may be closed, and the availability of some venues advertised or communicated cannot be guaranteed. Some venues may require special equipment. Venues may also close without prior notice due to public holidays, festivals and routine maintenance. In these instances, no refunds can be given. Whenever possible, suitable alternatives will be provided.

WorldStrides reserves the right to change the date of departure by no more than two days from the original departure date in spring (Oct-Apr) and three days in the summer (May-Sept). These changes are not grounds for cancellation without penalty or for refunds after the tour.

On occasion, WorldStrides must change dates of a scheduled program by more than 3 days as the result of Exceptional Circumstances, as defined below, or as a result of operational challenges or difficulties, including without limitation, travel restrictions, event cancellations, facility closures, government-imposed restrictions/closures, or other reasons beyond the control of WorldStrides.

Should WorldStrides need to change the destinations visited and/or the dates of a scheduled program by more than 3 days, we will work with your group's Program Leader to reschedule your trip to dates that work for your group.

Changes Made by Your Group: WorldStrides offers its WorldClass Flex Program to enable groups to plan trips with confidence. We understand your group may need to change your trip due to unforeseen circumstances. If your group decides they are not comfortable traveling to the planned destination or on the scheduled dates, the group can move the trip to an alternative destination or move to a

new future date up until 60 days before departure. Changing the destination or date of the trip will be determined based on availability of trip components including, but not limited to, accommodations, venues, attractions, content, meals, and transportation. We will work with your Program Leader to find an alternative future date up to 24 months from your original departure date. Your group will be able to adjust your trip with no additional fees, just the difference (if applicable) in the price of the new trip.

In the event a tour is moved to the future, all monies paid (less any Non-Refundable Fees) can be transferred from an existing participant to a new participant if the new participant enrolls (which enrollment will include express agreement to these Terms and Conditions) by 110 days before departure. Once funds are transferred, the new participant is subject to the full Terms and Conditions and standard refund policies as defined for the group on the original scheduled trip.

If you or your group reschedules to a new destination or date and then decides to cancel, the cancellation fees will be calculated from the date of transfer from the original tour and standard cancellation fees will apply.

For departures from cities with multiple airports within a reasonable distance, WorldStrides will book flights interchangeably between the airports

What if you have to cancel your registration?

All cancellations must be made in writing by the person listed on the registration form to your account representative or customer service at customerservice@worldstrides.org or via mail to WorldStrides, P.O. Box 9033, Charlottesville, VA 22906-9033, must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address.

The Program Leader may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies.

All refunds are issued using the original form of payment on the account. Check refunds are only issued to the primary responsible party listed on the account. WorldStrides accepts payment via check, e-check, debit card, and credit card. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your WorldStrides account, WorldStrides is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment.

Standard Cancellation Policy: The services and value we provide begin long before your date of departure, and there are significant unrecoverable costs as your departure date approaches. Therefore, if you do not enroll in the Cancel for Any Reason Plan and you, the Program Leader, school, or school administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain (in addition to the Non-Refundable Fees):

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less

Cancellation due to Exceptional Circumstances: If your group is unable to reschedule your trip to a new destination or date, and your program is canceled or cannot be delivered due to Exceptional Circumstances (explained below), travelers who did not purchase the Cancel for Any Reason Plan, will be refunded all monies paid less Non-Refundable Fees and an additional cancellation fee of \$399 for trips involving international air travel, \$289 for trips involving domestic air travel, or \$149 for trips involving domestic bus travel. After August 2021, cancellation fees for non-purchasers of Cancel for Any Reason Plan will be \$499 for international air travel, \$389 for domestic air travel, and \$189 for domestic bus travel. Please note – these fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program, that are incurred by WorldStrides prior to the date of departure.

Exceptional Circumstances: Without limitation, WorldStrides, including its affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of WorldStrides, in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances. Exceptional Circumstances may also justify postponement or (if postponement is not achievable) cancellation of trips. Exceptional Circumstances include, but are not limited to, acts of force majeure, war (whether declared or not), criminal or terrorist activities of any kind or the threat thereof, civil unrest, strikes or other restrictive labor

activities, illness or disease, actual, perceived or threatened epidemics or pandemics, government-imposed travel restrictions or closures, and other events outside WorldStrides' control that make performance of a trip as contemplated impossible or impractical.

