



# Cloquet Public Schools Regular Meeting

Monday, April 11, 2022 at 6:00 PM  
Garfield Board Room  
302 14th Street  
Cloquet, MN 55720  
302 - 14th Street, Cloquet, MN

5:30 pm *Working Session*  
Network Refresh - T.J. Smith

6:00 pm *Regular Meeting*

|   |    |
|---|----|
| <b>I. Roll Call</b>   |    |
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| 2. <b>Resignation Letters</b>   |    |
| a. 1.0 FTE Music Teacher at Cloquet High and Middle Schools (Larissa Donnelly)                  |    |
| b. 7 hrs/day AIE Tutor at Cloquet Middle School (Aliza Kettlehut)                               |    |
| c. 3 hrs/day Food Service Worker at Washington Elementary (Aubrey Allen)                        |    |
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|  |     |
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| 2. Week of the Young Child Celebration was April 4-8, 2022. Thank you to our Early Childhood Programs and Lil' Lumberjacks/Thunder for the great student artwork on the 2nd Floor at the Garfield building |     |
| <b>XIV. Upcoming Meetings/Events</b>   |     |
| 1. Tuesday, April 12, 2022 - AFSCME Negotiations - 4 p.m. - Boardroom  |     |
| 2. Thursday, April 14, 2022 - Technology Committee Meeting - 3:45 p.m. - Held Virtual  |     |
| 3. Monday, April 18, 2022 - DAC Meeting - 4:00 p.m. - District Boardroom   |     |
| 4. Tuesday, April 19, 2022 - Community Education Advisory Meeting - 5:30 p.m - Held Virtual  |     |
| 5. Monday, April 25, 2022 - Regular School Board Meeting   |     |
| 5:30 p.m. Working Session  |     |
| 6:00 p.m. Regular Meeting  |     |
| 6. Tuesday, April 26, 2022 - AFSCME Negotiations - 4 p.m. - Boardroom  |     |
| <b>XV. Adjournment</b>   |     |

\* 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.



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## I. Roll Call

## II. Pledge of Allegiance

## III. Consider Approval of Board Agenda

1. Monday, April 11, 2022 School Board Agenda

## IV. Consider Approval of School Board Minutes

1. Monday, March 21, 2022 School Board Meeting Minutes

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

1. Discussion on Proposed FY 2023 Budget
2. Building and Department Reports

## VI. Claims, Hand Checks and Wires

1. Claims, April 7, 2022
2. Hand Checks, March 17, 2022
3. Hand Check, March 24, 2022
4. Wire Transfers, March 7, 2022
5. Wires Transfers, March 15, 2022
6. Wire Transfers, March 28, 2022

## VII. Consent Items

### 1. *Terminations*

- a. 6.5 hrs/day Paraprofessional on LOA (Donna Mae Weiderman)

### 2. *Resignation Letters*

- a. 1.0 FTE Music Teacher at Cloquet High and Middle Schools (Larissa Donnelly)
- b. 7 hrs/day AIE Tutor at Cloquet Middle School (Aliza Kettlehut)
- c. 3 hrs/day Food Service Worker at Washington Elementary (Aubrey Allen)

### 3. *Recommendations for Employment*

- a. Special Education Evaluation Writing (Sheila Fritsinger)
- b. Homebased Teacher at Cloquet High School (Warren Peterson)

### 4. *Extra Service Contracts*

- a. Updated 2021-2022 Spring Contracts

### 5. *Permission to Post*

- a. Homebound Teacher at Cloquet Middle School
- b. Homebased Teacher at Cloquet High School
- c. Summer 2022 Extended School Year (ESY) Positions
- d. Two (2) Special Education Teachers for Extended School Year (ESY) at Northern Lights Academy

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- g. 7 hrs/day American Indian Education Program Academic Tutor at Cloquet Middle School
- h. Updated Paraprofessional Targeted Services Hours for Summer 2022 To Allow for Late Pickups
- i. Five (5) Paraprofessionals for Extended School Year (ESY) at Northern Lights Academy
- j. 3 hrs/day Food Service Staff at Washington Elementary School
- k. Summer Maintenance Hours for 2022
- l. Summer Grounds Maintenance for 2022

**6. Grant Applications/Grant Awards/Donations**

- a. State Personnel Development Grant (SPDG) with MDE

**VIII. School Board Committee Report**

- 1. Student Enrollment Report as of April 6, 2022

**IX. Agenda Addendums**

**X. Old Business**

- 1. Consider Approving the Increase to Hockey Activity Fees

**XI. New Business**

- 1. Consider Approving the Off Campus State (MN) and Federal Work Study Contracts with Fond du Lac College for the 2022-2023 School Year
- 2. Cloquet Public Schools Joint Powers Agreement
- 3. Consider Approving the 2022-2025 Director of Building and Grounds Contract

**XII. Superintendent's Report**

- 1. Turf Update
- 2. Joint Powers Agreement
- 3. Transportation Contract

**XIII. For Your Information**

- 1. Washington Elementary April Newsletter
- 2. Week of the Young Child Celebration was April 4-8, 2022. Thank you to our Early Childhood/School Readiness Programs and Lil' Lumberjacks/Thunder for the great student artwork on the 2nd Floor at the Garfield building

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**XV. Adjournment**

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March 21, 2022

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

Topics discussed:

Dr. Cary reviewed items on the upcoming agenda. He informed the board that the child nutrition waivers were not extended by congress. This will mean that not all students will be eligible for free meals and families will need to return to completing the free and reduced applications for the next school year. The board discussed the need for the SRO to be at the board meetings. Dr. Cary informed the board that he and Paul Riess, AD, were reviewing a request from the lacrosse group about the potential of adding it to our sports offerings. Paul will provide more information to the board at the next school board meeting. Dr. Cary gave an update on the student issues from last week and reiterated that the most important thing is keeping our students safe. There was a discussion about the contract for the building and grounds director. They reviewed additional agenda items; NCASA MOU and Grandma's marathon use of the track for a summer youth event. Hockey activities fees were discussed, and Dr. Cary and Paul Riess, AD, will bring back more details as requested to the next school board meeting. The board members asked questions about a few agenda items; staff member termination, ADSIS position, health and safety committee agenda item and auditor contract.

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:06 p.m.

March 21, 2022

The Regular Meetings of the School Board of Independent School District No. 94, in the City of Cloquet on March 21, 2022, was called to order by Board Chair T. Lammi at 6:07 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Teresa Angell, Director of Indian Education
- Regina Roemhildt, EM-C Teacher Union Rep.
- Bill Bauer, Technology Support Specialist

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

**APPROVAL OF BOARD AGENDA**

- RESOLVED by N. Sandman to approve the March 21, 2022, regular board agenda, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas vote of all members present via a roll call vote.

**APPROVAL OF MEETING MINUTES**

- RESOLVED by G. Huard to approve the February 28, 2021, school board meeting minutes, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas vote of all members present via a roll call vote.

**OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

- Alyssa Bloss from the Carlton Soil and Water Conservation District spoke about the pollinator grant at Cloquet Middle School and answered questions from the board.
- Building and Department Reports were reviewed.

**CONSIDER APPROVAL OF CLAIMS, HAND CHECKS, AND WIRES**

- RESOLVED by N. Sandman to approve Claims: March 15, 2022; Hand Checks: February 25, March 4 and 10, 2022;

Treasurer's Report: January 2022; Investment Reports: January 2022; Wires: February 14 and 25, 2022, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas vote of all members present via a roll call vote.

#### CONSENT ITEMS

- RESOLVED by T. Lammi to approve the Consent Items, as presented.

#### 1. Terminations

- Stacy Grassinger, Paraprofessional at CHS, effective March 15, 2022

#### 2. Resignations:

- Jean Black, Food Service Worker at Churchill Elementary School effective April 1, 2022

#### 3. Recommendations of Employment:

| NAME                | POSITION/LOCATION                              | SALARY**   | START DATE   |
|---------------------|--|------------|--------------|
| a. Abigail Rahne    | 1.0 FTE Spec. Ed Teacher at Wash               | BA/1       | 4/4/22       |
| b. Cortnee Defoe    | 0.5 FTE LT Substitute Spec. Ed Teacher at Wash | BA/5       | 2/10-4/10/22 |
| c. Laura Lammi      | 1.0 FTE LT Substitute Spec. Ed Teacher at Wash | 229.13/day | 4/11-6/9/21  |
| d. Lindsay Smith    | Homebound Teacher at CHS – 6 hrs/wk            | \$32.02    | ASAP         |
| e. Brenda Gigliotti | Homebased Teacher at CHS – 6 hrs/wk            | \$32.02    | ASAP         |
| f. Kim Werhan       | 6.5 hrs/day Paraprofessional at CMS            | \$17.41    | 6/14/22      |

#### 4. Extra Services Contracts

- Megan Witte Musical Choreographer \$1,000.00

The following 4 staff hired for Spring Break Academy at CHS for 27 hours each

|                     |   |            |              |
|---------------------|---|------------|--------------|
| b. Kelsey Motzko    | Extended Day CHS (Spring Break Academy) | \$34.69/hr | 3/29-3/31/22 |
| c. Andrew Miller    | Extended Day CHS (Spring Break Academy) | \$34.69/hr | 3/29-3/31/22 |
| d. Kevin Brenner    | Extended Day CHS (Spring Break Academy) | \$34.69/hr | 3/29-3/31/22 |
| e. Bret Gunderson   | Extended Day CHS (Spring Break Academy) | \$34.69/hr | 3/29-3/31/22 |
| f. Jared Anderson   | Volunteer Track Coach                   |            |              |
| g. Shawna Youngberg | Volunteer Track Coach                   |            |              |
| h. John Justad      | Sounds and Lights for Spring 3 Act Play | \$500      |              |
| i. Karen Fox        | Costumers for Spring 3 Act Play         | \$600      |              |
| j. Rich Brummer     | Set Design for Spring 3 Act Play        | \$500      |              |

#### 5. Permission to Post

- 1.0 FTE ADSIS Teacher at Cloquet Middle School for the 2022-2023
- Homebound Teacher at Cloquet High School, 6 hrs/week
- Homebased Teacher at Cloquet High School, 6 hrs/week
- 2022 Summer Targeted Services
- 6.5 hrs/day Special Education Paraprofessional at Cloquet High School
- 3 hrs/day Food Service Worker at Churchill Elementary School
- Danceline Coach through Community Education for the 2022-2023 school year

#### 6. Grant Applications/Donations

- Pollinator Grant Project at Cloquet Middle School through Carlton Soil and Water Conservation District

D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas vote of all members present via a roll call vote.

#### SCHOOL BOARD COMMITTEE REPORTS

- Health, Safety and Crisis Committee Meeting Summary from March 8, 2022, was reviewed.
- Student enrollment report from March 16, 2022, was reviewed.

#### AGENDA ADDENDUMS

- None were presented

**OLD BUSINESS**

- Discussion was held regarding the hockey activity fees was discussed during the working session. More information will be brought back to the board at the next meeting.

**NEW BUSINESS**

- RESOLVED by N. Sandman to approve the 2022-2024 auditing services contract with Bergen KDV, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present via a roll call vote.
- RESOLVED by K. Scarbrough to approve the 2022-2025 Director of Building and Grounds Contract, as presented. T. Lammi seconded the motion. A roll call vote was called: T. Lammi-yea, N. Sandman-yea, D. Battaglia-nay, G. Huard-nay, M. Juntunen-nay, K. Scarbrough-yea. The motion failed by a 3-3 vote.
- RESOLVED by G. Huard to table the 2022-2025 Director of Building and Ground Contract until the next meeting. D. Battaglia seconded the motion. A roll call vote was called: T. Lammi-nay, N. Sandman-nay, D. Battaglia-yea, G. Huard-yea, M. Juntunen-yea, K. Scarbrough-nay. The motion failed by a 3-3 vote.
- RESOLVED by G. Huard to approve the request to negotiate with the Cloquet Principals Association, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present via a roll call vote.
- RESOLVED by M. Juntunen to approve the memorandum of understanding with the Cloquet Non-Certified Administrative Support Association, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present via a roll call vote.
- RESOLVED by N. Sandman to approve the annual review of Policy 107 Students Residing on Indian Lands, as presented. T. Lammi seconded the motion, and the resolution was approved by unanimous yeas of all members present via a roll call vote.
- RESOLVED by G. Huard to approve the request from Grandma's Marathon to waive fees for the use of the Cloquet track in July 2022 for a Wednesday Night at the Races youth event, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present via roll call vote.

**SUPERINTENDENT'S REPORT**

- Dr. Cary reviewed all items during the working session.

**FOR YOUR INFORMATION**

- Washington Elementary March Newsletter
- A thank you to Ms. Cacek and her 5<sup>th</sup> grade students for the new artwork displayed in the halls and boardroom at the Garfield building.

**UPCOMING MEETINGS/EVENTS**

- Tuesday, March 22, 2022 – District Wellness Policy Committee Meeting, 3:45 p.m., Boardroom
- Wednesday, March 23, 2022 – JOM/LIEC Committee Meeting. 5 p.m., Held Virtual
- Monday, March 28 - Friday, April 1, 2022 - Spring Break
- Monday, April 11, 2022 – Policy Committee Meeting, 4 p.m., Superintendent's Office
- Monday, April 11, 2022 – Working Session/Regular School Board Meeting, 5:30/6:00 p.m., Boardroom
- Tuesday, April 12, 2022 – AFSCME Negotiations – 4 p.m. – Boardroom
- Thursday, April 14, 2022 – Technology Committee Meeting – 3:45 p.m. – Held Virtual

**ADJOURNMENT**

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:34 p.m.

ATTEST:

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Clerk of the School Board

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Chair of the School Board

## Department Reports

### Churchill Elementary:

Churchill is honoring Severe Weather Week April 4<sup>th</sup>-8<sup>th</sup>. Our annual severe weather drill was held Thursday, April 7<sup>th</sup>. MCA testing begins with our grades three and four students the week of April 4<sup>th</sup>. MCA reading and math testing will take place throughout the month of April. Planning for spring field trips and other large school events are taking place. We are in the planning stages of Track and Field Day which includes an all-school picnic and the trimester three reward field trip to Premiere Theaters. Many of our spring events haven't been able to take place the past two school years. We are excited about our spring events this year!

Submitted by David Wangen, Churchill Elementary Principal

### Washington Elementary:

All is well at Washington, and students as well as staff are excited to be back after spring break. Now that April has arrived, we are doing final preparations for MCA testing. Proctors have been trained, modules have been watched, and accommodation planning is underway for applicable students as well. Beyond MCAs we are also excited to launch into a new month with regard to our school-wide focus on positive behavior interventions and supports (PBIS). Students are focusing on "Doing the Right Thing" as the character education theme, and "Courage" is the Seven Teachings trait that we are also focusing on in more depth. To help remind students about purple pride and the traits that it represents, we have a "Purple People" display by the main entrance that includes a personally decorated purple person for each of our students and staff. It is a great reminder of the amazing individuals who make up our Washington School community! A picture of the display can be found in our Washington News school newsletter at the end of the board packet in case you would like to see it!

It will be a busy spring, and we look forward to resuming some normalcy as we return to grade-level field trips and special year-end events in just a few short weeks!

Submitted by Robbi Mondati, Washington Elementary Principal

### Cloquet Middle School:

The week of April 11 starts our three weeks of MCA testing at CMS. All 5<sup>th</sup> through 8<sup>th</sup>-grade students will spend up to 8 hours testing in reading and mathematics, and 5<sup>th</sup> and 8<sup>th</sup>-grade students will have an additional 4 hours testing in science. To MCA test all of our students, we have to run unique schedules and employ every staff member to proctor the test, as many of our students require special testing arrangements.

During the April 4<sup>th</sup> in-service day, our middle school staff members got the chance to participate in Lead Learner Day. We had six staff members volunteer as our lead learners for this day. Each lead learner brought one lesson that modeled specific evidence-based practices (EBP's) that they have implemented in their classrooms and demonstrated these strategies to a small group of their colleagues. Staff members were given a list of session options and were able to sign up for the lesson that sparked their interest and/or aligned with their classroom goal. Each lead learner then taught their lesson to the group of colleagues that signed up for their session, which allowed staff to engage as a student and experience what learning feels like when EBP's are used in daily practice. Teachers were then given immediate time to reflect on their experiences and develop a plan to implement a professional practice in their classroom.

Submitted by Tom Brenner, Cloquet Middle School Principal

### Cloquet High School:

- Quarter 4 started on April 5<sup>th</sup>
- 2021 Graduation Rates came out last week. Some highlights:  
CHS was at 91.9% vs. the State average was 83.3%.

CHS American Indian graduation rate was 91.7% vs. the State average of 52.5%  
CHS Two or more Races graduation rate was 90.9% vs. the State average of 74.6%  
CHS Free and Reduced lunch graduation rate was 90.3% vs the State average of 70.3%  
CHS Special Education graduation rate was 89.2% vs. the State average of 64.0%

- We continue to meet to work on expanding our CTE offerings, specifically career pathways.
- Spring sports are on the verge of finally getting outside, let's hope for some sun and warmth!
- We'll be giving the ACT to our juniors at CHS on April 19<sup>th</sup>

Submitted by Steve Battaglia, Cloquet High School Principal

#### Cloquet Area Alternative Education Programs:

CAAEP is making a smooth transition into the 4th quarter of 21-22. CAAEP provides an opportunity for students to continue with their progress for graduation until the student is 21 years old.

8 students have met the requirements to graduate 3rd quarter making the CAAEP total of graduates, this school year, at 16 Students. We are so proud of our students and staff and their fortitude to reach, and assist in that reaching, of student goals. We are welcoming some new students to CAAEP for 4th quarter and are excited to have them join our program. We will be providing new student circle training within the next week. April 28th CAAEP will have student, parent, teacher conferences. They will have the same options of in person, online or on the phone for the conference.

Submitted by Connie Hyde, CAAEP Principal

#### Community Education

##### **Lumber log**

The Spring/Summer Lumber log has now been sent to residents. Many classes being offered are filling up fast!

##### **Adults with Disabilities**

AWD classes and activities are pretty much back to normal now. We are seeing a "trend" where our clients enjoy the excursions/field trips, crafting classes, and cooking classes. Our exercise-oriented classes (swimming and open gym/volleyball, basketball) are not very popular. We are always polling clients about their likes and interests and are hopeful that people will want to come out more to exercise and socialize. Spring planning is finalized. We are trying a new activity out at Jay Cooke—a morning craft class with smores and hot cocoa. Summer planning is underway as well and we are excited to get back to our normal fun events like Vista Boat, Pizza Train, Huskies Games, etc.

##### **Age-to-Age**

Our first annual Skate with the Easter Bunny will be held on Saturday, April 16 from 11 am - 1 pm at the Northwoods Credit Union Arena. We will have a DJ, arts and crafts projects, bean bag toss, cookies, face painting and more! There will be a few pairs of skates to borrow, but sizes are not guaranteed. Wilderness players will be participating as well as the Lumberjack mascot and Wilderness Wolf to put on this fun, family activity! Prior to the event, the Cloquet High School Track Team will be serving up pancakes at Carmens from 9 - 11 am. Come support our area athletes for only \$5!

Submitted by Erin Bates, Community Education Director

#### Business Department:

Candace Nelis, Business Manager, will be attending in person

#### American Indian Education Department:

Greetings School Board members,

Title VI part II is now open and will close on May 13th. This is a six-section application that will need parent committee involvement, including a public hearing/openmeeting. The 2022-2023 budget estimate is \$159,067. A

majority of the budget is used for staffing AIE Program teachers, academic tutors, and liaisons. Curriculum is also included in the educational expenses for elementary AIE classroom interventions.

It's been a busy month in the activities office at CHS for many American Indian athletes. Senior Conner Barney signed his commitment letter to play basketball at Central Lakes College. Senior Justice Paro signed her commitment letter to play basketball and softball at Bethany Lutheran College. Junior Katelyn Olson was nominated and awarded the Minnesota Indian Education Association Athlete of the Year. If you see any of these young trendsetters out in the public be sure to congratulate them.

Please reach out if you would like to know more about American Indian Education Programming or would like to visit any of our classrooms. Miigwech.