PROTECTING YOUR INVESTMENT

Through Trip Mate, our third-party travel protection plan provider, WorldStrides offers two great plans that help protect your educational travel investment.

Travel Protection Plan: Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip. This plan may not be purchased after you have made the final payment for your trip.

Ultimate Travel Protection Plan: Along with providing you the same benefits as our standard Travel Protection Plan, the Ultimate Travel Protection Plan Plus also includes a Cancel For Any Reason benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1. Payment for this plan is received by WorldStrides within 14 days of the initial deposit/payment of your trip; and
2. You cancel your trip 48 hours (2 days) or more before your scheduled trip departure date

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by WorldStrides; or 2) the failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations. It is provided by WorldStrides and is not an insurance benefit underwritten by Tripmate. It must be purchased at enrollment or within 14 days of the initial payment of your trip.

For more information, visit <https://worldstrides.com/travel-protection-plans/>.

For the Description of Coverage online, view the policy details at <https://www.tripmate.com/wpUF380H>.

The cost for the Travel Protection Plan is \$149 and the cost for the Ultimate Travel Protection Plan is \$249. **The plan should be purchased at the time of enrollment, and cannot be refunded once selected.**

USTOA Membership Means You're Protected: WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

GENERAL INFORMATION

Third-Party Providers: Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not

liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party.

Participants traveling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at this page: <https://www.celestialcruises.com/en/conditions-of-carriage>

Arbitration: Any dispute concerning these Terms & Conditions and/or any other matter concerning the trip, including, but not limited to, any events and circumstances occurring during the trip, shall be resolved exclusively by binding arbitration in Charlottesville, Virginia, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Virginia law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable. By accepting these Terms and Conditions, you are irrevocably, unconditionally, and expressly submitting to binding arbitration, in lieu of having any such dispute decided in a court of law before a jury.

Privacy: Because the nature of our business requires coordination with various providers who deliver the travel services, it is necessary to share some personal information from time to time. For more information, please visit: worldstrides.com/privacy-policy.

Seller of Travel Registrations:

- Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.
- California Seller of Travel Registration No: 2041618-20. Note: Registration as a seller of travel does not constitute approval by the state of California. WorldStrides' principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides' default. These Term and Conditions apply to the maximum extent permissible without violating individual applicable state laws; to the extent state law invalidates any provision, all provisions not invalidated by state law will remain in force.

Please note: A participant will not be allowed to travel on a WorldStrides tour if his/her name does not appear on the travel roster on the day of departure, or if he/she has not submitted a signed waiver and release form, emergency medical release form, or personal behavior contract. By registering for a WorldStrides trip, and making an initial deposit, participants and/or persons listed on the account are agreeing to and consenting to these Terms and Conditions. If you do not understand any of the foregoing Terms and Conditions, or if you have any questions or comments, please contact WorldStrides Customer Support at 1-800-468-5899.

Rev. 2/21



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary
Superintendent

FROM: Elizabeth Dohnansky
Foodservice Director

DATE: November 17, 2021

RE: **Internal Transfer Notice**

Carmen Dougherty 3.0 hr/day to 5.0 hr/day CHS
Starting date January 4, 2022

November 15, 2021

Dear Superintendents and School Board Members:

Thank you for all you do for the children of Minnesota. We know that the past 19 months have been enormously challenging for our schools, our families and our children. We are grateful for your leadership and resiliency during these trying times and want to support you in making this a successful school year.

We are writing today to express our concern with high cases of COVID 19 in Minnesota school children. While children are generally less impacted by COVID 19 than adults, they are still at risk for severe disease, hospitalization, and death. About 1 in every 100 children with COVID 19 ends up in the hospital. Further, some children experience ongoing symptoms for a prolonged period after acute infection, even if that infection has been mild (long COVID). Since school started this fall, we have seen an alarming rise in childhood cases and a subsequent rise in hospitalized children and children admitted into intensive care, and sadly, one student has died. Additionally, eight Minnesota school staff have become infected and died of COVID since school began this fall.