Submitted by Teresa Angell, American Indian Education Director

### Building and Grounds

Approval of summer maintenance and cleaning hours are being brought to the board for approval. Most of the helpers from last summer are looking to return but the buildings could use a few more summer helpers. Summer helper shifts are Monday – Friday, 7:00am – 1pm. Work will consist of deep cleaning all areas of a building to include moving of furniture and the cleaning of furniture, sinks, fixtures, glass, walls, carpets, hard floor, etc.

Approval of summer groundskeepers' maintenance hours are being brought to the board for approval. These hours have remained the same as years past since the new middle school was constructed. There have been no significant changes or upgrades to our grounds to warrant additional hours. There have been some discussions on contracting this work out if we cannot find qualified applicants for these positions as a backup plan. Further discussion to be had with the building and grounds sub committee if this is the route we should go. Local contractor preferred.

Early discussions are currently being had regarding upgrading the Cloquet High School stadium. Priorities include constructing a new synthetic turf field and replacing the 8 lane track for Cloquet High School. We are also exploring additional upgrades within the stadium that include track and field event areas, scoreboard, pavement, bleachers, press box and the possible addition of team rooms. We are exploring different concepts and designs to include these upgrades.

Submitted by Dylan Carlson, Building and Grounds Director

### Technology

Submitted by T.J. Smith, Technology Director, will be attending in person.

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

| <b>Fund</b>         | <b>Description</b>  | <b>Total</b>        |
|---------------------|---------------------|---------------------|
| 01                  | General             | \$117,225.06        |
| 02                  | Food Services       | \$4,752.61          |
| 03                  | Transportation      | \$159,864.59        |
| 04                  | Community Services  | \$6,360.29          |
| 05                  | Capital Expenditure | \$15,864.00         |
| 12                  | Activities          | \$35,358.92         |
| <b>Report Total</b> |                     | <b>\$339,425.47</b> |

## Cloquet Public Schools

### Check Register by Bank and Check

| Batch | Co | Bank | Pymt No | Check No | Pay Type | Grp | Code  | Rcd | Vendor                        | Print | Recon | Void | Currency | Pmt/Void Date | Amount     |
|-------|----|------|---------|----------|----------|-----|-------|-----|-------------------------------|-------|-------|------|----------|---------------|------------|
| 0094  |    | 2    | 96702   | 160530   | Check    | 1   | 3819  |     | 3D CONSTRUCTION               | Yes   | No    | No   | USD      | 04/12/2022    | 8,691.00   |
|       |    |      | 96734   | 160531   | Check    | 1   | 6390  |     | ACHESON, JANE                 | Yes   | No    | No   | USD      | 04/12/2022    | 41.98      |
|       |    |      | 96634   | 160532   | Check    | 1   | 00400 |     | ACTIVITY FUND-SENIOR HIGH     | Yes   | No    | No   | USD      | 04/12/2022    | 340.00     |
|       |    |      | 96635   | 160533   | Check    | 1   | 00570 |     | AG O'BRIEN COMPANY            | Yes   | No    | No   | USD      | 04/12/2022    | 929.90     |
|       |    |      | 96653   | 160534   | Check    | 1   | 10473 |     | AK ATHLETIC EQUIPMENT         | Yes   | No    | No   | USD      | 04/12/2022    | 235.87     |
|       |    |      | 96657   | 160535   | Check    | 1   | 10518 |     | ANDERSON JARED                | Yes   | No    | No   | USD      | 04/12/2022    | 35.00      |
|       |    |      | 96738   | 160536   | Check    | 1   | 7142  |     | ANDERSON, LISA                | Yes   | No    | No   | USD      | 04/12/2022    | 288.00     |
|       |    |      | 96753   | 160537   | Check    | 1   | 8863  |     | ANGELL, TERESA                | Yes   | No    | No   | USD      | 04/12/2022    | 60.00      |
|       |    |      | 96663   | 160538   | Check    | 1   | 10646 |     | ANTHONY BARBARA               | Yes   | No    | No   | USD      | 04/12/2022    | 100.96     |
|       |    |      | 96639   | 160539   | Check    | 1   | 1006  |     | ARROWHEAD SPRINGS             | Yes   | No    | No   | USD      | 04/12/2022    | 198.50     |
|       |    |      | 96636   | 160540   | Check    | 1   | 03250 |     | B & B MARKET                  | Yes   | No    | No   | USD      | 04/12/2022    | 1,360.00   |
|       |    |      | 96661   | 160541   | Check    | 1   | 10600 |     | BASS LAKE MILL LLC            | Yes   | No    | No   | USD      | 04/12/2022    | 2,530.97   |
|       |    |      | 96747   | 160542   | Check    | 1   | 8268  |     | BATES, ERIN                   | Yes   | No    | No   | USD      | 04/12/2022    | 60.00      |
|       |    |      | 96755   | 160543   | Check    | 1   | 9008  |     | BAUER, WILLIAM                | Yes   | No    | No   | USD      | 04/12/2022    | 1,000.00   |
|       |    |      | 96736   | 160544   | Check    | 1   | 6546  |     | BEADLE, PHIL                  | Yes   | No    | No   | USD      | 04/12/2022    | 65.70      |
|       |    |      | 96637   | 160545   | Check    | 1   | 05105 |     | BERNICKS VENDING              | Yes   | No    | No   | USD      | 04/12/2022    | 430.16     |
|       |    |      | 96767   | 160546   | Check    | 1   | 9540  |     | BIRMAN, LAURA                 | Yes   | No    | No   | USD      | 04/12/2022    | 376.50     |
|       |    |      | 96769   | 160547   | Check    | 1   | 9548  |     | BRENNER MARK                  | Yes   | No    | No   | USD      | 04/12/2022    | 35.00      |
|       |    |      | 96740   | 160548   | Check    | 1   | 7378  |     | BSN SPORTS LLC                | Yes   | No    | No   | USD      | 04/12/2022    | 3,957.10   |
|       |    |      | 96660   | 160549   | Check    | 1   | 10599 |     | BURGER SARAH                  | Yes   | No    | No   | USD      | 04/12/2022    | 50.00      |
|       |    |      | 96649   | 160550   | Check    | 1   | 10397 |     | CHRISTENSON NAOMI             | Yes   | No    | No   | USD      | 04/12/2022    | 312.80     |
|       |    |      | 96723   | 160551   | Check    | 1   | 55545 |     | CINTAS CORPORATION LOCATION 2 | Yes   | No    | No   | USD      | 04/12/2022    | 456.50     |
|       |    |      | 96650   | 160552   | Check    | 1   | 10401 |     | CITY OF CLOQUET               | Yes   | No    | No   | USD      | 04/12/2022    | 8,723.50   |
|       |    |      | 96667   | 160553   | Check    | 1   | 10650 |     | CLOQUET INTERIORS             | Yes   | No    | No   | USD      | 04/12/2022    | 1,076.00   |
|       |    |      | 96669   | 160554   | Check    | 1   | 11006 |     | CLOQUET SANITARY              | Yes   | No    | No   | USD      | 04/12/2022    | 5,595.95   |
|       |    |      | 96670   | 160555   | Check    | 1   | 11051 |     | CLOQUET TRANSIT CO            | Yes   | No    | No   | USD      | 04/12/2022    | 142,015.39 |
|       |    |      | 96671   | 160556   | Check    | 1   | 11550 |     | COMMUNITY PRINTING            | Yes   | No    | No   | USD      | 04/12/2022    | 1,020.75   |
|       |    |      | 96697   | 160557   | Check    | 1   | 3116  |     | CONTINENTAL CLAY CO           | Yes   | No    | No   | USD      | 04/12/2022    | 430.29     |
|       |    |      | 96664   | 160558   | Check    | 1   | 10647 |     | COX MATT                      | Yes   | No    | No   | USD      | 04/12/2022    | 105.00     |
|       |    |      | 96770   | 160559   | Check    | 1   | 9594  |     | DHARMA TRADING COMPANY        | Yes   | No    | No   | USD      | 04/12/2022    | 85.70      |
|       |    |      | 96721   | 160560   | Check    | 1   | 5509  |     | DOHNANSKY, ELIZABETH          | Yes   | No    | No   | USD      | 04/12/2022    | 60.00      |
|       |    |      | 96675   | 160561   | Check    | 1   | 16790 |     | ECLIPSE PAINT AND SUPPLY      | Yes   | No    | No   | USD      | 04/12/2022    | 366.92     |
|       |    |      | 96733   | 160562   | Check    | 1   | 6347  |     | EDUCATORS BENEFIT CONSULTANT  | Yes   | No    | No   | USD      | 04/12/2022    | 246.67     |
|       |    |      | 96707   | 160563   | Check    | 1   | 4198  |     | ELLENA, SARAH                 | Yes   | No    | No   | USD      | 04/12/2022    | 152.94     |
|       |    |      | 96774   | 160564   | Check    | 1   | 9695  |     | EMI FUNDRAISING               | Yes   | No    | No   | USD      | 04/12/2022    | 1,278.00   |
|       |    |      | 96746   | 160565   | Check    | 1   | 8229  |     | ESSE, DAVID                   | Yes   | No    | No   | USD      | 04/12/2022    | 257.40     |
|       |    |      | 96647   | 160566   | Check    | 1   | 10335 |     | FAST TARA                     | Yes   | No    | No   | USD      | 04/12/2022    | 105.50     |
|       |    |      | 96678   | 160567   | Check    | 1   | 2074  |     | FOLLETT SCHOOL SOLUTIONS      | Yes   | No    | No   | USD      | 04/12/2022    | 905.60     |
|       |    |      | 96704   | 160568   | Check    | 1   | 3900  |     | FRABONIS                      | Yes   | No    | No   | USD      | 04/12/2022    | 602.60     |
|       |    |      | 96643   | 160569   | Check    | 1   | 10240 |     | GENERAL PARTS LLC             | Yes   | No    | No   | USD      | 04/12/2022    | 762.70     |
|       |    |      | 96672   | 160570   | Check    | 1   | 1314  |     | GODNAI, JASON                 | Yes   | No    | No   | USD      | 04/12/2022    | 34.14      |

## Cloquet Public Schools

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|-------|----|------|---------|----------|----------|-----|-------|-----|--------------------------------|-------|-------|------|----------|---------------|-----------|
| 0094  |    | 2    | 96681   | 160571   | Check    | 1   | 21450 |     | GOPHER SPORT                   | Yes   | No    | No   | USD      | 04/12/2022    | 1,130.23  |
|       |    |      | 96729   | 160573   | Check    | 1   | 59450 |     | HAGENS GLASS & PAINT           | Yes   | No    | No   | USD      | 04/12/2022    | 816.00    |
|       |    |      | 96652   | 160574   | Check    | 1   | 10462 |     | HAYNES JEREMIAH                | Yes   | No    | No   | USD      | 04/12/2022    | 70.00     |
|       |    |      | 96683   | 160575   | Check    | 1   | 23630 |     | HEDMAN, KAREN                  | Yes   | No    | No   | USD      | 04/12/2022    | 39.01     |
|       |    |      | 96684   | 160576   | Check    | 1   | 23704 |     | HEINEMANN                      | Yes   | No    | No   | USD      | 04/12/2022    | 783.00    |
|       |    |      | 96654   | 160577   | Check    | 1   | 10478 |     | HENDRICKSON SHAUNA             | Yes   | No    | No   | USD      | 04/12/2022    | 37.39     |
|       |    |      | 96743   | 160578   | Check    | 1   | 7736  |     | HIETALA, LISA                  | Yes   | No    | No   | USD      | 04/12/2022    | 53.55     |
|       |    |      | 96727   | 160579   | Check    | 1   | 5684  |     | HILLYARD INC MINNEAPOLIS       | Yes   | No    | No   | USD      | 04/12/2022    | 18,882.77 |
|       |    |      | 96762   | 160580   | Check    | 1   | 9366  |     | HOLTE-CHRISTENSON, RACHEL      | Yes   | No    | No   | USD      | 04/12/2022    | 35.00     |
|       |    |      | 96731   | 160581   | Check    | 1   | 5992  |     | HORIZON COMMERCIAL POOL SUPP   | Yes   | No    | No   | USD      | 04/12/2022    | 2,567.60  |
|       |    |      | 96758   | 160582   | Check    | 1   | 9133  |     | IMPACT SPORTS TRAINING INC     | Yes   | No    | No   | USD      | 04/12/2022    | 4,760.00  |
|       |    |      | 96782   | 160583   | Check    | 1   | 9840  |     | INNOVATIONAL WATER SOLUTIONS   | Yes   | No    | No   | USD      | 04/12/2022    | 908.50    |
|       |    |      | 96757   | 160584   | Check    | 1   | 9072  |     | INNOVATIVE OFFICE SOLUTIONS LL | Yes   | No    | No   | USD      | 04/12/2022    | 30.96     |
|       |    |      | 96640   | 160585   | Check    | 1   | 10091 |     | INSTRUMENTALIST AWARDS LLC     | Yes   | No    | No   | USD      | 04/12/2022    | 77.00     |
|       |    |      | 96668   | 160586   | Check    | 1   | 1093  |     | ISD #0094 FOOD SERVICE         | Yes   | No    | No   | USD      | 04/12/2022    | 415.10    |
|       |    |      | 96685   | 160587   | Check    | 1   | 2526  |     | ISD #0094 - VAN                | Yes   | No    | No   | USD      | 04/12/2022    | 1,799.90  |
|       |    |      | 96642   | 160588   | Check    | 1   | 10154 |     | JAMAR COMPANY                  | Yes   | No    | No   | USD      | 04/12/2022    | 9,788.00  |
|       |    |      | 96708   | 160589   | Check    | 1   | 4331  |     | JAZDZEWSKI, JAMIE              | Yes   | No    | No   | USD      | 04/12/2022    | 46.48     |
|       |    |      | 96651   | 160590   | Check    | 1   | 10444 |     | JENSEN MADELINE                | Yes   | No    | No   | USD      | 04/12/2022    | 121.57    |
|       |    |      | 96766   | 160591   | Check    | 1   | 9492  |     | JOHNSON CONTROLS FIRE PROTEC   | Yes   | No    | No   | USD      | 04/12/2022    | 266.00    |
|       |    |      | 96674   | 160592   | Check    | 1   | 1552  |     | JOHNSON, DARRIN                | Yes   | No    | No   | USD      | 04/12/2022    | 156.36    |
|       |    |      | 96693   | 160593   | Check    | 1   | 3036  |     | JOHNSON, HEATHER               | Yes   | No    | No   | USD      | 04/12/2022    | 280.97    |
|       |    |      | 96645   | 160594   | Check    | 1   | 10307 |     | JONES SCHOOL SUPPLY COMPANY    | Yes   | No    | No   | USD      | 04/12/2022    | 86.20     |
|       |    |      | 96713   | 160595   | Check    | 1   | 4792  |     | JOSTEN'S                       | Yes   | No    | No   | USD      | 04/12/2022    | 60.00     |
|       |    |      | 96754   | 160596   | Check    | 1   | 8942  |     | JOSTENS INC                    | Yes   | No    | No   | USD      | 04/12/2022    | 600.00    |
|       |    |      | 96646   | 160597   | Check    | 1   | 10308 |     | JUNCTION TIRE                  | Yes   | No    | No   | USD      | 04/12/2022    | 1,047.33  |
|       |    |      | 96709   | 160598   | Check    | 1   | 43503 |     | JW PEPPER & SON INC            | Yes   | No    | No   | USD      | 04/12/2022    | 216.24    |
|       |    |      | 96690   | 160599   | Check    | 1   | 28575 |     | K - 1 SPORTS                   | Yes   | No    | No   | USD      | 04/12/2022    | 1,452.75  |
|       |    |      | 96748   | 160600   | Check    | 1   | 8282  |     | KEPPERS, ASHLEY                | Yes   | No    | No   | USD      | 04/12/2022    | 339.26    |
|       |    |      | 96691   | 160601   | Check    | 1   | 2924  |     | KILROY, MICHELLE               | Yes   | No    | No   | USD      | 04/12/2022    | 60.00     |
|       |    |      | 96775   | 160602   | Check    | 1   | 9755  |     | KITTO JULIAN                   | Yes   | No    | No   | USD      | 04/12/2022    | 50.00     |
|       |    |      | 96752   | 160603   | Check    | 1   | 8749  |     | KNUTSEN, JESSICA               | Yes   | No    | No   | USD      | 04/12/2022    | 120.10    |
|       |    |      | 96679   | 160604   | Check    | 1   | 2076  |     | KOLODGE, JENNIFER              | Yes   | No    | No   | USD      | 04/12/2022    | 100.57    |
|       |    |      | 96699   | 160605   | Check    | 1   | 3234  |     | KRIKAVA, SHANNON               | Yes   | No    | No   | USD      | 04/12/2022    | 184.73    |
|       |    |      | 96779   | 160606   | Check    | 1   | 9793  |     | KWIK TRIP, FUNDRAISING         | Yes   | No    | No   | USD      | 04/12/2022    | 12,430.00 |
|       |    |      | 96692   | 160607   | Check    | 1   | 29600 |     | L & M SUPPLY                   | Yes   | No    | No   | USD      | 04/12/2022    | 322.17    |
|       |    |      | 96694   | 160608   | Check    | 1   | 30365 |     | LCS COACHES INC                | Yes   | No    | No   | USD      | 04/12/2022    | 17,929.87 |
|       |    |      | 96778   | 160609   | Check    | 1   | 9792  |     | LEAF 13                        | Yes   | No    | No   | USD      | 04/12/2022    | 24.75     |
|       |    |      | 96711   | 160610   | Check    | 1   | 4544  |     | LENARZ, COLLETTE               | Yes   | No    | No   | USD      | 04/12/2022    | 263.68    |
|       |    |      | 96776   | 160611   | Check    | 1   | 9784  |     | LINDAMOOD-BELL LEARNING PROC   | Yes   | No    | No   | USD      | 04/12/2022    | 3,029.40  |
|       |    |      | 96701   | 160612   | Check    | 1   | 3602  |     | LINDE GAS & EQUIPMENT INC      | Yes   | No    | No   | USD      | 04/12/2022    | 203.97    |

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|-------|----|------|---------|----------|----------|-----|-------|-----|---------------------------------|-------|-------|------|----------|---------------|----------|
| 0094  |    | 2    | 96763   | 160613   | Check    | 1   | 9381  |     | LOONS, JESSICA                  | Yes   | No    | No   | USD      | 04/12/2022    | 8.40     |
|       |    |      | 96695   | 160614   | Check    | 1   | 3089  |     | MACMH                           | Yes   | No    | No   | USD      | 04/12/2022    | 45.00    |
|       |    |      | 96756   | 160615   | Check    | 1   | 9012  |     | MARSH, STEPHANIE                | Yes   | No    | No   | USD      | 04/12/2022    | 22.13    |
|       |    |      | 96687   | 160616   | Check    | 1   | 2692  |     | MASSP                           | Yes   | No    | No   | USD      | 04/12/2022    | 160.00   |
|       |    |      | 96751   | 160617   | Check    | 1   | 8722  |     | MCDONALD, JAMIE                 | Yes   | No    | No   | USD      | 04/12/2022    | 424.59   |
|       |    |      | 96745   | 160618   | Check    | 1   | 8069  |     | MCINERNEY, JENNIFER             | Yes   | No    | No   | USD      | 04/12/2022    | 201.45   |
|       |    |      | 96730   | 160619   | Check    | 1   | 5967  |     | MEDIACOM                        | Yes   | No    | No   | USD      | 04/12/2022    | 268.65   |
|       |    |      | 96700   | 160620   | Check    | 1   | 34186 |     | MENARDS                         | Yes   | No    | No   | USD      | 04/12/2022    | 37.51    |
|       |    |      | 96739   | 160621   | Check    | 1   | 7263  |     | MENARDS HERMANTOWN              | Yes   | No    | No   | USD      | 04/12/2022    | 519.36   |
|       |    |      | 96644   | 160622   | Check    | 1   | 10246 |     | MEYERS TONIA                    | Yes   | No    | No   | USD      | 04/12/2022    | 58.23    |
|       |    |      | 96676   | 160623   | Check    | 1   | 1750  |     | MICHAUD DISTRIBUTING            | Yes   | No    | No   | USD      | 04/12/2022    | 1,530.60 |
|       |    |      | 96641   | 160624   | Check    | 1   | 10106 |     | MILLER, CLAIRE                  | Yes   | No    | No   | USD      | 04/12/2022    | 117.59   |
|       |    |      | 96750   | 160625   | Check    | 1   | 8706  |     | MITCHELL, MARTHA                | Yes   | No    | No   | USD      | 04/12/2022    | 25.98    |
|       |    |      | 96656   | 160626   | Check    | 1   | 10483 |     | MOLLY OVENDEN CREATIVITY LLC    | Yes   | No    | No   | USD      | 04/12/2022    | 104.00   |
|       |    |      | 96742   | 160627   | Check    | 1   | 7603  |     | MONT DU LAC                     | Yes   | No    | No   | USD      | 04/12/2022    | 3,229.99 |
|       |    |      | 96703   | 160628   | Check    | 1   | 38552 |     | MUSIC IN MOTION                 | Yes   | No    | No   | USD      | 04/12/2022    | 2,667.60 |
|       |    |      | 96771   | 160629   | Check    | 1   | 9606  |     | MUSIC SALES DIGITAL SERVICES LL | Yes   | No    | No   | USD      | 04/12/2022    | 611.10   |
|       |    |      | 96680   | 160630   | Check    | 1   | 2082  |     | NASP INC                        | Yes   | No    | No   | USD      | 04/12/2022    | 4,346.00 |
|       |    |      | 96665   | 160631   | Check    | 1   | 10648 |     | NELSON RHONDA                   | Yes   | No    | No   | USD      | 04/12/2022    | 41.25    |
|       |    |      | 96705   | 160632   | Check    | 1   | 41000 |     | NORTHERN PRINTERY               | Yes   | No    | No   | USD      | 04/12/2022    | 123.67   |
|       |    |      | 96760   | 160633   | Check    | 1   | 9236  |     | NORTHSTAR CABLING & COMMUNIC    | Yes   | No    | No   | USD      | 04/12/2022    | 8,932.00 |
|       |    |      | 96673   | 160634   | Check    | 1   | 1326  |     | PAN O GOLD                      | Yes   | No    | No   | USD      | 04/12/2022    | 869.35   |
|       |    |      | 96696   | 160635   | Check    | 1   | 3091  |     | PETERSON, STACY                 | Yes   | No    | No   | USD      | 04/12/2022    | 69.69    |
|       |    |      | 96677   | 160636   | Check    | 1   | 2037  |     | PINE KNOT, LLC                  | Yes   | No    | No   | USD      | 04/12/2022    | 564.00   |
|       |    |      | 96783   | 160637   | Check    | 1   | 9849  |     | POLKOWSKI STEVE                 | Yes   | No    | No   | USD      | 04/12/2022    | 223.96   |
|       |    |      | 96688   | 160638   | Check    | 1   | 2721  |     | PRO PRINT                       | Yes   | No    | No   | USD      | 04/12/2022    | 7,208.35 |
|       |    |      | 96714   | 160639   | Check    | 1   | 4822  |     | PROSEN, TIM                     | Yes   | No    | No   | USD      | 04/12/2022    | 1,309.68 |
|       |    |      | 96710   | 160640   | Check    | 1   | 45152 |     | PROULX, TOM                     | Yes   | No    | No   | USD      | 04/12/2022    | 37.14    |
|       |    |      | 96712   | 160641   | Check    | 1   | 46565 |     | REALLY GOOD STUFF               | Yes   | No    | No   | USD      | 04/12/2022    | 164.85   |
|       |    |      | 96662   | 160642   | Check    | 1   | 10641 |     | RESEARCH INSTITUTE FOR LEARNII  | Yes   | No    | No   | USD      | 04/12/2022    | 649.00   |
|       |    |      | 96706   | 160643   | Check    | 1   | 4115  |     | RIESS, PAUL                     | Yes   | No    | No   | USD      | 04/12/2022    | 102.38   |
|       |    |      | 96659   | 160644   | Check    | 1   | 10542 |     | RNR YARDWORKS LLC               | Yes   | No    | No   | USD      | 04/12/2022    | 5,400.00 |
|       |    |      | 96784   | 160645   | Check    | 1   | 9935  |     | ROBB MARILYN                    | Yes   | No    | No   | USD      | 04/12/2022    | 72.53    |
|       |    |      | 96686   | 160646   | Check    | 1   | 2611  |     | ROEMHILDT, REGINA               | Yes   | No    | No   | USD      | 04/12/2022    | 35.64    |
|       |    |      | 96658   | 160647   | Check    | 1   | 10539 |     | SCHMIDT RACHEL                  | Yes   | No    | No   | USD      | 04/12/2022    | 41.69    |
|       |    |      | 96768   | 160648   | Check    | 1   | 9545  |     | SCHMITT DIRECTOR CENTER         | Yes   | No    | No   | USD      | 04/12/2022    | 198.76   |
|       |    |      | 96715   | 160649   | Check    | 1   | 48700 |     | SCHMITT MUSIC COMPANY           | Yes   | No    | No   | USD      | 04/12/2022    | 148.76   |
|       |    |      | 96666   | 160650   | Check    | 1   | 10649 |     | SCHMITZ MELISSA                 | Yes   | No    | No   | USD      | 04/12/2022    | 22.50    |
|       |    |      | 96716   | 160651   | Check    | 1   | 48761 |     | SCHOLASTIC BOOK FAIRS           | Yes   | No    | No   | USD      | 04/12/2022    | 2,170.41 |
|       |    |      | 96737   | 160652   | Check    | 1   | 7075  |     | SCHOOL HEALTH CORPORATION       | Yes   | No    | No   | USD      | 04/12/2022    | 408.20   |
|       |    |      | 96717   | 160653   | Check    | 1   | 48980 |     | SCHOOL SPECIALTY LLC            | Yes   | No    | No   | USD      | 04/12/2022    | 83.06    |

### Cloquet Public Schools Check Register by Bank and Check

| Batch Co      | Bank | Pymt No | Check No | Pay Type | Grp | Code  | Rcd | Vendor                        | Print | Recon | Void | Currency | Pmt/Void Date | Amount   |
|---------------|------|---------|----------|----------|-----|-------|-----|-------------------------------|-------|-------|------|----------|---------------|----------|
| 0094          | 2    | 96780   | 160654   | Check    | 1   | 9814  |     | SHIRTS UNLIMITED              | Yes   | No    | No   | USD      | 04/12/2022    | 440.00   |
|               |      | 96718   | 160655   | Check    | 1   | 50250 |     | SKUTEVIKS FLORISTS            | Yes   | No    | No   | USD      | 04/12/2022    | 374.55   |
|               |      | 96759   | 160656   | Check    | 1   | 9175  |     | SMITH, TREVOR J               | Yes   | No    | No   | USD      | 04/12/2022    | 60.00    |
|               |      | 96720   | 160657   | Check    | 1   | 51968 |     | STACK BROTHERS MECHANICAL CC  | Yes   | No    | No   | USD      | 04/12/2022    | 2,975.74 |
|               |      | 96781   | 160658   | Check    | 1   | 9828  |     | STARK TIMOTHY                 | Yes   | No    | No   | USD      | 04/12/2022    | 386.10   |
|               |      | 96773   | 160659   | Check    | 1   | 9626  |     | STRICKLAND ADRIENNE           | Yes   | No    | No   | USD      | 04/12/2022    | 215.28   |
|               |      | 96735   | 160660   | Check    | 1   | 6452  |     | SWARTWOVDT, TINA              | Yes   | No    | No   | USD      | 04/12/2022    | 84.63    |
|               |      | 96741   | 160661   | Check    | 1   | 7518  |     | SYCK, RODERICK                | Yes   | No    | No   | USD      | 04/12/2022    | 39.41    |
|               |      | 96744   | 160662   | Check    | 1   | 7811  |     | TENNIS WAREHOUSE              | Yes   | No    | No   | USD      | 04/12/2022    | 309.55   |
|               |      | 96638   | 160663   | Check    | 1   | 06680 |     | THE HOME DEPOT PRO            | Yes   | No    | No   | USD      | 04/12/2022    | 463.80   |
|               |      | 96648   | 160664   | Check    | 1   | 10359 |     | TKI                           | Yes   | No    | No   | USD      | 04/12/2022    | 240.00   |
|               |      | 96772   | 160665   | Check    | 1   | 9616  |     | TRAFERA HOLDINGS, LLC         | Yes   | No    | No   | USD      | 04/12/2022    | 1,400.00 |
|               |      | 96722   | 160666   | Check    | 1   | 55438 |     | TWIN PORTS PAPER SUPPLY       | Yes   | No    | No   | USD      | 04/12/2022    | 171.72   |
|               |      | 96777   | 160667   | Check    | 1   | 9791  |     | TYSON FOODS INC               | Yes   | No    | No   | USD      | 04/12/2022    | 437.94   |
|               |      | 96761   | 160668   | Check    | 1   | 9268  |     | UHL COMPANY INC               | Yes   | No    | No   | USD      | 04/12/2022    | 5,030.64 |
|               |      | 96749   | 160669   | Check    | 1   | 8684  |     | UMD STUDENT FINANCIAL SERVICE | Yes   | No    | No   | USD      | 04/12/2022    | 6,440.00 |
|               |      | 96724   | 160670   | Check    | 1   | 55905 |     | UNITED STATES POSTAL SERVICE  | Yes   | No    | No   | USD      | 04/12/2022    | 265.00   |
|               |      | 96726   | 160671   | Check    | 1   | 56350 |     | UPPER LAKES FOODS             | Yes   | No    | No   | USD      | 04/12/2022    | 453.36   |
|               |      | 96719   | 160672   | Check    | 1   | 5153  |     | VIKING ELECTRIC SUPPLY INC    | Yes   | No    | No   | USD      | 04/12/2022    | 972.00   |
|               |      | 96728   | 160673   | Check    | 1   | 57280 |     | WANGEN, DAVID                 | Yes   | No    | No   | USD      | 04/12/2022    | 435.99   |
|               |      | 96698   | 160674   | Check    | 1   | 3210  |     | WELSH, CYNTHIA                | Yes   | No    | No   | USD      | 04/12/2022    | 175.00   |
|               |      | 96764   | 160675   | Check    | 1   | 9440  |     | WICK, MICHELLE                | Yes   | No    | No   | USD      | 04/12/2022    | 98.72    |
|               |      | 96725   | 160676   | Check    | 1   | 5609  |     | WINBIGLER, MATHEW             | Yes   | No    | No   | USD      | 04/12/2022    | 55.80    |
|               |      | 96765   | 160677   | Check    | 1   | 9451  |     | WITTE, LONNA                  | Yes   | No    | No   | USD      | 04/12/2022    | 35.00    |
|               |      | 96655   | 160678   | Check    | 1   | 10482 |     | WOOD CITY MOTORS              | Yes   | No    | No   | USD      | 04/12/2022    | 913.14   |
|               |      | 96689   | 160679   | Check    | 1   | 2731  |     | YOUNG, HEATHER                | Yes   | No    | No   | USD      | 04/12/2022    | 147.39   |
|               |      | 96732   | 160680   | Check    | 1   | 60300 |     | ZION LUTHERAN CHURCH          | Yes   | No    | No   | USD      | 04/12/2022    | 6,582.26 |
| Bank Total: 2 |      |         |          |          |     |       |     |                               |       |       |      |          | \$339,425.47  |          |
| Report Total: |      |         |          |          |     |       |     |                               |       |       |      |          | \$339,425.47  |          |

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

| <b>Fund</b>         | <b>Description</b>  | <b>Total</b>       |
|---------------------|---------------------|--------------------|
| 01                  | General             | \$83,264.71        |
| 02                  | Food Services       | \$338.37           |
| 03                  | Transportation      | \$775.93           |
| 04                  | Community Services  | \$803.93           |
| 05                  | Capital Expenditure | \$1,388.62         |
| 12                  | Activities          | \$1,313.78         |
| <b>Report Total</b> |                     | <b>\$87,885.34</b> |

### Cloquet Public Schools Check Register by Bank and Check

| Batch         | Co | Bank | Pymt No | Check No | Pay Type | Grp | Code  | Rcd | Vendor                       | Print | Recon | Void | Currency | Pmt/Void Date | Amount    |
|---------------|----|------|---------|----------|----------|-----|-------|-----|------------------------------|-------|-------|------|----------|---------------|-----------|
| 0094          |    | 2    | 96605   | 160504   | Check    | 1   | 1055  |     | ADVANTAGE EMBLEM             | Yes   | No    | No   | USD      | 03/17/2022    | 323.45    |
|               |    |      | 96613   | 160505   | Check    | 1   | 6078  |     | AMAZON                       | Yes   | No    | No   | USD      | 03/17/2022    | 10,158.26 |
|               |    |      | 96600   | 160506   | Check    | 1   | 10036 |     | BEARABOO                     | Yes   | No    | No   | USD      | 03/17/2022    | 474.20    |
|               |    |      | 96607   | 160507   | Check    | 1   | 10635 |     | BORCHARDT DALE               | Yes   | No    | No   | USD      | 03/17/2022    | 220.00    |
|               |    |      | 96602   | 160508   | Check    | 1   | 10401 |     | CITY OF CLOQUET              | Yes   | No    | No   | USD      | 03/17/2022    | 5,876.00  |
|               |    |      | 96615   | 160509   | Check    | 1   | 9578  |     | CONSTELLATION NEWENERGY -GA  | Yes   | No    | No   | USD      | 03/17/2022    | 19,108.29 |
|               |    |      | 96606   | 160510   | Check    | 1   | 10621 |     | EXECUTIVE SEC/TREASURER 7AA  | Yes   | No    | No   | USD      | 03/17/2022    | 2,255.00  |
|               |    |      | 96611   | 160511   | Check    | 1   | 3093  |     | HERMANTOWN HIGH SCHOOL       | Yes   | No    | No   | USD      | 03/17/2022    | 260.00    |
|               |    |      | 96614   | 160512   | Check    | 1   | 6673  |     | LAKE SUPERIOR ZOOLOGICAL SOC | Yes   | No    | No   | USD      | 03/17/2022    | 190.00    |
|               |    |      | 96609   | 160513   | Check    | 1   | 2176  |     | MASBO                        | Yes   | No    | No   | USD      | 03/17/2022    | 290.00    |
|               |    |      | 96612   | 160514   | Check    | 1   | 36651 |     | MINNESOTA POWER              | Yes   | No    | No   | USD      | 03/17/2022    | 45,576.90 |
|               |    |      | 96610   | 160515   | Check    | 1   | 2721  |     | PRO PRINT                    | Yes   | No    | No   | USD      | 03/17/2022    | 1,324.11  |
|               |    |      | 96604   | 160516   | Check    | 1   | 10542 |     | RNR YARDWORKS LLC            | Yes   | No    | No   | USD      | 03/17/2022    | 500.00    |
|               |    |      | 96608   | 160517   | Check    | 1   | 2087  |     | SAMMY'S PIZZA                | Yes   | No    | No   | USD      | 03/17/2022    | 353.20    |
|               |    |      | 96601   | 160518   | Check    | 1   | 10344 |     | STILLWATER HIGH SCHOOL GOLF  | Yes   | No    | No   | USD      | 03/17/2022    | 200.00    |
|               |    |      | 96603   | 160519   | Check    | 1   | 10453 |     | WEX BANK                     | Yes   | No    | No   | USD      | 03/17/2022    | 775.93    |
| Bank Total: 2 |    |      |         |          |          |     |       |     |                              |       |       |      |          | \$87,885.34   |           |
| Report Total: |    |      |         |          |          |     |       |     |                              |       |       |      |          | \$87,885.34   |           |



MINNESOTA  
SCHOOL DISTRICT  
LIQUID ASSET  
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▶ Reports    ▶ Transactions    ▶ Tools / Forms   

- Purchases
- Initiate ACH Purchase
  - [- Single Entry Form](#)
  - [- Multi-entry Form](#)
  - [- Flexible Batch Form](#)
  - [Wire Purchase Notify](#)
- Redemptions
- Initiate ACH Redemption
  - [- Single Entry Form](#)
  - [- Multi-entry Form](#)
  - [- Flexible Batch Form](#)
  - [Initiate Wire Redemption](#)
- Transfers
- [Transfer](#)
- [Exchange](#)
- [Participant to Participant](#)
- Miscellaneous
- [Stop Payment Request](#)
- [Pending Trans Manager](#)

Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3460795

|                             |                       |
|-----------------------------|-----------------------|
| Transaction Type            | Exchange              |
| Entry Date                  | 3/7/2022              |
| Transaction Date            | 3/7/2022              |
| From Account                | 600041 - General Fund |
| Investment Type             | MSDLAF+ MAX Class     |
| Exchange To Investment Type | MSDLAF+ Liquid Class  |
| Amount                      | \$1,300,000.00        |



▶ **Reports**    ▶ Transactions    ▶ Tools / Forms    

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- Redemptions
- Initiate ACH Redemption
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- Transfers
- [Transfer](#)
- [Exchange](#)
- [Participant to Participant](#)
- Miscellaneous
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Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3464688

|                             |                       |
|-----------------------------|-----------------------|
| Transaction Type            | Exchange              |
| Entry Date                  | 3/14/2022             |
| Transaction Date            | 3/15/2022             |
| From Account                | 600041 - General Fund |
| Investment Type             | MSDLAF+ MAX Class     |
| Exchange To Investment Type | MSDLAF+ Liquid Class  |
| Amount                      | \$1,100,000.00        |



▶ **Reports**    ▶ Transactions    ▶ Tools / Forms    

- Purchases
- Initiate ACH Purchase
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- Redemptions
- Initiate ACH Redemption
  - [- Single Entry Form](#)
  - [- Multi-entry Form](#)
  - [- Flexible Batch Form](#)
  - [Initiate Wire Redemption](#)
- Transfers
- [Transfer](#)
- [Exchange](#)
- [Participant to Participant](#)
- Miscellaneous
- [Stop Payment Request](#)
- [Pending Trans Manager](#)

Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3468840

|                             |                       |
|-----------------------------|-----------------------|
| Transaction Type            | Exchange              |
| Entry Date                  | 3/22/2022             |
| Transaction Date            | 3/28/2022             |
| From Account                | 600041 - General Fund |
| Investment Type             | MSDLAF+ MAX Class     |
| Exchange To Investment Type | MSDLAF+ Liquid Class  |
| Amount                      | \$1,050,000.00        |



Independent School District No. 94  
Cloquet, Minnesota 55720

**Central Administration**  
302 14th Street • 218-879-6721 • FAX-879-6724  
**Cloquet Senior High School**  
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**Churchill Elementary School**  
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**Washington Elementary School**  
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**Community Education**  
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**Cloquet Area Alternative Education Programs**  
302 14th Street • 218-879-0115 • FAX-879-6941  
<http://www.isd94.org>

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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary Principal

DATE: April 6, 2022

RE: Recommendation for Employment

I am recommending the district extend the employment of Sheila Fritsinger to assist with special education evaluations for the remainder of this school year. This position will include up to 40 total hours of evaluation assistance due to the high number of evaluations needing to be completed and considering that one of our SPED teachers is on FMLA Leave, and our newly hired SPED teacher has no previous experience in evaluations.

|                     |  |
|---------------------|--|
| RATE OF PAY:        | \$28.55/hour   |
| HOURS TO BE WORKED: | Up to a total of 40 hours  |
| START DATE:         | April 12, 2022   |
| LENGTH OF CONTRACT: | Temporary, ending June 3, 2022   |
| RATIONALE FOR HIRE: | Mrs. Fritsinger has valuable experience as a recent special education teacher at Washington. She is already on-site serving as a part-time intervention teacher this year, and her assistance will be essential in helping Washington complete the needed evaluations within required timelines. |

(Employment is contingent upon Cloquet School Board approval.)

**RM/BA**



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

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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: April 6, 2022

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Warren Peterson to provide homebased instruction for a student at the Cloquet High School.

RATE OF PAY: \$32.02

HOURS TO BE WORKED: 5 hours/week of student contact time  
1 hour/week of prep

STARTING DATE: As soon as possible

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

BUDGETED CURRENT YEAR: Yes

RATIONALE FOR HIRE: Cloquet High School has the need to hire a homebased teacher to provide education for one of our students.