Minnesota's students benefit from in-person learning and enabling in-person instruction as safely as possible for the 2021-2022 school year for all students is a priority. However, without effective disease mitigation strategies in place, children and school staff are being put at undue risk. As Minnesota's Commissioner of Health, and as the president of the Minnesota Chapter of the American Academy of Pediatrics (AAP), we urge you to make sure all schools follow the updated, current Centers for Disease Control and Prevention (CDC) guidance for COVID-19 prevention in pre-K-12 schools. We must take this pandemic seriously and prioritize our children's health and education. We need to ensure that all of Minnesota's children have access to safer, in-person education. The CDC and MDH recommends the use of multi-layered mitigation strategies. These layered strategies include:

1. **Promoting Vaccination.** Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Vaccination limits the spread of SARS-CoV-2 and markedly decreases severe illness from COVID-19. Anyone eligible for vaccine - teachers, staff, parents, and children five (5) years and older should be vaccinated.
2. **Universal Masking.** All schools are urged to adopt a policy requiring universal masking for students, faculty and staff, and guests. The CDC, the American Academy of Pediatrics and MDH all recommend universal masking in all K-12 schools. The vaccine protects well against severe disease including hospitalization and death. When looking closely at infection and transmission, although vaccinated people are five-times less likely to get infected than unvaccinated people, infections and transmission can occur. More information on the science behind masking, correct mask usage, and exceptions to universal mask wearing are found on both the CDC and MDH websites.
3. **Physical Distancing.** Schools should maintain at least 3 feet of physical distance between students within classrooms whenever possible. When it is not possible to maintain 3 feet of distance between students, it is especially important to layer other prevention strategies, and consider cohorting. Six feet of distance should occur between adults and between adults and students.
4. **Staying home when sick.** Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others. Schools should adopt a policy requiring students, teachers, and staff to stay home if they have COVID-19 symptoms or test

positive for SARS-CoV2. Anyone with symptoms should be tested and stay home until their test results are known. If someone has COVID-19, they should stay home for at least 10 days after symptom onset (or a positive test if they are asymptomatic) with improvement of symptoms and are fever free without the use of fever-reducing medications for at least 24 hours before returning. For more information, see the MDH decision tree at <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.

5. **Screening Testing.** Schools should implement a program for voluntary screening testing of unvaccinated students, teachers and staff. In addition, regular, frequent testing of students participating in sports and other high risk extracurricular activities, can help decrease potential spread of SARS CoV-2.
6. **Contact Tracing and Quarantine.** Schools should develop a plan to support contact tracing and enforce quarantine recommendations by local and state health officials. The Delta variant has a higher attack rate than the original strain of the virus. This means that more people who are exposed to an infectious person with the Delta variant are likely to get infected than people who were exposed to someone with the original strain of SARS CoV-2. "Timely contact tracing can interrupt the ongoing transmission of a disease and reduce the spread of infection, catching and controlling new outbreaks before they are able to grow.
7. **Ventilation.** Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. Ventilation improvements that bring fresh outdoor air into a building alongside [other preventive strategies](#), help keep virus particles from concentrating inside.
8. **Notification of Cases.** School boards and other school leaders are reminded of the required reporting to MDH of any known COVID-19 cases under Minnesota Rules section 4605.7070. A link to the Case Report Form is at <https://www.health.state.mn.us/diseases/coronavirus/schools/plan.html>. Failure to promptly report cases could result in a monetary penalty or other enforcement action.
9. **Additional layers of prevention.** Schools should teach and implement appropriate handwashing and respiratory etiquette and ensure frequent cleaning and disinfection of surfaces at schools.

More detailed guidance can be found on [MDH's website](#). We share your commitment to enable in-person learning and to support the health and well-being of your school community. We know it can be challenging to implement these measures. However, the adoption of these multilayered strategies will give our children the best chance for a safer in-person school year with fewer interruptions. Your leadership and partnership are vital and we thank you for all that you are doing to help protect Minnesotans.

Sincerely,



Jan K. Malcolm
Commissioner, MDH



Sheldon Berkowitz, MD
President, MN Chapter AAP

Frequently Asked Questions: COVID-19 and Schools

UPDATED 11/4/2021

What can schools do to support safe, in-person learning?

In July 2021, the State of Minnesota rolled out an updated guidance document, [Best Practice Recommendations for COVID-19 Prevention in Schools for the 2021-22 School Year \(PDF\)](#), that emphasized layered prevention strategies. This means using multiple prevention strategies consistently to reduce COVID-19 spread. Among the recommendations:

- All people eligible for COVID-19 vaccination should get vaccinated.
- All students, teachers, staff, and visitors in school buildings should wear masks indoors regardless of vaccination status.
- Schools should maintain at least 3 feet of distance between students within classrooms whenever possible.
- Students, teachers, and staff should stay home if they have signs of any infectious illness and should contact their health care provider for testing and care.
- Students, teachers, and staff who have been fully vaccinated do not need to stay home even if they have had recent close contact with a confirmed case, so long as they remain asymptomatic and do not test positive. Follow CDC testing guidance for anyone exposed to a confirmed case.
- People not fully vaccinated and returning to in-person school, sports, or extracurricular activities (and their families) should get tested regularly for COVID-19 as advised by CDC.
- Schools should continue to maintain rapid and thorough contact tracing in combination with isolation and quarantine, make or maintain ventilation improvements, promote handwashing and covering coughs, and conduct routine cleaning and disinfection. These layers of prevention help reduce the potential for spread in the school setting.

While there is no longer a state requirement that schools follow this guidance, these measures are important and represent the most current science-based best practices for safe in-person learning. The recommendations are designed to support local school boards and school leaders as they make policy decisions and help maximize the chances for in-person learning.

The Minnesota Chapter of the American Academy of Pediatrics, representing 1,000 pediatricians across the state, supports these recommendations and recognizes the importance of in-person learning for our state's students.

What's the bottom line on masks as a prevention tool?

The American Academy of Pediatrics has a helpful mask myth-busters [website](#) that addresses potential questions parents might have around masks for children. In addition, for more information on masks check out the recent [CDC science brief](#) on the topic.

The bottom line is that masking reduces transmission of COVID-19. Your mask protects you and those around you. One person wearing a mask indoors is good protection. A classroom or school full of people wearing masks is better protection. Masking is an excellent complementary measure in addition to vaccinations, and universal indoor masking is particularly valuable in settings that include people who are not vaccinated.

If COVID-19 is generally less severe in young, healthy people, why does it matter if they get vaccinated?

Earlier this year the American Academy of Pediatrics issued a document titled [COVID-19 Guidance for Safe Schools](#), in which the organization and its members called for all eligible people to receive the COVID-19 vaccine.

While it is generally true that severe cases of COVID-19 are more likely in older people and those with underlying health conditions, that is not always the case. From July 1 – Oct. 26, there were more than 45,200 pediatric cases of COVID-19 and more than 300 child hospitalizations related to COVID-19 in Minnesota. For much of this autumn, pediatric ICU beds have been filled near capacity by children sick with COVID-19 or other illnesses. We can't predict which child will have severe illness, so prevention through vaccination is the best protection.

It is also important to remember that COVID-19 can also have long-term consequences. More than 100 Minnesota children have been diagnosed with multisystem inflammatory syndrome (MIS-C), a rare but serious inflammatory condition associated with COVID-19.

While a previous case of COVID-19 may provide some protection, recent analysis of data from 187 hospitals in the United States found that unvaccinated people with prior COVID-19 infections were 5.5 times more likely than fully vaccinated people to develop COVID-19.

Fortunately, Minnesota children age 5 and up are now able to get vaccinated and benefit from that vital layer of protection against COVID-19. Getting your child vaccinated gives you reassurance that your child is well-protected from the worst impacts of COVID-19. Getting your child vaccinated also protects other family members, friends, and neighbors.

Are the vaccines safe?