(Employment is contingent upon Cloquet School Board approval)

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

To: Superintendent Cary and ISD #94 School Board Members

From: Paul Riess, Activities Director

Date: March 21st , 2022

Re: 2021-2022 Spring Contracts

Please approve the updated pay rates for coaches or the spring season. They were initially listed as volunteers

| <b>SPORT</b>                    | <b>POSITION</b> | <b>NAME</b>      | <b>DATES</b>        | <b>AMOUNT</b> |
|---------------------------------|-----------------|------------------|---------------------|---------------|
| <i>These positions</i>          | Assistant coach | Thomas Udenberg  | 3/14/2022-6/11/2022 | \$250         |
| <i>will be paid from the</i>    | Assistant coach | Jared Anderson   | 3/14/2022-6/11/2022 | \$250         |
| <i>track activities account</i> | Assistant coach | Shawna Youngberg | 3/14/2022-6/11/2022 | \$250         |
|                                 |                 |                  |                     |               |



Independent School District No. 94  
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<http://www.isd94.org>

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## MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent  
FROM: Tom Brenner, Middle School Principal  
DATE: April 6, 2022  
Re: Permission to Post

I am requesting permission to post for One Homebound Teacher position for Cloquet Middle School for a 7<sup>th</sup> grade student.

TB:KP



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: April 6, 2022

RE: **Permission to Post**

I am requesting permission to post for one homebased teacher for the Cloquet High School. This request is for 5 hours per week of instruction and 1 hour per week of prep.

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## MEMORANDUM

---

**TO:** Dr. Michael Cary, Superintendent  
**FROM:** Lance Horvat, ESY Coordinator  
**DATE:** April 5, 2022  
**RE:** Posting of Positions

I am asking for authorization to post for the following positions that will be needed for the summer 2022 Extended School Year (ESY) program:

- **Special Ed. Teachers DCD** – 12 sessions at 5 hrs./session + 8 hours training and prep. (June 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30)
- **Special Ed. Teacher SLD** -12 sessions **up to** (number of hours depends on number of kids signed up) 50 hours + 8 hour training and prep. (June 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30)
- **Para DCD -12 sessions** at 4.5 hrs./session + 8 hours training. (June 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30)

### **DCD/ASD/MM High School at Senior High C201 and C200**

- One (1) DCD S/P Teacher 68 hrs.
- Five (5) Para Professionals 62 hrs.

### **Elementary SLD held at Senior High School**

- One (1) Teacher SLD **up to** 50 hrs.

### **Churchill & Middle School DCD/ASD/MM at D201 at High School**

- One (1) DCD Teacher 68 hrs.
- Five (5) Para Professionals 62 hrs.

### **District-wide Support**

- One (1) Nurse RN 20 hrs. prep on call (up to 40 more hrs.)
- Instructional supply budget \$300.00



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

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

To: Dr. Michael Cary

From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy

Date: April 8, 2022

Re: Permission to Post for 2 ESY Special Education Teachers

The Northern Lights Academy is requesting permission to post for 2 Special Education Teachers to teach Extended School Year for students requiring ESY. These 2 teachers will work six 4.5-hour days during June and twelve 4.5-hour days during July and August for a total of 81 hours per teacher. These positions have been approved by the Northern Lights Academy board. Please let me know if you have any questions.



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

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

To: Dr. Michael Cary  
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy  
Date: April 8, 2022  
Re: Permission to Post

The Northern Lights Academy is requesting permission to post for an additional 1.0 Special Education ASD Teacher for the 2022-2023 school year due to the anticipated need for an additional teacher for students with autism. Please let me know if you have any questions.

Teacher  
Ms. Emily Brown  
[ebrown@nlacoop.org](mailto:ebrown@nlacoop.org)

Teacher  
Ms. Amiliya Calverley  
[acalverley@nlacoop.org](mailto:acalverley@nlacoop.org)

Teacher  
Ms. Morgan Warbalow  
[mwarbalow@nlacoop.org](mailto:mwarbalow@nlacoop.org)

Teacher  
Ms. Adriana Leveille  
[aleveille@nlacoop.org](mailto:aleveille@nlacoop.org)

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School Social Worker  
Ms. Lesa Dalbec  
[ldalbec@nlacoop.org](mailto:ldalbec@nlacoop.org)



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

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

To: Dr. Michael Cary  
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy  
Date: April 8, 2022  
Re: Permission to Post

The Northern Lights Academy is requesting permission to post for a 0.5 FTE Physical Education Teacher for the 2022-2023 school year due to the anticipated need for a physical education teacher. Please let me know if you have any questions.

Teacher  
Ms. Emily Brown  
[ebrown@nlacoop.org](mailto:ebrown@nlacoop.org)

Teacher  
Ms. Amiliya Calverley  
[acalverley@nlacoop.org](mailto:acalverley@nlacoop.org)

Teacher  
Ms. Morgan Warbalow  
[mwarbalow@nlacoop.org](mailto:mwarbalow@nlacoop.org)

Teacher  
Ms. Adriana Leveille  
[aleveille@nlacoop.org](mailto:aleveille@nlacoop.org)

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School Social Worker  
Ms. Lesa Dalbec  
[ldalbec@nlacoop.org](mailto:ldalbec@nlacoop.org)



Independent School District No. 94  
Cloquet, Minnesota 55720

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6 April 2022

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

For your consideration and approval, I am requesting permission to post for a 7hr/day American Indian Education Program Academic Tutor at the Cloquet Middle School due to staff resignation effective 3/18/22.

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

Cc: Tom Brenner  
Tom Lenarz

---

# MEMORANDUM

---

TO: Dr. Michael Cary, Superintendent

FROM: Tim Prosen, CHS Assistant Principal/Targeted Services Coordinator

DATE: March 15, 2022

RE: Permission to Post for Targeted Services Summer Staffing

I am asking for permission to post for the following positions for our 2022 Summer Targeted Services Programming to take place June 13 – June 30 and August 1- August 18.

| <u>Churchill Elementary School</u>   | <u>Total Programming Hours</u>           |
|--------------------------------------|--|
| • Kindergarten Teacher               | 120 Hours                                |
| • First Grade Teacher                | 120 Hours                                |
| • Second Grade Teacher               | 120 Hours                                |
| • Third Grade Teacher                | 120 Hours                                |
| • Fourth Grade Teacher               | 120 Hours                                |
| • Paraprofessional                   | Up to 144 Hours (up from 120 originally) |
| • Paraprofessional                   | Up to 144 Hours (up from 120 originally) |
| • Targeted Services Site Coordinator | Up to 30 Hours                           |

| <u>Washington Elementary School</u>  | <u>Total Programming Hours</u>           |
|--------------------------------------|--|
| • Kindergarten Teacher               | 120 Hours                                |
| • First Grade Teacher                | 120 Hours                                |
| • Second Grade Teacher               | 120 Hours                                |
| • Third Grade Teacher                | 120 Hours                                |
| • Fourth Grade Teacher               | 120 Hours                                |
| • Paraprofessional                   | Up to 144 Hours (up from 120 originally) |
| • Paraprofessional                   | Up to 144 Hours (up from 120 originally) |
| • Targeted Services Site Coordinator | Up to 30 Hours                           |

| <u>Cloquet Middle School (First Session Only)</u> | <u>Total Programming Hours</u>         |
|---|--|
| • Two (2) 5 <sup>th</sup> Grade CMS Teachers      | 120 Hours Total                        |
| • Two (2) 6 <sup>th</sup> Grade CMS Teachers      | 120 Hours Total                        |
| • Math Teacher                                    | 60 Hours                               |
| • Science Teacher                                 | 60 Hours                               |
| • English Teacher                                 | 60 Hours                               |
| • Social Studies Teacher                          | 60 Hours                               |
| • Paraprofessional                                | Up to 72 Hours (up from 60 originally) |
| • Paraprofessional                                | Up to 72 Hours (up from 60 originally) |
| • Targeted Services Site Coordinator              | Up to 20 Hours                         |



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

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

To: Dr. Michael Cary

From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy

Date: April 8, 2022

Re: Permission to Post for 7 ESY Paraprofessionals

The Northern Lights Academy is requesting permission to post for a 7 Paraprofessionals to work during Extended School Year Services for students requiring ESY. These paraprofessionals will each work six 3.75-hour days during June and twelve 3.75-hour days during July and August for a total of 67.5 hours per paraprofessional. The Northern Lights Academy board has approved these positions. Please let me know if there are any questions.

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Beth Dohnansky, Food Service Director

DATE: April 4, 2022

RE: Permission to Post for Food Service Staff

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

- **3 hours / Day Food Service Staff, Washington Elementary**



Independent School District No. 94  
Cloquet, Minnesota 55720

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

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## Memorandum

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To: Cloquet School Board Members

From: Dylan Carlson  
Director of Facilities and Grounds

Date: April 6th, 2022

RE: Summer Maintenance Hours 2022

I am requesting the board to authorize the Director of Facilities and Grounds to approve up to 5,780 hours for 2022 summer maintenance and cleaning as listed below. Excluding Garfield, this is the same amount of summer maintenance and cleaning hours approved for each site prior to the reduction of hours last year due to COVID school closures. Garfield has remained the same as it was increased after the Lead Custodian/Head Custodian was replaced with a Director of Facilities and Grounds.

- Churchill Elementary School 600 Hours
- Washington Elementary School 700 Hours
- Cloquet Middle School 2000 Hours
- Cloquet High School 2000 Hours
- Garfield School 480 Hours



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**  
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**Community Education**  
2001 Washington Avenue • 218-879-1261 • FAX-878-3013  
**Cloquet Area Alternative Education Programs**  
302 14th Street • 218-879-0115 • FAX-879-6941  
<http://www.isd94.org>

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## Memorandum

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To: Cloquet School Board Members

From: Dylan Carlson  
Director of Facilities and Grounds

Date: April 6, 2022

RE: Recommendation for Grounds Maintenance Hours for Summer 2022

I am requesting the approval of 6,450 Hours for District grounds maintenance services for summer 2022. These hours are the same as they have been for the past four years.

- Churchill Elementary School 600 Hours
  - Washington Elementary School 700 Hours
  - Middle School 2,450 Hours
  - High School 2,450 Hours
  - Garfield School 250 Hours
- Total Hours: 6,450 Hours

Staffing will consist of the following:

Rate of Pay: **TBD** – Groundskeeper/Maintenance II  
○ \$16.24/Hour

**TBD** – Groundskeeper/Maintenance I  
○ \$14.30/Hour

Hours: Up to 40 Hours/Week (Monday – Friday)

Starting Date: **TBD**

Budgeted Current Year: Yes

Reason for Hire: Ongoing need

Employment is based on Cloquet School Board approval<sup>35</sup>

| Item            | Anticipated Expense Amount             |            |
|-----------------|--|------------|
| Coordinator     | \$100,000 annually                     | Necessary  |
| Mentor (2)      | \$28,000 per staff annually (\$56,000) | Necessary  |
| Office Supplies | \$2000 annually                        | Reasonable |
| Training        | \$5000 annually                        | Necessary  |
| Travel to sites | \$1000 annually                        | Reasonable |

## Signature and Date of the Identified Official with Authority to Sign

By signing below, I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

Name: Dr. Michael Cary

Date: 3/17/22

Signature: 

### Submission Reminder

Your complete application will should consist of the following:

- Completed and signed application coversheet, along with the assurances.
- Application narrative components:
  - statement of need
  - capacity
  - outreach to parents or community organizations
  - project goals with activities
  - outcomes and estimated timelines, evaluation)
- Excel Budget with budget narrative – separate supplemental budget

Submit your completed application to [mde.compgrants@state.mn.us](mailto:mde.compgrants@state.mn.us) by March 18, 2022, 3:30 PM Central Time.

Late applications will not be considered.

3.18.2022

Thomas Delaney

Minnesota Department of Education

Supervisor, Interagency Partnerships

SPDG Grant 2022

Dear Mr. Delaney,

This letter is intended to express my support of Cloquet Public School's pursuit of SPDG grant funds to support programming at Cloquet High School for American Indian students with disabilities. In our view there is a need for increased services and partnerships to support these students and guide staff there with providing appropriate support. We also would like to play a role in planning interventions that are culturally appropriate and student specific.

Sharing information regarding American Indian student success is an important component in building trusting relationships between the public high school and American Indian families and students. We would be supportive of a program at Cloquet High School that uses research based, culturally appropriate interventions that support the social, emotional, behavioral, spiritual, and academic growth of American Indian students.

With the help of this grant it is more possible that the data can be collected and communicated to several stakeholders in the Fond du Lac and Cloquet communities. This might allow for strengthening of current partnership or creation of new ones with the end goal of improving American Indian Student's overall experience and success at Cloquet High School and beyond. Please consider this grant and helping to enhance current services for these students and increasing the chances that these amazing students graduate and actualize their infinite potential.

Sincerely,



Jennifer Murray

Fond du Lac Ojibwe School Superintendent  
49 University Rd.  
Cloquet, MN 55720  
Office Ph. 218-878-7258 Cell Ph. 218-576-4895  
[jennifermurray@fdlrez.com](mailto:jennifermurray@fdlrez.com)



## State Personnel Development Grant (SPDG) – Federal Fiscal Year 2021, State Fiscal Year 2022

### Application Coversheet

#### Applicant Information

Legal name of applicant organization: Cloquet Public Schools ISD #94

If district or charter school applicant, enter organization number: #94

Total grant request: \$200,000

#### Partnering Organization

List the names of any partnering organizations (A separate partnership agreement will need to be submitted for each):

#### Student Population Information

What is the number students that are American Indian/Alaska Native Students with disabilities (Note: If you are applying with multiple school districts, please list the student population for each school district or charter school): 56

What percentage of the entire population of student with disabilities is American Indian/Alaska Native Students with disabilities (Note: If you are applying with multiple school districts, please list this percentage for each school district or charter school): 45% at Cloquet High School

## Required Identification Numbers

Minnesota SWIFT vendor ID number (Tax ID): 41-6000450

Federal DUNS number: 07-868-5575

## Contact Information

### ***Identified Official with Authority (IOwA) to Sign***

Instructions: Enter the contact information of the person who will sign the application in the [signature section](#).

Name of Identified Official with Authority to sign: Dr. Michael Cary

Title: Superintendent

Address: 302-14<sup>th</sup> St

City, state and ZIP code + 4: Cloquet, MN 55720

Phone number: (218)879-6721 x 6204

Email: mcary@isd94.org

### ***Primary Program (PM) Contact Information***

Name of Program Contact: Michael Meyer

Title: School Social Worker

Address: 1000 18<sup>th</sup> St

City, state and ZIP code: Cloquet, MN 55720

Phone number: (218) 879-3393 x 1210

Email: mmeyer94@isd94.org

### ***Business Manager (BM) Contact Information***

Name of business manager:

Candace Nelis

Title: Business Manager

Address: 302-14<sup>th</sup> St

City, state and ZIP code:

Cloquet, MN 55720

Phone number: (218) 879-1457

Email: cnelis@isd94.org

## Signature and Date of the Identified Official with Authority to Sign

By signing below, I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

Name: Dr. Michael Cary

Date:

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

### Submission Reminder

Your complete application will should consist of the following:

- Completed and signed application coversheet, along with the assurances.
- Application narrative components:
  - statement of need
  - capacity
  - outreach to parents or community organizations
  - project goals with activities
  - outcomes and estimated timelines, evaluation)
- Excel Budget with budget narrative – separate supplemental budget

Submit your completed application to [mde.compgrants@state.mn.us](mailto:mde.compgrants@state.mn.us) by March 18, 2022, 3:30 PM Central Time.

Late applications will not be considered.

## Federal Funding Accountability and Transparency Act

Respond to the following two questions if your potential federal grant award will come from **federal funding** and be \$25,000 and over **and**, if your gross income is \$300,000 or more from all sources for the previous tax year. This information is required in order for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA).

1. In your organization's preceding fiscal year, did the organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

Yes

No

2. If you answered **yes** to the question above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934?

Yes

No

If you responded **no** to question 2, we may need additional information from you for reporting.

## Assurances

The applicant, by signing the coversheet to the application submitted to the state, certifies they have read all application documents, including any revised documents. The applicant agrees to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

### 1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4D) State and federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices and Disclosure of Breach in Security; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

### 2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the state any unexpended funds not accounted for in the financial report due to the state at grant closeout.
- B. The grantee shall present reports to the Commissioner of the Department of Education or the state's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if state is allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the state. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense reimbursement rates (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>). Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

### 3. Equipment

Upon termination of the award, the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

### 4. Financial and Administrative Provisions

#### **A. Allowability of Costs**

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars located in [2 Code of Federal Regulations \(CFR\), Part 200](#) and/or as in the approved budget and/or specific legislation.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish a legitimate meeting, conference business for approved grant activities. Budget allocations for food must be approved by the Minnesota Department of Education (MDE). Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U.S. Department of Education conference.

#### **B. Records**

The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

1. The six-year retention period shall commence from the date of submission of the final expenditure report.
2. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

3. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

### **C. Examination**

The state or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

### **D. State and Federal Audits**

Under [Minnesota Statutes, section 16B.98, Subdivision 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

## **5. Liability**

Grantee agrees to indemnify and save and hold the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

## **6. Ownership of Materials and Intellectual Property Rights**

### **A. Intellectual Property Rights**

The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents

must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works for hire.” The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state’s ownership interest in the works and documents.

### ***B. Notification***

Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state’s authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

### ***C. Representation***

The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee’s expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.

The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee’s or the state’s opinion is likely to arise, the grantee, must at the state’s discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

## **7. Publicity**

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, website pages, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall publicly identify the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state’s authorized representative.

The applicant/awardee must **not** claim that the state **or** the federal Department of Education **endorses** its products or services. See a sample statement below:

Example: The contents of this publication, film, or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

Example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

## **8. Government Data Practices and Disclosure of Breach in Security**

The grantee and the state must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

[Minnesota Statutes, section 13.055](#), applies to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

## **9. Data Disclosure**

Under [Minnesota Statutes, section 270C.65](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## **10. Worker's Compensation**

Grantee certifies that it is in compliance with [Minnesota Statutes, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

## 11. Antitrust

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

## 12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 14. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

## **15. Drug-Free Workplace (Awardees Other Than Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
  - a. Abide by the terms of the statement; and,
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

## 16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

## 17. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

## 18. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Minnesota Statutes Chapter 363A. Human Rights](#)

## 19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

## 20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

## **21. Delinquent State or Federal Debt**

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under [Minnesota Statutes, section 270C.65, subdivision 3.](#)

## **22. Cancellation With or Without Cause**

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

## **23. Cancellation Due to Discontinued or Insufficient Funding**

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

## **24. Cancellation Due to Failure to Comply**

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

## **25. Conflict of Interest**

In accordance with [the Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

## **26. Voter Registration Services**

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes, section 201.162](#), Duties of State Agencies for the complete statute.

## **27. Minimizing State Funded Administrative Costs**

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

## **28. Supplanting**

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

## **29. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction**

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

## **30. Contracting – Nongovernmental Entities**

Pursuant to Minnesota Statute 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

### ***Domestic preferences for procurements***

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

## **31. Amendments**

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award or assurances, or their successors in office.

## **32. Other Provision**

- a. The grantee assures that if the award involves federal funding the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act (CMIA) of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles principles, with the current Federal Education Department General Uniform Administrative Regulations, Part 200 or other applicable code of federal regulations applicable to this federal reimbursement request.
- b. Grantee if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal, to conserve energy and natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.
- c. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned

vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.

- d. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the Official Grant Award Notification (OGAN) or other award documentation.
- e. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- f. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more types of information such as social security number, credit card numbers, place of birth.
- g. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 2, CFR 200.321 for more information.
- h. Grantee and their subrecipients of federal grant funds will adopt the requirements in the Code of Federal Regulations at 2, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the grantee, its employees or its subrecipients.
- i. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.
- j. If the initiative is federally funded with an award from the federal Office of Education, grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable.
- k. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- l. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- m. Grantees will provide information to MDE, upon request and in a timely fashion to accommodate MDE's reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, propose grantees must provide, upon request any documentation necessary for MDE to conduct their risk assessment.

## Application Narrative Section

Applicant Name: Cloquet Public Schools – ISD#94

### Application Checklist

Develop your narrative below for each required component in the space provide below. Refer back to the instructions section, any resources provided and the purpose of funding. Make sure you complete each component of the narrative before submitting the application:

- statement of need
- capacity
- outreach to parents or community organizations
- project goals with activities
- outcomes and estimated timelines, evaluation

### Grant Application Components

#### Executive Summary

The Theory of Action explains how MDE will partner grantees, and their stakeholders, to implement an evidence-based practice that will improve graduation rates for American Indian/Alaska Native students with disabilities. Prior to selecting an evidence-based practice grantee must establish a District Implementation Team (DIT) that includes a special education director, project coordinator, other involved school staff, and stakeholders. Once established, a DIT uses data and resources provided by MDE to: determine root cause(s); identify an evidence-based practice; set goals; and establish an evaluation process. Implementation of evidence-based practices grantees will combine to improve the statewide 6-year graduation rates for American Indian/Alaska Native students with disabilities. Use the Theory of Action as a general reference and guide to help develop responses in the following sections of the application.

Please **briefly** describe the population of American Indian and Alaska Native students with disabilities served by your school district(s), your need to improve graduation rates for these students, the commitment of your school district and/or charter school leadership, partnering and supporting work with tribal communities or organizations associated with tribal communities, and any goals and expected outcomes your school district(s) or charter school(s) have for improving graduation rates for American Indian and Alaska Native students with disabilities. The summary should specifically identify the following:

- Need for the funding;
  - *At this time Cloquet High School is in need of funding to support our efforts to improve academic experiences of our students who identify as American Indian/Native American. Specifically, we need financial assistance to increase our staffing, tracking, and create a system of fidelity to increase the likelihood that our students of American Indian/Native American ethnicity graduate from high school. Funding would allow us to expand on existing programming and partnerships with our American Indian Education department and leadership as well as our partners with the Fond du Lac Ojibwe tried on whose tribal land our institutions exist.*

- How American Indian and Alaska Native students with disabilities will benefit from the grant if awarded;
  - *It is our intention to create a Check and Connect program that will use real time data, both quantitative and qualitative, to assist students to identify goals they have for their education. These goals would be reached based on program implementation guidance and using culturally appropriate and student specific interventions. If granted, students would have access to a Check and Connect Coordinator and Mentor in addition to the supports that already exist within the Special Education Department at the school and the American Indian Education Department on site. Expanding outside of the school, we intend to use the program to assist students with connecting the strengths that exist in their lives and across settings including school, home, and the community. Weekly check ins would assist with direct services and current school wide meetings such as attendance meetings, mental health meetings, and behavior meetings would inform the weekly interventions of students in need.*
- Primary project goals and activities that are measurable, attainable and align with the purpose of funding.
  - *(1) Increase the number of passing grades achieved by each student each quarter, semester and year; (2) Increase the number of classes attended by each student while engaged in the program; (3) Decrease the number of behavior referrals for each student in the program. (4) Increase or maintain the graduation rate of American Indian/Native American students with disabilities in the Cloquet School District from the current percentage rate to 100% over the next four academic years.*

Points Possible: 5

## Statement of Need

Describe the need to improve graduation rates for American Indian and Alaska Native students with disabilities served by your school district(s). Provide data that supports how the need was determined. Include the following information:

- Describe the need to improve graduation rates for American Indian and Alaska Native students with disabilities served by your school district(s) or charter school(s), including the number of students served, observed graduation rates, and other information;
  - *Currently we serve 57 American Indian or American Indian and one other race students on IEP's in the Cloquet School District. All but 5 of those students attend Cloquet High School with those 5 students attending CAEP our alternative high school. We also have approximately 4 students attending a day treatment program who are enrolled with our Northern Lights Education Cooperative with whom we contract for services.*
  - *Graduation rates for American Indian students on IEP's in the past two graduation cycles are as follows: 2019-20= \*\*\*\*\* 2020-2021*
- Describe the need of your school district(s) to improve your capacity to implement evidence-based practices for improving graduation rates for American Indian and Alaska Native students with disabilities;
  - *Currently our district has several partnerships that American Indian/Native American students have access to including but not limited to co-located mental health services, a local day treatment only for area students, academic interventions that include a full time tutor and support room coordinator through American Indian Education, a credit recovery and project based learning coordinator through American Indian Education, a School Social Worker, two Guidance Counselors, and a Setting 4 contained classroom.*
  - *While all of these services have proven to increase the student experience, we do not currently have an approach to tracking data driven goals in place. It is my understanding that Check and Connect was being used in the past but fidelity was a challenge for those that we providing services due to overwhelming caseloads and challenges to site leadership with putting fidelity measures in place on a consistent basis. It appears that the district would benefit from a partnership with MDE that allows for continued guidance and collaboration amongst stakeholders. Finances assigned to FTE that specifically addresses implementation and fidelity appear to be something that could take the current efforts to the next level.*
- Describe the risk and protective factors for American Indian and Alaska Native students with disabilities that need to be addressed in order to improve graduation rates for these students;
  - *Following the global pandemic and distance learning we have seen a tremendous increase in the need for supporting services for students. Social, emotional, behavioral, and mental health needs in our students have been identified and our attempts to address them have increased. Student surveys indicate that our students are struggling with the fact that they do not have access to enough helping adults. This is despite the addition of a full time School Social Worker in October, two School Counselors (pre-existing), two co-located mental health therapists, two mental health practitioners, an American Indian specific program based and credit recovery teacher, an American Indian Education support room coordinator and tutor, and several other staff on site. Students are displaying protective factors in that they are identifying symptoms and asking for help. Risk factors are due to the limited capacity and numbers of staff in comparison to the need*
  - *Chemical Health risks are continuing to impact our American Indian and Alaskan Native populations. Behavior data indicates<sup>57</sup> that referrals for vaping have increased significantly*

*since returning from distance learning. Many students are reporting significant addiction to vaping and it appears to be impacting their attendance if they skip class to use. Our area has been impacted by the use of drugs that are have fentanyl incorporated into its composition. We lost a student to overdose in our middle school this year and many students are reporting drug use and abuse. We do not have overwhelming evidence of this in our behavioral data or SRO tickets being given and most of the information is gathered and summarized by staff working closely with students. In this school year, I have needed to place four American Indian students in residential care or emergency hospitalization for mental or chemical needs.*

- *Students in our building seek help for their struggles and find places to showcase their strengths. Anywhere from 35-50 students a day access our American Indian Supportive classroom on a daily basis. There they access academic supports, tutoring, access resources such as food and daily living products, and emotional, spiritual, and cultural supports.*
- Provide data and other information that supports your determination of the need;
- Describe if and how improvement of graduation rates for American Indian and Alaska Native students with disabilities has been identified as a need by served families, tribal communities, or organizations associated with tribal communities, including any partnerships formed; and
  - *As noted below in their statement, our American Indian Education Department focuses much of their efforts on ensuring that American Indian students meet the same state academic standards that all students in the state are supported to do. The department partnered with the Fond du Lac Ojibwe tribe in 1973 and have worked towards this end in many various ways since. Our Cloquet community is aware*
- Describe how American Indian and Alaska Native students with disabilities will benefit from grant support if awarded.
  - This grant will provide tracking data and support to address root causes of class avoidance and non-attendance, behavior incidents, and lost credit in real time and allow for faster responses.
  - If awarded this grant will support current initiatives that are supporting and highlighting the strengths and challenges of our current students.
  - It has the potential to provide more in-person support to assist with loss of learning that may have occurred during distance learning and the pandemic.
- Provide other supporting information.

Points Possible: 10

### **Diversity and Equity**

Describe the efforts of your school district(s) and/or charter school(s) to include American Indian and Alaska Native students with disabilities in your diversity, equity and inclusion efforts. Include the following:

- Describe how the grant would be included and improve priorities for diversity, equity and inclusion in your school district(s) and/or charter school(s).
  - *(From our American Indian Education Department: "Our mission is to address the unique educational and culturally related academic needs of American Indian students, enabling them to meet the same challenging state student academic achievement standards as all students are expected to meet. The A.I.E.P was established in 1973 by Cloquet Public Schools along with the Fond du lac Reservation community in response to the 1972 (federal Indian Education Act. This legislation recognizes the need for the equalization of academic standards for all students. The program is implemented under the guidance of the AIE Director and the Local Indian Education Committee."*

- *If awarded the grants funds would work toward the AIE Department's goals as well as the goal of the Cloquet School District to graduate all students. In addition, it would create a system of fidelity measures and data collection that would provide information to share out to stakeholders on a regular basis and showcase the gains or challenges of the program in regards to how it is assisting the students. A goal of the program would be to provide scheduled reporting dates to the high school administration, grant team, school board, AIE parent committee, and other stakeholders.*
- *Behavior interventions can be adjusted or tailored to be more supportive, strength based, trauma informed, and data driven if all factors impacting the child are considered.*

Points Possible: 10

### **Capacity of the Applicant**

Describe the capacity of your school district(s) and/or charter school(s) in terms of commitment to administering the project successfully. Identify the following:

- If applying as a partnership of school districts or charter schools, which school district or charter school will serve as the fiscal host, and how a fiscal agreement will be formalized between the partnering school districts and/or charter schools;
  - *Cloquet Public Schools would serve as the fiscal host and partnership may be formed with Northern Lights Education Cooperative, Fond du Lac Ojibwe school, and CAEP Alternative HS in Cloquet.*
- Primary project staff (employees) who may be funded with the grant and their prospective role in the project;
  - *Check and Connect Coordinator- Implement Check and Connect practices, organize team of mentors, manage a caseload, supervise and guide Check and Connect Mentor and trained staff, organize and coordinate stakeholder meetings and reports, organize and monitor data and fidelity checks, coordinate training for mentors, be the direct contact for stakeholders and partners.*
  - *Check and Connect Mentor- Implement Check and Connect program and manage a caseload of 35-40 students, goal plan with students, maintain contact with support people and families in the child's life, advocate for the student, be familiar with IEP goals and affiliated services of the student, use Check and Connect fidelity measures and meet weekly with CC Coordinator to review student progress and challenges.*

- Identify any staff not planned to be funded with the grant, but that may have a contributing role in the project, including with partnering tribal communities or organizations associated with served tribal communities;
  - *Dr. Michael Cary, Superintendent*
  - *Jen Larson- Superintendent of Fond du Lac Ojibwe Schools*
  - *Dena Hagen, Director of Northern Lights Education Cooperative*
  - *Theresa Angell, Director of American Indian Education Department*
  - *Tim Prosen, Assistant Principal*
  - *Steve Battaglia, Principal*
  - *Michael Meyer, School Social Worker*
  - *Nathan Anderson, Restorative Justice Coordinator*
  - *Nicole Lackas, School Counselor*
  - *Bonnie Hyde, CAEP Principal*
  - *Hailey Kachinske, MARSS/Data Information Specialist/Homeless Student Liaison*
  - *Nicole Sandman, Assistant to the Principal*
  - *Maraya Leino, Diversion Grant Coordinator*
  
- Indicate your intent to subcontract with any outside professionals using the grant funds, rather than your employees, including the services to be performed and the qualifications expected of the subcontractors, as well as how you will document the selection process used and follow applicable procurement practices;
- Describe your methods to ensure your approaches are inclusive and consider the needs of American Indian and Alaska Native students with disabilities.
  - *Secure partnership with American Indian Education Department as a primary stakeholder*
  - *Collaborate with current American Indian Education staff on site*
  - *Ensure commitment from district leadership including Principal, Vice Principal, Director of Indian Education, Superintendent, Business Manager, Data Specialist, School Board.*
  - *Consult with Multi-District Collaboration Council tied to the district's Achievement and Integration Plan*
  - *Coordinator will meet regularly with the American Indian Parent Advisory Board*
  - *Use Check and Connect program strategies to organize student, parent, and stakeholder focus groups*
  - *Use student surveys to measure engagement*
  
- Identify any external partners (not subcontractors that are paid) that may contribute to the project to enhance the project and identify their contribution, including served tribal communities and organizations associated with served tribal communities; and
  - *Fond du Lac Ojibwe school*
  - *Fond du Lac Tribal Council*
  - *Carlton County Social Services*
  - *Fond du Lac Tribal Community College*
  - *Fond du Lac Health and Human Services*
  - *North Homes Children and Family Services*
- Describe your methods to ensure continuity of school connection and support for mobile American Indian and Alaska Native students with disabilities students who enter or exit your applying school

district(s) and/or charter school(s) more than once during the year.

- *Tracking systems will be put in place to alert the program of incoming or outgoing students*
- *Monthly enrollment reports can be run to determine which students are enrolled and which are not including students who qualify and are new to the district.*
- *Administrative assistants at the high school will flag any incoming or outgoing students who qualify for services and meet criteria and alert the Coordinator.*
- *Homebound, Homebased, or other students receiving services in the area will maintain services to a reasonable degree depending on their circumstances of placement.*

Points Possible: 20

### **Community and/or Parent Engagement and Outreach**

Describe how a served tribal community, or organization associated with a tribal community, including members and/or parents, are directly involved in the initiative or activities. If involved, describe the following:

- Describe how the tribal community or associated organization will be involved, and why their involvement is important for the proposal.

- *Preserving culture and planning for the future is an important part of partnering with our local tribe. As a public high school we are responsible for providing an equitable and appropriate education to each and every one of our students. Due to the proximity of the Fond du Lac Tribe it is even more important to understand tribal sovereignty and its role in collaboration. This initiative is intended to enhance services already being provided and use a culturally appropriate, evidence-based intervention to build relationships with students to assist them with reaching their goals.*

- *Fond du Lac's tribal community will be engaged in the following ways (this list may be expanded as the project grows):*

*Through the American Indian Education Department at Cloquet Public Schools*

*Via monthly meetings and connection with the American Indian Parent Advisory Board*

*In connection with tribal support services and entities*

*By communicating with Fond du Lac Ojibwe School leaders*

*Through the development of student advisory committee at Cloquet High School*

*In consultation with American Indian Education staff that already serve the students in the school*

- Describe your communication and outreach strategies and methods to parents or community members and how you ensure your communications method is inclusive and culturally informed.
  - *Making culturally appropriate connections across the curriculum- accessing our teaching coaches in regards to ways in which the curriculum can be more inclusive*
  - *Consistently meeting with identified stakeholders to share data.*
  - *Regularly utilizing training to build awareness of cultural norms and practices*

- *Make the purpose of programming and initiatives clear and transparent to stakeholders*
- *Use several platforms for communication available including in-person meetings, virtual meetings, texting, landline, cell phone, mail and other such methods.*
- *Identify barriers to participation such as child care, transportation, mistrust of education systems, disabilities, and access to resources and collaborate on strategies to alleviate those barriers.*
- *Mentors will use more specific communication strategies and will do so through a strength based lens and one that honors the students challenges.*

Points Possible: 20

### **Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines**

For this section, refer to the Theory of Action. The Theory of Action explains how the Minnesota Department of Education (MDE) will partner with awardee school districts and charter schools, and their stakeholders, to identify and implement an evidence-based practice that will improve graduation rates for American Indian students with disabilities. Prior to selecting an evidence-based practice the school district(s) or charter school(s) must establish a District Implementation Team (DIT). Once established, a DIT uses data and resources provided by MDE to: determine root cause(s); identify an evidence-based practice; set goals; and establish an evaluation process. Implementation of evidence-based practices awardee school districts or charter schools will combine to improve the statewide 6-year graduation rates for American Indian students with disabilities. Use this Theory of Action as a general reference in the following sections to describe your anticipated goals, strategies, outcomes and timelines.

Outline the anticipated goals and core strategies your school district(s) and/or charter school(s) will consider using to improve graduation rates for American Indian and Alaska Native students with disabilities, including expected outcomes and timelines for achievement of expected outcomes. It is not necessary to identify specific activities and timelines, as MDE will partner with school district awardees to establish a district implementation

team(s), review and select evidence-based practices and implementation strategies, plan and initiate implementation, and continuously collect and review data to support implementation and improved results.

You should refer to [the sample activities](#) that we identified in the general information instructions section. You will use the format below in the application, by copying and pasting this template as many times as needed. Make sure goals and activities are specific, measurable, attainable, relevant, and time bound (SMART). Provide estimated timelines

*Goal 1:*

*Related School District or Student Need: Increase the number of classes passed by American Indian students on IEP's.*

*Expected Outcome for American Indian/Alaska Native Students with Disabilities: Increased number of credits earned*

*Assignable Staff and Aligning Program Supports: Check and Connect Mentor, Check and Connect Program Coordinator, Case Managers, Vice Principal, School Counselor*

*Estimated Timeline: 24 months*

*Goal 2:*

*Related School District or Student Need: Decrease the number of missed class meetings by American Indian students on IEP's.*

*Expected Outcome for American Indian/Alaska Native Students with Disabilities: Increased credits earned, decreased truancy cases*

*Assignable Staff and Aligning Program Supports: Check and Connect Mentor, Check and Connect Coordinator, Vice Principal, Truancy Monitoring Team*

*Estimated Timeline: 24 months*

*Goal 3:*

*Related School District or Student Need: Increase or maintain graduation rate for American Indian Students on IEP's*

*Expected Outcome for American Indian/Alaska Native Students with Disabilities: increased number of students earning a diploma*

*Assignable Staff and Aligning Program Supports: Check and Connect Mentor, Check and Connect Coordinator, Vice Principal, Truancy Monitoring Team*

Connect Coordinator, School Counselors, Case Managers, Administrators, American Indian

Education Staff

Estimated Timeline: 48 months

Points Possible: 20

## Evaluation Plan

The state is committed to funding services that produce a measurable result, outcome and/or product for American Indian and Alaska Native students with disabilities and the people of Minnesota. Evaluations help demonstrate a project's effectiveness and information for future improvements. Evaluations use quantitative data and qualitative data, and sometimes, interviews.

Describe the needs and priorities of your school district(s) to collect and use evaluation data that will support improving graduation rates for American Indian and Alaska Native students with disabilities. Specifically address:

- What are the most important questions for the evaluation to answer for your school district(s) and/or charter school(s), American Indian and Alaska Native students with disabilities, their families, and served communities?
  - *Which specific students are at risk of not graduating right now?*
  - *What changes can be made to the relationship between home, family, and the community that could positively impact student performance?*
  - *What barriers exist to American Indian students on IEPs graduating on time from our school district.*
- Describe current data collection systems of the school district(s) to evaluate outcomes for American Indian and Alaska Native students with disabilities, and the priorities of the school district(s) to improve collection and use of that data in the future.
  - *Currently we use the MARRS system and Infinite Campus*
  - *We desire to have a query system that is run weekly to check on the goals we stated in this application. This would rule in or out students as they are enrolled*
- Describe the current capacity of the school district(s) to collect evaluation data, in terms of both staff availability and training in evaluation data collection, and how the grant could improve this capacity in terms of staffing and training.
  - *Currently we have the Special Assistant to the Principal who is trained and well versed in Infinite Campus and querying information.*
  - *We also have a MARS/Data Coordinator who will be available to assist*
  - *This grant could assist with developing goals, data collection plans, implementation science and how to use it best, as well as being up on the most current best practices and research based initiatives that could be used.*

Points Possible: 5

## Excel Budget with Descriptions

Complete the Excel budget. Specify the grant amount requested. Detail all **necessary and reasonable**

expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available.

**Necessary** means it is important to the success of the project. **Reasonable** means you are paying fair market price for the item or services.

The narrative must address the following:

- Provide sufficient narrative description for budget line item entries.
  - Coordinator will be responsible for contacting all partners and overall coordination of the project and its implementation.
  - Mentors will provide direct services to the students identified in the grant and possibly other students if the scope is expanded.
  - Supplies will be used for project initiatives.
  - Travel may be needed to see students at other sites or when they have transferred and to attend training.
  - Training may be necessary if staff have not already been trained in the chosen initiative.
- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.
- Determine if the budget planned expenses appear **necessary and reasonable** for the success and purpose of the project.

Points Possible: 10

UFARS Source Code: 01F499

## Applicant Questions

The following program representative is available to provide additional information or answer questions.

- Tom Delaney, SPDG Director
- [thomas.delaney@state.mn.us](mailto:thomas.delaney@state.mn.us), (651) 582-8324

Questions must be emailed to the program contact by February 23, 2022. A question-and-answer document will be published on the grant opportunity webpage after February 28, 2022.