The American Academy of Pediatrics has developed [The Science Behind COVID-19 Vaccines: Parent FAQs](#). To summarize, tens of thousands of volunteers participated in clinical trials and those trials showed that the COVID-19 vaccines are remarkably safe and effective.

More than 11 million kids – nearly half of all children in the U.S. between ages 12 and 17 – have been fully vaccinated. Most side effects were mild and short-lived. In fact, common, mild reactions were **less** common in the 5- to 11-year-olds in the clinical trial compared 16- to 25-

year-olds. More serious effects such as a severe allergic reaction have been extremely rare (see [Safety of COVID-19 Vaccines](#)).

When assessing potential risks, it is very important to keep in mind that there are potentially serious risks associated with COVID-19 infection. About 25% of COVID pediatric deaths have occurred in healthy children. Common underlying conditions that many kids have, like asthma and obesity, can put kids at an even greater risk of severe illness. And while many young people who test positive for COVID-19 have mild symptoms, some experience symptoms more than a month after they've been infected. Several post-COVID conditions have been identified in kids, including recurring symptoms referred to as “long COVID.” COVID-19 vaccines are the best way to protect against COVID-19 and long COVID. More details can be found on the [AAP website](#).

What should people do if they are exposed to a COVID-19 case?

If you are fully vaccinated and have been exposed to someone with COVID-19:

- You do NOT need to quarantine after contact with someone who had COVID-19 unless you have symptoms.
- It's best to get tested 5-7 days after exposure, even if you don't have symptoms.
- Mask indoors in public for 14 days after exposure or until your test result is negative.

If you are not vaccinated and have been exposed to someone with COVID-19:

- Stay home 14 days after your last contact with a person who has COVID-19. A shortened quarantine period is possible in some cases. See [Close Contacts and Tracing: COVID-19](#).
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from people you live with, especially people at higher risk.
- If you have symptoms, immediately self-isolate and [get tested](#).

Winter in Minnesota means cold-and-flu season. What should people do if they have symptoms of a respiratory illness?

People with COVID-19 report a wide range of symptoms, from mild to severe. Some COVID-19 symptoms overlap with those of other infections such as the common cold and influenza. Symptoms may appear 2-14 days after exposure to the virus, and they may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headaches, muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

FAQ: COVID-19 AND SCHOOLS

If you or a family member develop any of these symptoms, the best way to know if it is COVID-19 is to get tested. Until you have the test result, stay home and avoid close contact with others including those in your own household. If you test positive, follow CDC guidelines for [isolation](#).

**DEVELOPMENT AND MAINTENACE OF AN INVENTORY OF FIXED ASSETS AND A
FIXED ASSET ACCOUNTY SYSTEM ADMINISTRATIVE RULE****I. DEFINITIONS:**

- A. Defines dollar thresholds and descriptions for categories of capital assets for all departments of the district.
- B. Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, and vehicles acquired by the District for use in providing services to the public. A capital asset is to be reported and depreciated in government-wide financial statements. In the government-wide financial statements, assets that are not capitalized are expended in the year of acquisition.

II. ACCOUNTING:

- A. Inventory Record. The District shall inventory all capital assets. Each inventory record should include: description, year of acquisition, donation, etc.), cost or estimated cost, estimated useful life, location, serial # (if applicable).
- B. Recording Land. Land is to be capitalized but not depreciated. It is recorded at historical cost and remains at that cost until disposal.
- C. Recording Land Improvements. Land improvements include items such as excavation, driveways, sidewalks, parking lots, retaining walls, fencing, signs, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose.
- D. Recording Buildings. Buildings should be recorded at either their acquisition cost or construction cost. The cost of new construction should be carefully evaluated because projects usually consist of major components such as land, land improvements, building construction (including professional fees and permits), furniture, fixtures and equipment. In addition, buildings include components such as roof, air conditioner system, etc. that should be recorded separately when significant because these building components have different useful lives. The value of each component needs to be determined and placed within its own category.
- E. Recording Building Improvements. Building improvements that extend the useful life should be capitalized. Examples of building improvements include roofing projects, remodeling or replacing major building components.
- F. Recording Construction in Progress. Construction in progress should be capitalized and not depreciated. It should be reported with land and other non-depreciating assets at the government-wide level.
- G. Recording Machinery and Equipment (Including Office Equipment). Assets such as furniture, machinery and equipment (that meet threshold levels) should be capitalized and inventoried.