Questions related to the grant opportunity may be answered **only** by MDE's program representative identified above or his/her successor. Information received from an unauthorized source is not binding and could result in misinformation.

## Application Signature and Submission Instructions

### ***Submission Instructions***

Applications must be received by March 18, 2022, at 3:30 p.m. Central Time to be considered. Late applications will not be accepted.

Include one copy of the signed application coversheet, assurances, and application narrative in one document (in PDF format) and one copy of the completed budget (in Excel format) to [mde.compgrants@state.mn.us](mailto:mde.compgrants@state.mn.us) with

the subject line **SPDG, then the name of your organization**. You should title all documents with the name of your organization, then the name of the document. Example: if ABC Public Schools were to submit an application, then the names of the submitted documents should be **ABC Public Schools Application** and **ABC Public Schools Budget**.

The 2020-25 State Personnel Development Grant (SPDG) provides U.S. Department of Education support to the Minnesota Department of Education (MDE) and Minnesota school districts in reducing dropout rates and improving high school graduation outcomes for American Indian children and youth with disabilities.

CHS and the district team will work with MDE on setting this program up. It is like we will use Check and Connect as the evidence based intervention. Partnership is with Fond du Lac Ojibwe school. Awards for the grant are up to \$200,000 for five years with the option to extend per requests from the district.

This grant could fund up to three positions at CHS and supports American Indian students with identified disabilities.

## 2021-2022 Student Enrollment Report

| 5/28/2021 | Dates                        | 9/8  | 9/22 | 10/6 | 10/19 | 11/4 | 11/17 | 12/8 | 1/6  | 1/18 | 2/9  | 2/23 | 3/16 | 4/6  |   |   |   |   |   |   |
|-----------|------------------------------|------|------|------|-------|------|-------|------|------|------|------|------|------|------|---|---|---|---|---|---|
|           | <b>CHURCHILL</b>             |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 18        | Handicap Kindergarten        | 16   | 17   | 18   | 18    | 18   | 19    | 19   | 18   | 18   | 18   | 18   | 18   | 18   |   |   |   |   |   |   |
| 24        | Early Five/Dev Kindergarten  | 12   | 11   | 12   | 12    | 13   | 13    | 13   | 13   | 13   | 13   | 13   | 14   | 14   |   |   |   |   |   |   |
| 54        | Kindergarten - All Day       | 69   | 72   | 70   | 70    | 69   | 69    | 69   | 70   | 70   | 70   | 70   | 69   | 70   |   |   |   |   |   |   |
| 63        | First Grade                  | 55   | 54   | 54   | 54    | 54   | 54    | 53   | 54   | 54   | 53   | 53   | 53   | 52   |   |   |   |   |   |   |
| 80        | Second Grade                 | 72   | 72   | 72   | 72    | 72   | 70    | 70   | 70   | 70   | 70   | 70   | 71   | 71   |   |   |   |   |   |   |
| 76        | Third Grade                  | 68   | 68   | 68   | 68    | 68   | 68    | 68   | 69   | 69   | 68   | 69   | 70   | 69   |   |   |   |   |   |   |
| 83        | Fourth Grade                 | 69   | 70   | 70   | 70    | 70   | 70    | 70   | 70   | 70   | 70   | 70   | 71   | 71   |   |   |   |   |   |   |
| 398       | <b>TOTAL CHURCHILL</b>       | 361  | 364  | 364  | 364   | 364  | 363   | 362  | 364  | 364  | 362  | 363  | 366  | 365  | 0 | 0 | 0 | 0 | 0 | 0 |
|           | <b>WASHINGTON</b>            |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 17        | Handicap Kindergarten        | 17   | 18   | 19   | 19    | 18   | 18    | 18   | 18   | 18   | 19   | 20   | 20   | 19   |   |   |   |   |   |   |
| 51        | Kindergarten - All Day       | 83   | 82   | 81   | 82    | 82   | 81    | 80   | 80   | 81   | 82   | 81   | 81   | 81   |   |   |   |   |   |   |
| 116       | First Grade                  | 76   | 76   | 75   | 75    | 75   | 75    | 75   | 76   | 76   | 76   | 77   | 77   | 77   |   |   |   |   |   |   |
| 103       | Second Grade                 | 106  | 106  | 105  | 106   | 105  | 105   | 106  | 106  | 107  | 107  | 107  | 106  | 107  |   |   |   |   |   |   |
| 98        | Third Grade                  | 113  | 112  | 113  | 113   | 112  | 112   | 113  | 112  | 113  | 114  | 115  | 114  | 114  |   |   |   |   |   |   |
| 99        | Fourth Grade                 | 110  | 107  | 105  | 106   | 105  | 105   | 105  | 105  | 105  | 106  | 106  | 105  | 105  |   |   |   |   |   |   |
| 484       | <b>TOTAL WASHINGTON</b>      | 505  | 501  | 498  | 501   | 497  | 496   | 497  | 497  | 500  | 504  | 506  | 503  | 503  | 0 | 0 | 0 | 0 | 0 | 0 |
| 882       | <b>TOTAL ELEMENTARY</b>      | 866  | 865  | 862  | 865   | 861  | 859   | 859  | 861  | 864  | 866  | 869  | 869  | 868  | 0 | 0 | 0 | 0 | 0 | 0 |
|           | Open Enrollment-Elementary   |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | <b>MIDDLE SCHOOL</b>         |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 193       | Fifth Grade                  | 192  | 189  | 189  | 191   | 193  | 190   | 190  | 189  | 189  | 189  | 191  | 191  | 191  |   |   |   |   |   |   |
| 211       | Sixth Grade                  | 198  | 196  | 194  | 196   | 197  | 197   | 196  | 196  | 196  | 197  | 197  | 196  | 196  |   |   |   |   |   |   |
| 217       | Seventh Grade                | 218  | 214  | 213  | 214   | 213  | 211   | 209  | 210  | 211  | 209  | 210  | 207  | 207  |   |   |   |   |   |   |
| 214       | Eighth Grade                 | 219  | 214  | 213  | 212   | 212  | 211   | 210  | 209  | 209  | 204  | 205  | 202  | 201  |   |   |   |   |   |   |
| 835       | <b>TOTAL MIDDLE SCHOOL</b>   | 827  | 813  | 809  | 813   | 815  | 809   | 805  | 804  | 805  | 799  | 803  | 796  | 795  | 0 | 0 | 0 | 0 | 0 | 0 |
|           | Open Enrollment-CMS          |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | <b>HIGH SCHOOL</b>           |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 224       | Ninth Grade                  | 221  | 220  | 221  | 221   | 219  | 221   | 219  | 221  | 220  | 220  | 219  | 217  | 215  |   |   |   |   |   |   |
| 184       | Tenth Grade                  | 223  | 223  | 220  | 220   | 221  | 221   | 220  | 220  | 220  | 216  | 214  | 212  | 211  |   |   |   |   |   |   |
| 165       | Eleventh Grade               | 185  | 186  | 184  | 184   | 184  | 184   | 185  | 183  | 181  | 182  | 179  | 179  | 176  |   |   |   |   |   |   |
| 170       | Twelfth Grade                | 172  | 173  | 172  | 172   | 172  | 173   | 172  | 171  | 171  | 166  | 164  | 162  | 162  |   |   |   |   |   |   |
| 743       | <b>TOTAL HIGH SCHOOL</b>     | 801  | 802  | 797  | 797   | 796  | 799   | 796  | 795  | 792  | 784  | 776  | 770  | 764  | 0 | 0 | 0 | 0 | 0 | 0 |
|           | Open Enrollment-CHS          |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 2460      | <b>TOTAL HK-12</b>           | 2494 | 2480 | 2468 | 2475  | 2472 | 2467  | 2460 | 2460 | 2461 | 2449 | 2448 | 2435 | 2427 | 0 | 0 | 0 | 0 | 0 | 0 |
|           | <b>TOTAL OPEN ENROLLMENT</b> | 0    | 0    | 0    | 0     | 0    | 0     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0 | 0 | 0 | 0 | 0 | 0 |
|           | <b>CAAEP- FULL-TIME</b>      |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | High School (grades 9-12)    | 83   | 86   | 84   | 80    | 77   | 77    | 76   | 75   | 73   | 84   | 82   | 84   | 78   |   |   |   |   |   |   |
|           | Junior High (grades 6-8)     | 6    | 6    | 8    | 8     | 9    | 9     | 11   | 11   | 11   | 11   | 11   | 10   | 10   |   |   |   |   |   |   |
| 79        | <b>TOTAL CAAEP-Full-Time</b> | 89   | 92   | 92   | 88    | 86   | 86    | 87   | 86   | 84   | 95   | 93   | 94   | 88   | 0 | 0 | 0 | 0 | 0 | 0 |
|           | <b>** CAAEP - PART-TIME</b>  |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | EDHS                         |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | Extended Programming         |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
|           | Targeted Services            |      |      |      |       |      |       |      |      |      |      |      |      |      |   |   |   |   |   |   |
| 2539      | <b>GRAND TOTAL</b>           | 2583 | 2572 | 2560 | 2563  | 2558 | 2553  | 2547 | 2546 | 2545 | 2544 | 2541 | 2529 | 2515 | 0 | 0 | 0 | 0 | 0 | 0 |

\*\* NOT included in totals.

| School          | Hockey Fee                          | Family max       | Is arena school owned | Yearly cost to use arena |
|-----------------|-------------------------------------|------------------|-----------------------|--------------------------|
| Duluth East     | \$500                               | \$1,000          | No                    | \$120,000 for district   |
| Duluth Denfeld  | \$500                               | \$1,000          | No                    | \$120,000 for district   |
| Duluth Marshall | \$500                               | None             | No                    | \$58,000                 |
| Cloquet         | \$250                               | \$525            | No                    | \$138,808                |
| Hermantown      | \$190                               | None             | Yes                   |                          |
| Two Harbors     | \$175                               | \$700            | No                    | \$50,000                 |
| Grand Rapids    | \$160 (22-23)                       | \$750 (22-23)    | No                    | \$175,000                |
| Proctor         | \$150                               | none             | Yes                   |                          |
| Rock Ridge      | \$135                               | \$500            | No                    | \$100,000                |
| Hibbing         | \$130                               | \$500            | No                    | \$47,000                 |
| Superior        | \$100                               | \$450            |                       |                          |
| Moose Lake      | \$70 (increases for co-op students) | \$130 per season | No                    | \$37,000                 |

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

To: Superintendent Cary, School Board, Mary Marciniak  
Re: Hockey activity fee

Attached you will find comparisons to other area schools regarding hockey activity fees, family max for fees, and their approximate costs to use the arena.

We would like to propose increasing the hockey activity by \$25 a year for four years at which time it would be re-evaluated. The family max would not change

| Year  | Activity fee |
|-------|--------------|
| 22-23 | \$275        |
| 23-24 | \$300        |
| 24-25 | \$325        |
| 25-26 | \$350        |

PR

## Off Campus Federal Work Study Contract

This agreement is entered into between Fond du Lac Tribal & Community College, hereinafter known as the “*Institution*,” and Cloquet School District ISD # 94, hereinafter known as the “*Employer*,” a Federal, State, or local public agency or private nonprofit organization, for the purpose of providing work to students eligible for the Federal Work-Study Program [WS].

Schedules to be attached to this agreement from time to time must be signed by an authorized official of the *Institution* and the *Employer* and must set forth--

1. brief descriptions of the work to be performed by students under this agreement;
2. the hourly rates of pay, and
3. the average number of hours per week each student will be used.

These schedules will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the *Employer* will pay to the *Institution*, and the total percent, if any, of the cost of employer’s payroll contribution to be borne by the *Employer*. The *Institution* will inform the *Employer* of the maximum number of hours per week a student may work.

Students will be made available to the *Employer* by the *Institution* to perform specific work assignments. Students may be removed from work on a particular assignment or from the *Employer* by the *Institution*, either on its own initiative or at the request of the *Employer*. The *Employer* agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with provisions of Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

Transportation for the students to and from their work assignments will not be provided by either the *Institution* or the *Employer*.

Students working with youth or young adults are required to have a background check before working. The background check will be performed by the *Institution*.

The *Employer* is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The *Institution* is limited to determining whether the students meet the eligibility requirements for employment under the Federal Work-Study program and to assigning students to work for the *Employer*.

Compensation of students for work performed on a project under this agreement will be disbursed—and all payments due as an employer’s contribution under State or local workers’ compensation laws, under Federal or State social security laws, or under other applicable laws, will be made—by the *Institution*.

1. At times agreed upon in writing, the *Employer* will pay to the *Institution* an amount calculated to cover the *Employer’s* share of the compensation of students employed under this agreement.
2. In addition to the payment specified in paragraph (1) above, at times agreed upon in writing, the *Employer* will pay, by way of reimbursement to the *Institution*, or in advance, an amount equal to any and all payments required to be made by the *Institution* under State or local workers’ compensation laws, or under Federal or State social security laws, or under any other applicable laws, on account of students participating in projects under this agreement.

3 At times agreed upon in writing, the *Institution* will pay to the *Employer* an amount calculated to cover the Federal share of the compensation of students employed under this agreement and paid by the *Employer*. Under this arrangement the *Employer* will furnish to the *Institution* for each payroll period the following records for review and retention:

- a. Time reports indicating the total hours worked each week in clock time sequence and containing the supervisor’s certification as to the accuracy of the hours reported;
- b. A payroll form identifying the period of work, the name of each student, each student’s hourly wage rate, the number of hours each student worked, each student’s gross pay, all deductions and net earnings, and the total Federal share applicable to each payroll.

The *Institution* shall disburse the compensation payable to the students under this Agreement.

The *Employer* shall furnish to the *Institution* such information as may be necessary for the *Institution* to comply with the regulations of the U.S. Office of Education pertaining to the Federal Work-Study Program.

The *Employer* will be responsible for the supervision of work performed by students participating in any project under this Agreement and will make available to the *Institution* the names and locations of *Employer* supervisors.

The *Employer* will permit the *Institution* from time to time, as it may request, to inspect the premises in which the student is working under this Agreement and will review with the *Institution* the working conditions and job requirements of all such students.

Work to be performed under this Agreement will not result in the displacement of employed workers or impair existing contracts for services, and must not involve the construction, operation, or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place of religious worship. Further, no project may involve political activity or work for any political party.

This Agreement shall take effect **July 1, 2022** and terminate **June 30, 2023** unless amended in writing as mutually agreed upon by both the *Employer* and the *Institution*; however, either party may terminate upon ten working days’ written notice.

Employer representative: **Dr. Michael Cary, Superintendent**

Employer phone#: **(218) 879-6721 (ext. 6202)**

Employer Address: **Cloquet ISD#94 302 - 14th Street Cloquet, MN 55720**

**Fond du Lac Tribal & Community College**

**For the Employer**

\_\_\_\_\_  
Signature of Work Study Coordinator                      Date

\_\_\_\_\_  
Signature of Employer Representative                      Date

\_\_\_\_\_  
Signature of Fiscal Officer                                      Date

**Cloquet ISD#94**  
Name of Employer

**Fond du Lac Tribal & Community College**  
2101-14th Street Cloquet, MN 55720  
(218) 879-0800  
FAX: (218) 879-0814  
[www.fdlccc.edu](http://www.fdlccc.edu)

**Financial Aid Office**  
Dave Sutherland  
(218) 879-0816  
[dsutherland@fdltcc.edu](mailto:dsutherland@fdltcc.edu)

**Business Office (Time sheets/payroll)**  
Paula Hagenah  
(218) 879-0809  
[paula@fdltcc.edu](mailto:paula@fdltcc.edu)

**Job Description**

- Reading and math tutoring
- Mentoring
- Other duties as assigned
- \_\_\_\_\_

Wage: \$ **12.00 / hour.**

Average number of hours per week: **Approximately 10 - 29 <sup>73</sup> hours / week.**

# Off Campus Work Study Supervisor Guide

This sheet is intended to provide some general information and guidance for work study supervisors.

**Background Check.** FDLTCC completes a background check for each student worker (student) BEFORE they are allowed to begin working at an off-campus site.

**Work-Study packet.** A student must have the Work-Study packet completed before they can begin working. It is the student-worker's responsibility to complete and return this to FDLTCC, but there is one place for the Supervisor to sign. Your student worker will bring it to you for signing.

**Work-Study Handbook.** The Work-Study Handbook is intended to help students and supervisors learn about the FDLTCC Work-Study program. It can be found online at <http://fdltcc.edu/paying-for-college/work-study/>.

**Wage.** The hourly wage is negotiated between you, the Supervisor, and FDLTCC, not to exceed \$10.50/hour.

**Job duties.** Please review all of the possible duties and expectations, the nature of the position, and if there is a regular set of duties or a lot of variation and spontaneity.

**Work Schedule.** The work schedule is determined between the Supervisor (you) and student-worker, not to exceed 40 hours in a pay period (two weeks), and never being scheduled at a time when the student has class.

**Payroll process.** Once the Work-Study Packet is submitted to Financial Aid Office, it will be forwarded to Paula Hagenah in the Business Office to begin the Payroll process. Paula will contact the Supervisor regarding the timesheet process. Pay periods are two weeks in length. The student is paid using the same method as financial aid disbursement.

**Payroll contact/info.:** Paula Hagenah, Business Office 218-879-0809 [paula@fdltcc.edu](mailto:paula@fdltcc.edu) FAX: 218-879-0814

**When can the student worker begin working?** They can begin after they receive the notification from Paula.

**What can you have them do?** The primary task the work study is there to perform is tutoring (reading and math), but they are also meant to benefit your institution as well. You can have them perform additional duties as long as it supports your program.

**When does the work study have to stop working?** A student must maintain 6 or more credits to be eligible for a work study position, so if they drop below 6 credits at FDLTCC, they must stop working immediately. Also, if they run out of funding, they must stop working immediately. The time-frame during which they may work is August 22, 2022 to May 8, 2023. Unless other arrangements are made, they may not work after May 8, 2023.

**What is your role in regard to work performance, training, communication and professional behavior?** You are their supervisor, so treat them as you would any other employee. Train them, inform them of your expectations, freedom to act, etc.

## Suggested topics and expectations to discuss with the work study before they begin.

- Communication: How do you pass on information, assignments, etc.? Do you use email, mailboxes, etc.?
- Routines: Are there daily, weekly routines they need to know?
- Calling in sick: When do you want to know – the night before? Who do they call or email?
- Attendance and time off: What are acceptable reasons to miss, how much time can be missed, how to request time off, etc.
- Professional conduct: Review your and your institution's guidelines and Code of Conduct.
- Evaluation: Set a timeline for an evaluation, such as late October. Give feedback on an ongoing basis.
- Dress code: Share any expectations, what is considered appropriate, dress codes, etc.

**Questions?** Dave Sutherland, Financial Aid Director 218-879-0816 [dsutherland@fdltcc.edu](mailto:dsutherland@fdltcc.edu)

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

## Off Campus Minnesota State Work Study Contract

This agreement is entered into between **Fond du Lac Tribal & Community College**, hereafter known as the “*Institution*,” and **Cloquet School District ISD # 94**, hereafter known as the “*Employer*,” a (Federal, State, or local public agency), (private nonprofit Employer), (strike one), for the purpose of providing work to students eligible for the Minnesota State Work-Study Program, hereafter call “*Program*”.

Students will be made available to the Employer by the Institution to perform specific job duties under approved employment positions. Students may be removed from employment in a particular position or from the Employer by the Institution, either on its own initiative or at the request of the Employer. The Employer agrees that no student employed under this agreement will be denied work or subjected to different treatment on the basis of race, creed, color, national origin, gender, disability, age, marital status, veteran’s status, or sexual orientation. The Employer agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat.252); Title IX of the Education Amendments of 1972 (Publ. L. 92-318); the Regulations of the U.S. Department of Education, which implements those Acts; and Minnesota Statutes, Sections 136A.231 et seq., as amended, and further provision pertaining thereto including the Minnesota Office of Higher Education regulations.

I. All terms used in this Agreement shall be interpreted in accordance with any definitions contained in Minnesota Statutes 136A.231–

136A.233, and Agency Rules 4830.2000–4830.2600 governing the Minnesota State Work-Study Program.