- H. Recording Vehicles. Vehicles should be identified, inventoried, and depreciated.
- I. Establishing and Setting the Threshold Levels for Recording Capital Assets. The following elements of useful life and asset costs are established for capitalization of assets:

- 1. Estimated Useful Life - The first criterion is useful life. An asset must have an estimated useful life greater than one (1) year to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year or less will not be capitalized.
- 2. Asset Cost - The second criterion for determine depreciable capital assets is cost. The capitalization threshold shall be established as follows for per individual asset item:

Land & Construction in Progress	\$5,000
Land Improvements	\$5,000
Building & Improvements	\$5,000
Equipment & Transportation Vehicles	\$5,000

- J. Depreciation Definition. Depreciation is the process of allocating the cost of tangible property over a period of time rather than deducting the cost as an expense in the year of acquisition.

It is the District's policy to use the straight-line depreciation method. The basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life.

To calculate depreciation on a capital asset, the following factors must be known:

- 1. The date the asset was placed in service
- 2. The asset's cost or acquisition value
- 3. The asset's estimated useful life, and
- 4. The depreciation method.

- K. Obtaining an Asset's Cost of Acquisition Value. Capital assets are reported at historical cost and should include the cost of freight, site preparation, architect, and engineering fees, etc. If something other than cash is used to pay for the asset, then the fair-market value of the non-cash payment or consideration determines the asset's cost or acquisition value. When the value of the consideration paid can't be determined, the asset's fair-market value determines its cost. With few exceptions, an asset's cost should also include necessary costs incurred to place the asset in service. Costs include the invoice price plus incidental costs (insurance during transit, freight, capitalized interest as described earlier, duties, title search, registration fees, and installation costs). Exceptions to this rule include interest expenses associated with deferred payments and real estate taxes paid, if any, in the acquisition of property.

L. Establishing Classes of Assets. The District establishes the following major categories of capital assets, with further details defined in Exhibit A attached hereto and made a part of this policy:

- Land
- Construction in Progress
- Land Improvements
- Buildings
- Equipment

**EXHIBIT A
CAPITAL ASSETS CLASSES**

Asset Class	Estimated Useful Life (in years)
Land	
Land	N/A
Construction in Progress	
Land Improvements	
Buildings	
Electrical/Plumbing	30
HVAC Systems	20
Interior Constructions	25
Portable Classrooms	25
Roofing	20
School Buildings	50
Site Improvements	20
Sprinkler/Fire Systems	25
Equipment	
Athletic Equipment	10
Audio Visual Equipment	10
Buses, other on-road vehicles	8
Communication Equipment	10
Computer Hardware	5
Copiers	5
Custodial Equipment	15
Furniture & Accessories	20
Grounds Equipment	15
Kitchen Equipment	15
Machinery & Tools	15
Musical Instruments	10
Office Equipment	10
Outdoor Equipment	20



Upcoming Dates to Remember:

- **Nov. 8th — Professional Day (No School for Students)**
- **Nov. 9th— Partners In Education Meeting (6:30pm @ Media Center)**
- **Nov. 19th—PBIS Spirit Day (2nd grade choice)**
- **Nov. 24th —Trimester One Reward Activity (for all students)**
- **Nov. 25th & Nov 26th— Thanksgiving Break (No School students & staff)**
- **Nov. 30th & Dec. 2nd— K-4 Conferences 3:30-7:15 pm**
- **Dec. 3rd — K-4 Conferences 7:30-3:30 pm (no school for students)**



Washington News

Washington gikinoo'amaadiiwigamig biidaajimowin

Positive Behavioral Interventions and Supports (P.B.I.S.)

Welcome to November!! Our P.B.I.S. team has been busy doing some planning to launch us into a great month of November.