II. The Institution maintains the exclusive right to control and direct this Program. The Institution shall:

1. Establish appropriate policies with respect to project and Employer eligibility and set forth these policies in writing.
2. Determine the total number of students to be employed by the Employer at any given time.
3. Approve the rate of pay each student will receive and supply the total number of hours per week each student may work for the Employer.
4. Establish specific starting and ending dates for a student’s term of employment and set forth any standard under which that term of employment may be terminated.
5. Determine the amount of the work award for each student and set forth this amount as the maximum gross earnings limit for a student’s term of employment.

III. The Employer certifies that it is a public/or private (circle one) Employer eligible to participate in this Program and that the work performed by the students under this Program shall:

1. Not result in the displacement of the Employer’s employed workers or impair the existing contracts for services; and
2. Be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical location, and educational level and proficiency of the student and any applicable federal, state or local legislation; and
3. Not involve the construction, operation, or maintenance of so much of any facility as it is to be used or is used for sectarian instruction or as a place of religious worship; and
4. Not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public party office; and
5. Not involve any lobbying on the federal, state, or local <sup>75</sup>level; and

6. Not be primarily for the benefit of the membership of a limited membership Employer (such as a credit union or fraternal order) other than public; and
7. Not represent a conflict of interest for any of the parties to this agreement or the federal or state government or any of their political sub-divisions; and
8. Not be work for which the political support, affiliation, or affinity of the student is a prerequisite or consideration for employment; and
9. Not be work to be performed for an elected official other than as a part of the regular administration of federal, state, or local government.

IV. It is agreed that the Employer shall:

1. Provide orientation to the student with respect to hours of duty, place of duties, working conditions, briefing on safety, standards of conduct and a familiarization with the Employer's procedures. Such orientation shall be designed to aid the student in adjusting to the job situation.
2. Provide the student with an explanation of his or her duties, performance requirements in terms of quality, quantity, methods and priorities, and the necessary basic corrective and progressive training.
3. Provide on-site supervision of the employment activities of the students. Students employed by public K-12 schools performing meaningful activities that directly assist students in K-12 in meeting graduation requirements shall work under direct supervision at all times.
4. Maintain time records for each student and complete the student's payroll time sheets. The time sheets are to be sent to the Institution by payroll due dates established by the Institution. No compensation can be paid to a student without properly authenticated payroll time sheets.
5. Not permit any student to perform work or any project under this Program for more than 29 hours in any week. The Employer shall assume responsibility for payment of compensation to students for hours worked in excess of such maximum limitations. Student eligibility for State Work-Study funds will be reduced by such excess earnings.
6. Not permit any student to work beyond the date specified by the Institution as the ending date of the student's term of employment or exceed his or her gross earnings limit. The Employer shall assume responsibility for payment of compensation to students for hours worked beyond these limits.

V. Students will be made available to the Employer by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Employer by the Institution, either on its own initiative or at the request of the Employer. The Employer agrees that no student shall be denied work or subjected to different treatment under this Agreement on the basis of race, national origin, religion, sex, age or handicap, and that it will comply with the provisions of the Civil Rights Act of 1964 and Amendments, the Regulations of the Department of Health, Education and Welfare which implement that act, and the Minnesota Human Rights Act.

VI. The Employer shall be deemed the Employer for all purposes of this Agreement, except for the purposes of Employer compliance with federal social security laws and worker's compensation laws for which purposes the Institution shall be deemed the Employer. The Employer has the right to control and direct the services of the student, not only as to the results to be accomplished, but also as to the means by which the result is to be accomplished. The Institution shall be limited to determining that the students meet the eligibility requirements for employment under the State Work-Study Program, and to determine that the students do perform their work in fact.

VII. The Institution agrees to pay the matching share of the student's earnings which is 25% of the student's gross earnings for students employed under this agreement.

VIII. All payments due as an Employer's contribution under any applicable laws (except payments under the Federal Social Security Laws) shall be made directly by the Employer, and the Employer shall furnish to the institution evidence of such payments as requested to do so.

IX. The Employer shall furnish to the Institution for each payroll period, for review and retention, time reports indicating period of work, name of student, rate per hour, total hours worked during the pay period, the actual number of hours worked on a specific date, the starting and ending times, including an indication of AM or PM, and the supervisor's certification as to the accuracy of the hours reported and of satisfactory performance on the part of the student.

X. Compensation of students for work performed under this Agreement will be disbursed by the Institution.

XI. Since State resources are the primary source of funding for this program, the Institution reserves the right to terminate a student's position in the event that available funds have been depleted. The Institution will give the Employer an option of retaining the student worker in the event that either (a) the Employer is willing to pay the student worker's full wages or (b) the student is willing to volunteer his or her time for the Employer. Verbal notification to the Employer by the Institution, with a follow-up written confirmation that the funds have been depleted, shall serve as termination of the student's position, as of the date of the verbal notice.

XII. The Work-Study Referral/Salary Authorization presented to the Employer shall contain specifics of the provisions set forth in Paragraph II of this Agreement.

XIII. This Agreement may be canceled at any time by mutual consent of both parties or by written notice of thirty (30) days by either party.

XIV. The Employer agrees that Students employed in internship positions in the for-profit sector shall perform duties directly related to their field of study. The direct relationship shall be documented within the job description.

This Agreement shall take effect **July 1, 2022** and terminate **June 30, 2023** unless amended in writing as mutually agreed upon by both the *Employer* and the *Institution*; however, either party may terminate upon ten working days' written notice.

Employer representative: **Dr. Michael Cary, Superintendent**

Employer phone#: **(218) 879-6721 (ext. 6202)**

Employer Address: **Cloquet ISD #94 302 - 14th Street Cloquet, MN 55720**

**Fond du Lac Tribal & Community College**

**For the Employer**

\_\_\_\_\_  
Signature of Work Study Coordinator                      Date

\_\_\_\_\_  
Signature of Employer Representative                      Date

\_\_\_\_\_  
Signature of Fiscal Officer                                      Date

**Cloquet ISD #94**  
Name of Employer

**Fond du Lac Tribal & Community College**  
2101-14th Street Cloquet, MN 55720  
(218) 879-0800  
FAX: (218) 879-0814  
[www.fdlfcc.edu](http://www.fdlfcc.edu)

**Financial Aid Office**  
Dave Sutherland  
(218) 879-0816  
[dsutherland@fdltcc.edu](mailto:dsutherland@fdltcc.edu)

**Business Office (Time sheets/payroll)**  
Paula Hagenah  
(218) 879-0809  
[paula@fdltcc.edu](mailto:paula@fdltcc.edu)

**Job Description**

- Reading and math tutoring
- Mentoring
- Other duties as assigned
- \_\_\_\_\_

Wage: **\$ 12.00 / hour.**

Average number of hours per week: **Approximately 10 - 29 hours / week.**

# Off Campus Work Study Supervisor Guide

This sheet is intended to provide some general information and guidance for work study supervisors.

**Background Check.** FDLTCC completes a background check for each student worker (student) BEFORE they are allowed to begin working at an off-campus site.

**Work-Study packet.** A student must have the Work-Study packet completed before they can begin working. It is the student-worker's responsibility to complete and return this to FDLTCC, but there is one place for the Supervisor to sign. Your student worker will bring it to you for signing.

**Work-Study Handbook.** The Work-Study Handbook is intended to help students and supervisors learn about the FDLTCC Work-Study program. It can be found online at <http://fdltcc.edu/paying-for-college/work-study/>.

**Wage.** The hourly wage is negotiated between you, the Supervisor, and FDLTCC, not to exceed \$10.50/hour.

**Job duties.** Please review all of the possible duties and expectations, the nature of the position, and if there is a regular set of duties or a lot of variation and spontaneity.

**Work Schedule.** The work schedule is determined between the Supervisor (you) and student-worker, not to exceed 40 hours in a pay period (two weeks), and never being scheduled at a time when the student has class.

**Payroll process.** Once the Work-Study Packet is submitted to Financial Aid Office, it will be forwarded to Paula Hagenah in the Business Office to begin the Payroll process. Paula will contact the Supervisor regarding the timesheet process. Pay periods are two weeks in length. The student is paid using the same method as financial aid disbursement.

**Payroll contact/info.:** Paula Hagenah, Business Office 218-879-0809 [paula@fdltcc.edu](mailto:paula@fdltcc.edu) FAX: 218-879-0814

**When can the student worker begin working?** They can begin after they receive the notification from Paula.

**What can you have them do?** The primary task the work study is there to perform is tutoring (reading and math), but they are also meant to benefit your institution as well. You can have them perform additional duties as long as it supports your program.

**When does the work study have to stop working?** A student must maintain 6 or more credits to be eligible for a work study position, so if they drop below 6 credits at FDLTCC, they must stop working immediately. Also, if they run out of funding, they must stop working immediately. The time-frame during which they may work is August 22, 2022 to May 8, 2023. Unless other arrangements are made, they may not work after May 8, 2023.

**What is your role in regard to work performance, training, communication and professional behavior?** You are their supervisor, so treat them as you would any other employee. Train them, inform them of your expectations, freedom to act, etc.

**Suggested topics and expectations to discuss with the work study before they begin.**

- Communication: How do you pass on information, assignments, etc.? Do you use email, mailboxes, etc.?
- Routines: Are there daily, weekly routines they need to know?
- Calling in sick: When do you want to know – the night before? Who do they call or email?
- Attendance and time off: What are acceptable reasons to miss, how much time can be missed, how to request time off, etc.
- Professional conduct: Review your and your institution's guidelines and Code of Conduct.
- Evaluation: Set a timeline for an evaluation, such as late October. Give feedback on an ongoing basis.
- Dress code: Share any expectations, what is considered appropriate, dress codes, etc.

**Questions?** Dave Sutherland, Financial Aid Director 218-879-0816 [dsutherland@fdltcc.edu](mailto:dsutherland@fdltcc.edu)

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.



# State of Minnesota Joint Powers Agreement

SWIFT Contract Number: \_\_\_\_\_

This Agreement is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (“MDH” or “State”) and Cloquet Public Schools (“Governmental Unit”).

## Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of an analysis of exposure to chemicals in children from urban and rural communities in Minnesota.

1. The MDH Healthy Kids Minnesota program (program) will measure markers of exposure to certain environmental chemicals that may harm child development, including metals, pesticides, phthalates, flame retardants, and environmental phenols. The program will measure these markers in the urine of 3 to 6 year olds throughout Minnesota. Each year, Healthy Kids Minnesota will include one Metro and one non-Metro region, aiming to recruit 250 – 300 children per region per year. It will move systematically to all regions of Minnesota.
2. The findings will be used to identify whether disparities in exposures exist in certain Minnesota populations, and ultimately to more effectively target available resources and public health actions to reduce exposure.
3. Exposure to certain environmental contaminants will be measured in urine samples from children in participating communities. The MDH Public Health Lab will provide the results to MDH epidemiologist who will share results with families and communities. Results will be used to determine whether targeted public health actions are needed to reduce exposure and protect child health in the participating communities.
4. Children will be recruited through their Early Childhood Screening (ECS) program in partnership with Cloquet Public Schools and Carlton County Public Health & Human Services, working jointly together to accomplish the Healthy Kids Minnesota program goals.

## Agreement

### 1. Term of Agreement

- 1.1 Effective Date: June 1, 2022, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date: June 1, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

## 2. Agreement between the Parties

### Cloquet Public Schools' Duties

#### Prior to Appointments:

1. Meet virtually with MDH Biomonitoring staff to plan recruitment protocol and logistics
2. Meet with MDH Biomonitoring staff for virtual training
3. Complete Human Subjects Training for Cloquet Public Schools staff who will be interacting with participants
4. Provide on-site location for recruitment activities by Cloquet Public Schools and Carlton County Public Health & Human Services
5. Provide space to store urine collection kits and samples
6. Store gift cards in a secure location; gift cards will be purchased by MDH and used by Cloquet Public Schools/Carlton County Public Health & Human Services during recruitment following MDH's official policy (PL501.01 "Incentives") for tracking gift card disbursement
7. Communicate with families ahead of time about the program, either by email, postal mail, or phone
  - a) Email/mail/phone content will be provided by MDH
8. Prepare for non-English-speaking potential participants using standard packet (e.g. use language line information provided by MDH)
  - a) MDH will provide Spanish, Hmong, and Somali materials
  - b) If additional languages or resources are needed, coordinate with the MDH Program Director who is the MDH authorized representative for this contract (see Clause 4, below)

#### During Appointments:

In coordination with Carlton County Public Health & Human Services, Cloquet Public Schools will:

1. Introduce the Healthy Kids Minnesota program to families using an information sheet and the Eligibility and Consent Script
  - a) Both the information sheet and eligibility script will be provided by MDH
2. Track participation rates using an online REDCap database form
  - a) Instructions and REDCap forms will be provided by MDH
3. Consent forms
  - a) Obtain electronic or hard copy signed consent forms from participants
  - b) Give consent form to participants
  - c) Store consent forms in a locked cabinet until MDH pick up
4. Assign participant IDs
5. Administer 15-minute survey to participants and enter answers into online REDCap database
  - a) Instructions and REDCap form will be provided by MDH
6. Assist families with urine collection
  - a) Place ID#, date, and collection time on specified number of urine containers per child
  - b) Pour urine into separate containers to MDH specifications
  - c) Follow urine storage instructions provided by MDH
7. Distribute gift cards to families
  - a) Follow MDH's official policy for tracking gift card disbursement. A copy of MDH policy PL501.01 "Incentives" will be provided at the time of staff training.
  - b) Log distributed gift cards using number and date on MDH provided forms

**Commented [NJ(1)]:** The same language is present in both the Cloquet Public Schools and Carlton County JPAs because it sounds like staff from both organizations may be doing the recruitment.

If we decide that Cloquet's role is a bit more limited (like the case with Rochester Public Schools) and only Carlton County staff/trainees will be doing the participant contact, here's the language we used for that:

1. Once child has completed the ECS screening (or during the screening, if the family has chosen to separate from the child), direct family to the Healthy Kids Minnesota on-site recruitment location
2. Answer any questions families may have while they are waiting to speak with the Olmsted County recruiter

8. Private well testing
  - a) Introduce free private well testing to all families approached to participate in Healthy Kids Minnesota
  - b) Provide well testing kits to families

Following Appointments:

1. Store samples in MDH-provided freezer until pick-up
  - a) MDH is responsible for shipping or transporting samples
2. Coordinate sample and chain of custody form pick-up with MDH Program Manager
  - a) Store samples according to MDH guidelines until pick-up
  - b) MDH is responsible for shipping or transporting samples
3. Communicate with MDH about the status of recruitment and materials inventory via regular check-ins and REDCap entries
4. Coordinate with MDH to return freezer and unused materials back to MDH at the end of the program
  - a) MDH is responsible for shipping costs

Additional duties:

1. Make copies as needed, according to submitted budget (examples may include information sheets, instructions for urine collection)

**MDH Biomonitoring Program Duties**

Prior to Appointments:

1. MDH will provide virtual or on-site training to Cloquet Public Schools staff
  - a) Directions for completing Human Subjects Research Training
  - b) Recruitment, eligibility, consent, survey orientation
  - c) Assignment of participant ID and confidentiality
  - d) Entering information into REDCap
  - e) Urine collection, storage, and transport
2. Provide Program materials
  - a) Training materials, short communication to be sent to families, information sheets, consent forms, urine collection materials, private well testing kits
  - b) Online REDCap forms
  - c) Program materials will be provided in four languages: English, Spanish, Hmong, and Somali (and any others as agreed to with the MDH Program Director who is the MDH authorized representative for this contract (see Clause 4, below))
3. Provide a freezer and any related items for urine sample storage; freezer will be collected by MDH at the end of the project
4. Provide gift card incentives to be given to the participant families and tracking materials for the gift cards

During Appointments:

1. Unless requested by Governmental Unit, and thereby added to this agreement, MDH will not have duties during ECS appointments

Following Appointments:

1. Coordinate sample pick-up
  - a) Schedule dependent upon Governmental Unit activities
  - b) Courier or MDH staff will transport samples from Governmental Unit to MDH Public Health Lab
  - c) MDH assumes financial responsibility for sample transport
2. Analyze samples and return results to families
  - a) The MDH Public Health Laboratory will analyze all urine samples, at no cost to the Governmental Unit
  - b) Children with elevated levels of concern for certain analytes will receive a call from a physician that has been contracted by MDH and is outside of the scope of this Joint Powers Agreement
  - c) Families whose children have non-elevated levels of contaminants will receive the test results via letter
  - d) Notify Cloquet Public Schools of the overall community results and provide a community report

The Program Protocol, Healthy Kids Minnesota, is hereby attached and incorporated into this Joint Powers Agreement as Exhibit A.

**3. Payment**

MDH shall make payment to Cloquet Public Schools upon receipt of Cloquet Public Schools' invoice reflecting a categorical breakdown of salary and fringe, supplies and expenses, and indirect costs incurred in accordance with Exhibit B, hereby attached and incorporated into this Joint Powers Agreement.

The total obligation of the State under this Agreement will not exceed \$X.

**4. Authorized Representatives**

The State's Authorized Representative is Jessica Nelson, Biomonitoring Program Director, 85 E. 7<sup>th</sup> Place, Saint Paul, MN 55164-0882, 651-201-3610, [jessica.nelson@state.mn.us](mailto:jessica.nelson@state.mn.us), or his/her successor.

The Cloquet Public Schools Authorized Representative is Dr. Michael Cary, Superintendent, Cloquet Public Schools, 302 14th St., Cloquet, MN 55720, 218-879-6721, [mcary@isd94.org](mailto:mcary@isd94.org), or his/her successor.

**5. Assignment, Amendments, Waiver, and Contract Complete.**

- 5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## 6. Indemnification.

6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

## 7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

## 8. Government Data Practices.

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

## 9. Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 10. Termination

- 10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- 10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

## 11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**1. State Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

Print Name: \_\_\_\_\_

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

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

SWIFT Contract No. \_\_\_\_\_

**2. Governmental Unit**

Print Name: \_\_\_\_\_

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

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

**3. State Agency**

*With delegated authority*

Print Name: \_\_\_\_\_

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

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

**4. Commissioner of Administration**

*As delegated to The Office of State Procurement*

Print Name: \_\_\_\_\_

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

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

Admin ID: \_\_\_\_\_



# State of Minnesota Joint Powers Agreement

SWIFT Contract Number: \_\_\_\_\_

This Agreement is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (“MDH” or “State”) and Carlton County Public Health & Human Services & Human Services (“Governmental Unit” or “Carlton County”).

## Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of an analysis of exposure to chemicals in children from urban and rural communities in Minnesota.

1. The MDH Healthy Kids Minnesota program (program) will measure markers of exposure to certain environmental chemicals that may harm child development, including metals, pesticides, phthalates, flame retardants, and environmental phenols. The program will measure these markers in the urine of 3 to 6 year olds throughout Minnesota. Each year, Healthy Kids Minnesota will include one Metro and one non-Metro region, aiming to recruit 250 – 300 children per region per year. It will move systematically to all regions of Minnesota.
2. The findings will be used to identify whether disparities in exposures exist in certain Minnesota populations, and ultimately to more effectively target available resources and public health actions to reduce exposure.
3. Exposure to certain environmental contaminants will be measured in urine samples from children in participating communities. The MDH Public Health Lab will provide the results to MDH epidemiologist who will share results with families and communities. Results will be used to determine whether targeted public health actions are needed to reduce exposure and protect child health in the participating communities.
4. Children will be recruited through their Early Childhood Screening (ECS) program in partnership with Carlton County and Cloquet Public Schools, working jointly together to accomplish the Healthy Kids Minnesota program goals.