Students and staff really enjoyed our first spirit week before MEA break. Students have been working to see which grade could earn the most Purple P.R.I.D.E. slips with the winning grade earning the opportunity to choose the theme for our spirit day. As a result of their hard work and good decision making, *3rd Grade chose "Disney Day"!* Our next winning grade will be announced later this week. We look forward to finding out what our next spirit day will be!

In November we are busy at work with our Student Advisory Team (S.A.T.). Third and fourth grade students from each class were chosen by their peers to be representatives on the S.A.T. We are excited for our student leaders to contribute their ideas and time to the building!!

Finally, our Character Education Theme this month is **Including Others/Cooperation**. We will be discussing what cooperation is and why it is so important. Please discuss this important character trait with your child. From all of us at P.B.I.S. — have a great month!!



In celebration of Native American Heritage Month, all of our students and staff here at Washington will be engaged in learning about American Indian Art. Students will be doing an Ojibwe Shoulder Bag activity and Native American music will be played over the intercom on the last day of each week this month. Culturally-appropriate resources related to Thanksgiving will be shared with our school community.

Note: Indigenous Pride Days are November 15-18. Informational Flyer to come.

The Well-Connected Parent/Guardian:

There are several ways to be connected to the happenings at Washington Elementary, and to your child specifically, that you may not know about yet! Please see below for a few tips on getting connected:

Infinite Campus: IC is our web-based system that provides information such as grades, attendance and reports. **How do PARENTS Create an Account?** Visit www.isd94.org → Parent Tab → Parent Portal Request Form → Complete the Parent Portal Activation Request Form on this page to create your account.

Washington Webpage: Visit www.isd94.org → Schools → Washington Elementary

Facebook: Check out our FB page, managed by our Partners In Education (PIE) group @ *"Washington Elementary Partners in Education"*

Twitter: You can follow us on Twitter! @isd94Washington

Schoology: Schoology is a virtual classroom space used for hosting course materials, links and activities. Parents receive a weekly email summary of their student's activity. At Washington, **staff post pictures on the "Cloquet Washington Elementary" page—check it out!**

How do PARENTS log in? Parents/Guardians must have an Infinite Campus Parent Portal Account to access Schoology. Once you have a Parent Portal Account you can access Schoology **From the Web** — Visit www.isd94.org Website → Parent Tab → Schoology or schoology.com → Click Login → Use parent portal email account and Schoology password



Students in grades 2 – 4 were able to participate in a roller skating unit during P.E. Thank you to P.I.E. for their generous sponsorship of the unit so there was no cost to families!



Counselor's Corner:

November is already upon us and this month I would like to touch on Gratitude: The quality of being thankful. Gratitude has shown to have many benefits to our physical and mental health. People who find ways to be thankful for what they have rather than searching for more, tend to be happier. Being thankful also can improve your health and relationships with others. Practicing gratitude and thankfulness is something the whole family can do together. Below is a list of ways you and your family can practice gratitude.

1. Start your day by writing down one thing that went well the day before. This helps us look back on the good things.
2. Positive Self-talk (You can

ask your child to share what this is and how we can use positive self-talk) 3. Have a gratitude jar, or have everyone go around the dinner table and share what they are thankful for. These are just a few ideas you can do together. I hope you all have a great November!

-Mrs. Sewell



Technology Note:

- If your child brings home their district issued iPad in situations of student illness or quarantine, please **only sign in to Google using your child's school issued email address and password.**



Happenings & Reminders

-Please dress your child appropriately for the weather—winter is here! If your family could use help with acquiring gear, please contact our school social worker, Misha Alaspa at malaspa@isd94.org or call 879-3369 x5014.

-**Early Pick-Ups:** If you are picking your child up early, please notify the office and teacher of the time as soon as possible, so your child can be ready when you arrive. Please **do not come earlier than the time you communicated** as doing so creates another interruption to classrooms and learning for all students, not just your child!

-**When your child is ill** please call the school and let the secretaries/nurse know or leave a message on the attendance line. Messages can be left 24/7 @ 218-879-3369 141



Pictured above: Third graders on their field trip to the Pine City Fur Trading Post back in October!