## Agreement

### 1. Term of Agreement

- 1.1 Effective Date: June 1, 2022, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date: June 1, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

## 2. Agreement between the Parties

### Carlton County's Duties

#### Prior to Appointments:

1. Meet virtually with MDH Biomonitoring staff to plan recruitment protocol and logistics
2. Meet with MDH Biomonitoring staff for virtual training
3. Complete Human Subjects Training for Carlton County staff and trainees who will be interacting with participants
4. Coordinate with Cloquet Public Schools to communicate with families ahead of time about the program, either by email, postal mail, or phone
  - a) Email/mail/phone content will be provided by MDH

#### During Appointments:

In coordination with Cloquet Public Schools, Carlton County will:

1. Introduce the Healthy Kids Minnesota program to families using an information sheet and the Eligibility and Consent Script
  - a) Both the information sheet and eligibility script will be provided by MDH
2. Track participation rates using an online REDCap database form
  - a) Instructions and REDCap forms will be provided by MDH
3. Consent forms
  - a) Obtain electronic or hard copy signed consent forms from participants
  - b) Give consent form to participants
  - c) Store consent forms in a locked cabinet until MDH pick up
4. Assign participant IDs
5. Administer 15-minute survey to participants and enter answers into online REDCap database
  - a) Instructions and REDCap form will be provided by MDH
6. Assist families with urine collection
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  - b) Pour urine into separate containers to MDH specifications
  - c) Follow urine storage instructions provided by MDH
7. Distribute gift cards to families
  - a) Follow MDH's official policy for tracking gift card disbursement. A copy of MDH policy PL501.01 "Incentives" will be provided at the time of staff training.
  - b) Log distributed gift cards using number and date on MDH provided forms
8. Private well testing
  - a) Introduce free private well testing to all families approached to participate in Healthy Kids Minnesota
  - b) Provide well testing kits to families

#### Following Appointments:

1. Communicate with MDH about the status of recruitment and materials inventory via regular check-ins and REDCap entries

**Commented [NJ(1)]:** The same language is present in both the Cloquet Public Schools and Carlton County JPAs because it sounds like staff from both organizations may be doing the recruitment.

**MDH Biomonitoring Program Duties**

**Prior to Appointments:**

1. MDH will provide virtual or on-site training to Carlton County staff
  - a) Directions for completing Human Subjects Research Training
  - b) Recruitment, eligibility, consent, survey orientation
  - c) Assignment of participant ID and confidentiality
  - d) Entering information into REDCap
  - e) Urine collection, storage, and transport
2. Provide Program materials
  - a) Training materials, short communication to be sent to families, information sheets, consent forms, urine collection materials, private well testing kits
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  - c) Program materials will be provided in four languages: English, Spanish, Hmong, and Somali (and any others as agreed to with the MDH Program Director who is the MDH authorized representative for this contract (see Clause 4, below))
3. Provide gift card incentives to be given to the participant families and tracking materials for the gift cards

**During Appointments:**

1. Unless requested by Governmental Unit, and thereby added to this agreement, MDH will not have duties during ECS appointments

**Following Appointments:**

1. Coordinate sample pick-up
  - a) Schedule dependent upon Governmental Unit activities
  - b) Courier or MDH staff will transport samples from Governmental Unit to MDH Public Health Lab
  - c) MDH assumes financial responsibility for sample transport
2. Analyze samples and return results to families
  - a) The MDH Public Health Laboratory will analyze all urine samples, at no cost to the Governmental Unit
  - b) Children with elevated levels of concern for certain analytes will receive a call from a physician that has been contracted by MDH and is outside of the scope of this Joint Powers Agreement
  - c) Families whose children have non-elevated levels of contaminants will receive the test results via letter
  - d) Notify Carlton County of the overall community results and provide a community report

The Program Protocol, Healthy Kids Minnesota, is hereby attached and incorporated into this Purchase of Service Agreement as Exhibit A.

### 3. Payment

MDH shall make payment to Carlton County upon receipt of Carlton County's invoice reflecting a categorical breakdown of salary and fringe, supplies and expenses, and indirect costs incurred in accordance with Exhibit B, hereby attached and incorporated into this Joint Powers Agreement.

The total obligation of the State under this Agreement will not exceed \$X.

### 4. Authorized Representatives

The State's Authorized Representative is Jessica Nelson, Biomonitoring Program Director, 85 E. 7<sup>th</sup> Place, Saint Paul, MN 55164-0882, 651-201-3610, [jessica.nelson@state.mn.us](mailto:jessica.nelson@state.mn.us), or his/her successor.

The Carlton County Public Health & Human Services Authorized Representative is Mike Melius, Associate Director, Carlton County Public Health & Human Services, 2100 Campus Dr SE, Cloquet, MN 55904, 507-328-7453, [Melius.Michael@co.Carlton.mn.us](mailto:Melius.Michael@co.Carlton.mn.us), or his/her successor.

Commented [NJ(2)]: Joanne, or someone else?

### 5. Assignment, Amendments, Waiver, and Contract Complete.

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

### 6. Indemnification.

6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

**7. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

**8. Government Data Practices.**

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

**9. Venue**

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**10. Termination**

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

**11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).**

For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The Governmental Unit is responsible for collecting all

subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**1. State Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

Print Name: \_\_\_\_\_

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

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

SWIFT Contract No. \_\_\_\_\_

**2. Governmental Unit**

Print Name: \_\_\_\_\_

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

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

**3. State Agency**

*With delegated authority*

Print Name: \_\_\_\_\_

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

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

**4. Commissioner of Administration**

*As delegated to The Office of State Procurement*

Print Name: \_\_\_\_\_

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

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

Admin ID: \_\_\_\_\_

Olmsted County  
 Healthy Kids Minnesota  
 Scope of Services and Budget  
 Exhibit B

| Staff Person  | Description of duties  | # of hours | Hourly wage + Health & Ben | Total Salary and Fringe |
|---------------|--|------------|----------------------------|-------------------------|
| 4 Nurses      | Study Introduction to families, informed consent, survey, urine sample, input, track/transmit Data |            |                            |                         |
| 4 Nurses      | Training (6 hours per nurse)   |            |                            |                         |
| Nurse Manager | Administrative Oversight of staff involvement, data reporting, financial tracking                  |            |                            |                         |
|               | Purchase of iPad to be used with participants; to be retained by OCPH                              |            |                            |                         |
|               | Incidental costs incurred: mileage, postage, office supplies                                       |            |                            |                         |
|               |  |            |                            | _____                   |
| <b>Total</b>  |  |            |                            | <b>\$ _____ -</b>       |

**AGREEMENT  
INDEPENDENT SCHOOL DISTRICT NO. 94  
CONTRACT FOR DIRECTOR OF FACILITIES AND GROUNDS**

**ARTICLE I – PARTIES**

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as “District”), and **Dylan Carlson** (hereinafter referred to as “Director”).

**ARTICLE II – TERM**

The term of this agreement shall be for the period commencing \_\_\_\_\_, ~~2020~~, July 1, 2022 and terminating on ~~June 30, 2022~~ June 30, 2025, or at such other time as otherwise provided herein.

**ARTICLE III – BASIC COMPENSATION**

The salary schedule below shows the progression on the salary schedule with the “Me-Too” provisions since the initial year of hire (2019-2020). ~~This salary schedule has a “Me-Too” provision with the teachers’ salary schedule. Therefore, year 2021-2022 has not yet been determined. The Director will be placed on Step 1 for the 2019 – 2020 school year and will remain on Step 1 for the 2020-2021 school year. The salary schedule will reflect a step percentage of 3.25% per step beginning with the 2022-23 fiscal year. The salary schedule has a “Me Too” provision for 2022-2023, 2023-2024, and 2024-2025 fiscal years with an increase which matches the salary schedule increase for Education Minnesota – Cloquet. The Director will be placed on Step 3 starting the 2022-2023 year.~~

|              | <u>1</u>         | <u>2</u>         | <u>3</u>         | <u>4</u>         | <u>5</u>         | <u>6</u>         | <u>7</u>         | <u>8</u>         |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <u>19-20</u> | <u>\$ 70,000</u> | <u>\$ 71,500</u> | <u>\$ 73,000</u> | -                | -                | -                | -                | -                |
| <u>20-21</u> | <u>\$ 71,225</u> | <u>\$ 72,751</u> | <u>\$ 74,278</u> | -                | -                | -                | -                | -                |
| <u>21-22</u> | <u>\$ 72,970</u> | <u>\$ 74,534</u> | <u>\$ 76,097</u> | -                | -                | -                | -                | -                |
| <u>22-23</u> | <u>\$ 74,429</u> | <u>\$ 76,848</u> | <u>\$ 79,346</u> | <u>\$ 81,925</u> | <u>\$ 84,587</u> | <u>\$ 87,336</u> | <u>\$ 90,175</u> | <u>\$ 93,105</u> |
| <u>23-24</u> | <u>TBD</u>       |
| <u>24-25</u> | <u>TBD</u>       |

| <b>School Yr.</b> | <b>% Increase on Schedule</b> | <b>Step-1</b> | <b>Step-2</b> | <b>Step-3</b> |
|-------------------|-------------------------------|---------------|---------------|---------------|
| <b>2019-20</b>    |                               | \$70,000      | \$71,500      | \$73,000      |
| <b>2020-21</b>    | 1.75%                         | \$71,225      | \$72,751      | \$74,278      |
| <b>2021-22</b>    | TBD                           | ---           | ---           | ---           |

Auxiliary Pay: In situations where the Director is needed to consistently work above and beyond the normal duties and time expected on the job, he shall be eligible for auxiliary pay with advance approval of the superintendent. The decision of the superintendent regarding auxiliary pay is final and may not be appealed. The director shall receive pay or compensatory time for approved work at the rate of one and one-half hours for each hour worked. Pay or compensatory time shall be calculated by dividing the annual salary by the annual hours of the position.

#### **ARTICLE IV – DUTY YEAR**

Term: The Director position is a 260 Day contract.

Sick Leave: The Director shall receive 15 days of sick leave annually for the first five (5) years of employment. Thereafter, sick leave shall accumulate at a rate of 13 days per year. Sick leave accumulation is not capped. Employees employed after July 1 shall be allowed one and one-half (1.5) days of sick leave for each month of continuous employment during the first year, but not to exceed fifteen (15) days.

Use: Sick leave with pay shall be allowed whenever the Director’s absence is found to have been due to the illness and/or disability which prevented attendance at work and performance of duties on that day or days, or according to state statute (MN Statute 181.9413).

Paid Emergency Days: The Director shall receive three (3) emergency days annually and non-cumulative to be used upon approval by the superintendent. Emergency days used are deducted from sick leave.

Paid Personal Leave: The Director shall receive two (2) personal days annually and non-cumulative to be used upon approval by the superintendent.

Paid Holidays: The Director shall annually receive the following 12 paid holidays:

- Two (2) Days – Good Friday and President’s Day
- New Year’s – Two (2) Days
- Memorial Day – One (1) Day
- July 4 and July 3 or 5 – Two (2) Days
- Labor Day – One (1) Day
- Thanksgiving – Two (2) Days
- Christmas – Two (2) Days

Vacation: The Director shall receive annually 20 days of paid vacation. If the Director retires or resigns prior to the end of the school year (July 1), he will have his vacation days prorated based upon number of days served. Vacation days for 2019-20 will be prorated based upon start date.

Unused vacation may be carried forward to the next contract year to a maximum of one and one-half times the annual allocation plus the new yearly allocation. Upon termination of employment, the Director will be paid for unused vacation days at the Director’s daily rate of pay. Payment for unused vacation leave will be made into a post-retirement health reimbursement arrangement.

Bereavement Leave: In case of death in the immediate family, employee’s parents, spouse, children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse; causing the employee to lose working time, time allowed is not to exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way, four (4) scheduled working days if the distance traveled is more than 400 miles, but less than 800 miles one way; and five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in the case of

the death of a spouse or child. Additional time may be granted, at the discretion of the superintendent, upon written evidence of such special need for such additional time.

## ARTICLE V – BENEFITS

Benefits: The school district shall make available, the following benefits:

### Health Insurance:

Employee/School District Premium Share: Effective July 1, 1995, hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees. Employees electing dependent coverage shall pay at least \$100.00 per month for dependent coverage with the district bearing the cost of the remainder of the dependent premium.

Premium Increase: In the event the dependent premium increases (above the 1994-95 premium), the district shall pay for the first \$25.00 increase, the employee the next \$25.00 increase, and any increase over \$50.00 shall be divided equally between the employee and the district.

Life Insurance: Life insurance shall be provided at the District's expense in an amount of \$150,000.00.

Long-Term Disability Benefits: Long-term disability benefits will be provided at the Director's expense up to 66 2/3% of the Director's basic contracted salary. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: The Director shall be required to participate in the group at his own expense.

Subd. 2. Cost: The salary of the Director shall be increased by the cost of the long-term disability premium.

Deceased Benefits: Dependents of a deceased Director shall continue to be eligible for dependent health insurance for a period not to exceed one (1) year following the death of the Director, with the full cost of said insurance to be provided at District expense.

Dental Insurance: Dental benefits will be paid by the school district at a premium rate of \$26.80 per month for single coverage and dependent coverage will be paid by the school district at a premium rate of \$46.78 per month. If the total premium rate exceeds the rate as stated above, the school district and the employee shall share the premium increase equally.

403(b) Plan: The Director is eligible to participate in a 403(b) plan. Participation during years one through three will not receive district contribution. District contributions thereafter will match employee contributions according to the schedule listed below and as outlined in District Policy #423.5. There will be a maximum lifetime cap on district contributions of \$45,000. If the Director chooses to participate in a 403(b) plan, the yearly matching amounts paid by the District shall be limited to a maximum amount, as follows:

| <u>YEARS</u> | <u>MAXIMUM ANNUAL MATCH</u> |
|--------------|-----------------------------|
| 1- 3         | No match                    |
| 4- 6         | \$ 750                      |
| 7- 10        | \$1,250                     |

|        |         |
|--------|---------|
| 11- 15 | \$1,750 |
| 16- 20 | \$2,000 |
| 21+    | \$2,250 |

Membership Dues: The District shall pay the state and national membership dues in the designated professional organization as authorized by the superintendent, i.e. MASMS.

Retirement – Contributions to a Health Reimbursement Arrangement: The District will make an annual contribution to a Retiree Only Health Reimbursement Arrangement (HRA). The annual amount will be based on the years of service to the Cloquet School District in accordance with the following chart:

**Maximum of \$40,000 lifetime contribution**

|             |              |               |               |           |
|-------------|--------------|---------------|---------------|-----------|
| 4 – 6 years | 7 - 10 years | 11 - 15 years | 16 - 20 years | 21+ years |
| \$500       | \$1,000      | \$1,500       | \$2,000       | \$3,000   |

Example of interpreting the above chart: Beginning the Director’s fourth year with the school district, the Director will be eligible for a \$500.

Compliance with State and Federal Law: Should any one or more provisions of Article IX be ruled invalid, the remaining provisions of each section would be severable and remain in full force and effect.

**ARTICLE VI – OTHER BENEFITS**

Automobile: The Director shall receive \$60.00 per month for travel within the district with his or her private automobile. For travel outside the district the School District shall compensate the Director for business use of his or her private automobile at the established and prevailing IRS rate pursuant to M.S. § 471.665, Subd. 1.

IN WITNESS WHEREOF, we have hereto subscribed our names this this 11th day of April 2022 ~~10<sup>th</sup> day of February 2020~~.

**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 94**

BY:

\_\_\_\_\_  
Ted Lammi, School Board Chair

\_\_\_\_\_  
Dr. Michael Cary, Superintendent

**EMPLOYEE:**

\_\_\_\_\_  
Director, Dylan Carlson

**AGREEMENT  
INDEPENDENT SCHOOL DISTRICT NO. 94  
CONTRACT FOR DIRECTOR OF FACILITIES AND GROUNDS**

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|       | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 19-20 | \$ 70,000 | \$ 71,500 | \$ 73,000 |           |           |           |           |           |
| 20-21 | \$ 71,225 | \$ 72,751 | \$ 74,278 |           |           |           |           |           |
| 21-22 | \$ 72,970 | \$ 74,534 | \$ 76,097 |           |           |           |           |           |
| 22-23 | \$ 74,429 | \$ 76,848 | \$ 79,346 | \$ 81,925 | \$ 84,587 | \$ 87,336 | \$ 90,175 | \$ 93,105 |
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IN WITNESS WHEREOF, we have hereto subscribed our names this **11<sup>th</sup> day of April 2022.**

**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 94**

BY:

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Ted Lammi, School Board Chair

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Dr. Michael Cary, Superintendent

**EMPLOYEE:**

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Director, Dylan Carlson



# Washington News

## APRIL 2022

### News & Notes:

- ◇ April 6— Purple PRIDE Day (wear purple!)
- ◇ April 12—Spring Picture Day (for newer students who missed fall pictures)
- ◇ April 12—P.I.E. Meeting 6:30pm—7:30pm
- ◇ April 15—No School
- ◇ April 19—21 MCA Reading Tests (3rd & 4th grade)
- ◇ April 22—Spirit Day
- ◇ April 26—28 MCA Math Tests (3rd & 4th grade)
- ◇ April 29—April Birthday Lunch

\*Please remember to contact the office for any absences (you can call 879-3369—24/7) and to let us know directly of end of day changes. **It is our policy to only allow changes if we have had contact (call/email/message/note) from a guardian** and not only the student self-reporting.

## Preparing for Successful MCAs

Students in grades 3 - 4 will be taking the Minnesota Comprehensive Assessments beginning on the 19th of April. We will start with READING and then move on to MATHEMATICS.

As your child prepares at school we ask that you assist at home by supporting the following recommendations:

- Ensure that your child continues with his/her reading and math practice at home on a regular basis.
- Encourage your child to get ample sleep the night before testing day and provide a nutritious breakfast the morning of the test.
- Attendance MATTERS! Please ensure that your child is to school on time and please avoid scheduling appointments on testing days if at all possible.



### COUNSELOR'S CORNER

#### Springtime in Minnesota!!

Please keep in mind that **spring weather in Minnesota can be unpredictable!** Ensure your child is dressed appropriately for the cold weather we can experience from now through the remainder of the year. Boots are still a must, as are hats, light gloves and long sleeves. Thanks for your help at home as our common goal is keeping kids safe and comfortable so they can play lots!

Welcome Back from Spring Break, hope you all had a wonderful and refreshing break. As we enter into April, this means testing for our 3rd and 4th graders. Here are some tips for parents to help your child succeed. 1. Talk about the tests at home. Encourage your child to do his or her best. 2. Give words of encouragement, remind them that they are ready! 3. Have your child get a good night's sleep! 4. Eat a good breakfast! 5. Get to school on time. Students who feel rushed to get to school may start to feel anxious, and anxiety can lead to frustration and often poor test scores. 6. Make sure students have everything they need. During our classroom lessons we are talking about test anxiety, how to handle that and preparing ourselves for our MCA's. Noticing our bodies and what they are telling us, can help us calm down and feel prepared for tests. Signs such as our hearts beating faster, breathing faster, feeling sick to our stomach or feeling warm can all be signs that we are anxious about tests. Some things we talked about to calm down are taking deep breaths, positive self-talk (I can do this!), and counting to 10. In grades K-2, we continue to talk about feeling feelings in our bodies. How sometimes we might think we are sick because of a belly ache or breathing faster, but this is a sign that we have a big feeling coming over us. The calming skills we use to calm our bodies when we are nervous about a test can also help with calming our body for other feelings as well; taking deep breaths, counting to 10, taking a mindful break, and positive self-talk. Please always feel free to reach out with questions!

Mrs. Sewell, School Counselor

asewell@isd94.org  
879-3369 ext. 5074





## An update from your PBIS Team!

**P**

**Be Positive**

The Anishinaabe teaching for April is Courage, and our Character Education trait for the month is 'Doing the Right Thing.' Every day we are all faced with making choices and have opportunities to do the right thing, and sometimes it really does take courage to do the right thing.

Please talk to your child about ways they can do the right thing inside and outside of school, and find ways to be courageous. Each moment can be a learning moment.

**R**

**Show Respect**

Our Purple Pride Matrix encourages us each to be making choices in everything we encounter, and helps us remember to be respectful and positive in our choices.

Keep showing your PURPLE PRIDE, Washington!

**I**

**D**

**Do Your Best**

**E**

**Every Day**



Each of our students decorated their own "purple person" and the display is up for us to enjoy all spring!

Thank you to all the families who came to school for Conferences in March! We had more than 91% attendance, and are grateful for families who invest into the lives and education of our students.



We have SPIRIT, yes we do!!

The SkyDome Planetarium visited Washington as a PBIS school reward for trimester two!

