



Cloquet Public Schools

Regular Meeting

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

5:30 pm Working Session

6:00 pm Regular Meeting

I. Roll Call	
II. Pledge of Allegiance	
III. Consider Approval of Board Agenda	
1. November 14, 2022 School Board Agenda	4
IV. Consider Approval of School Board Minutes	
1. October 24, 2022 School Board Meeting Minutes	7
V. Open Forum and Reception of Delegations, Petitions, and Communications	
1. Building and Department Reports	10
VI. Claims, Hand Checks, Food Service Reports	
1. Claims, November 9, 2022	14
2. Hand Checks, October 24, 2022	20
3. Hand Check, October 27, 2022	22
4. Hand Check, October 31, 2022 (#1)	24
5. Hand Checks, October 31, 2022 (#2)	26
6. Hand Checks, November 3, 2022	28
7. Food Service Report, September 2022	30
VII. Consent Items	
1. Resignation Letters	
a. 6.5 hrs/day Consistent Support Paraprofessional at CAAEP (Shauna Hendrickson)	
b. 3.5 hrs/day Food Service Staff at Cloquet Middle School (Jennifer Clark)	
2. Recommendations for Employment	
a. Homebased Teacher at Cloquet Area Alternative Education Program (CAAEP) (Leah Lee)	32
b. 6.25 hrs/day Consistent Support Paraprofessional (Lauren (Elijah) Wiseley)	33
c. 6.5 hrs/day Consistent Support Paraprofessional at Cloquet Area Alternative Education Programs pending a successful background check (CAAEP) (Emma Pastika)	34
d. 24.50 hrs/week ECSE Paraprofessional (Stephanie Mellinger)	35
e. 3.5 hrs/day Food Service Worker at Cloquet Middle School (Colleen Anderson)	36
f. Youth Volleyball Coach Through Community Education (Megan Gerlovich)	37
g. Youth Volleyball Coach Through Community Education (Trinity Semo)	38
h. Recreation Instructor with Community Education (Robert Bowe)	39
3. Extra Service Contracts	
a. 6th Period Assignment Through Northern Lights Special Ed Co-Op (Jessica Knutsen)	40
b. Girls' Hockey Coach through Activities Funds	41

c. Fall Musical Stipends Through Activities Fund	42
d. One Act Play Director and Assistant Director	43
4. <i>Permission to Post</i>	
a. 1.0 FTE Substitute Float Teacher at Northern Lights Academy (NLA)	44
b. Homebased Teacher at CAAEP	45
c. 6.5 hrs/day Consistent Support Paraprofessional at CAAEP	46
d. 24.50 hrs/week ECSE Paraprofessional	47
e. 3.5 hrs/day Food Service Staff at Cloquet Middle School	48
f. On Call Cleaner Positions	49
5. <i>Grant Applications/Grant Awards/Donations</i>	
a. Donation from Irving Community Association in the Amount of \$3,000 for CHS' Motivational Speaker Presentation	50
VIII. School Board Committee Report	
1. Student Enrollment Report as of November 9, 2022	51
IX. Agenda Addendums	
X. School Board Elections	
1. Resolution Canvassing Returns of Votes of School District General Election on Tuesday, November 8, 2022	52
2. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties	80
XI. New Business	
1. Consider Approving the Carlton County Children's Mental Health and Family Service Collaborative Joint Powers Agreement	90
2. Consider Approval to Pursue Outdoor Physical Education and Athletics Complex Renovation	102
3. Consider Setting the Organizational and First Regular Meeting of 2023 to January 9, 2023	104
4. Consider Approving the 2022-2024 AFSCME Custodian Contract	105
5. Consider Approving a Preliminary Request to Add Positions to Schedule C of the EM-C Teacher Contract	151
6. Consider Approving the Contract Agreement with Arrowhead Regional Computer Consortium (ARCC) for Services Related to Audit Findings	153
7. Consider Approving the Support of the 2023 All Night Grad Party	154
8. Consider Approving Out of State Travel Request by Cloquet High School Band	155
9. Consider Approving Out of State Travel by Cloquet High School Social Studies Department	156
XII. Superintendent's Report	
1. National Blue Ribbon School Ceremony	
2. Congratulations to Dave Perry for Receiving the 2022 MREA Educator of Excellence Award	157
3. Hockey Class Survey	
4. Outdoor Sports and Physical Education Facility Improvements	
XIII. For Your Information	
1. Internal Transfer of 24.50 hrs/week to 31 hrs/week ECSE Paraprofessional (Katelyn Mann/Kromm)	158
2. Temporary Transfer from Garfield to Carlton NLA (Jenna Ostman)	
3. Congratulations to our Fall High School Sports: Girls Soccer competed at the State Tournament, Boys Soccer competed at the State Tournament and finished in 3rd Place, Girls Volleyball finished as the Section 7AAA runner up, Football finished as the 7AAAAA runner up, Miles Fischer competed in the State Cross Country Meet and finished in 15th Place, Hannah Sandman advances to the State Swimming Meet this week for the 200 yard freestyle	

- 4. Congratulations to Kaylee Ojanen and Laela Aasen for Winning the Special Olympics Minnesota Unified Bocce Ball Division C Championship 159
- 5. Wellness Policy Committee Meeting Summary from October 25, 2022 160
- 6. Washington Elementary November Newsletter 161
- 7. National Community Education Day was last Thursday, November 10, 2022
- 8. Thank you to our fabulous art teachers and their students for the lovely new artwork in the boardroom and 2nd floor of the Garfield building. Thank you for sharing!

XIV. Upcoming Meetings/Events

- 1. Tuesday, November 15, 2022 - DAC Meeting - 4 p.m. - Boardroom
- 2. Tuesday, November 15, 2022 - Community Education Advisory Committee Meeting - 5:30 p.m. - Comm Ed Conference Room
- 3. Monday, November 21, 2022 - Technology Committee Meeting - 4 p.m. - Boardroom
- 4. Monday, November 28, 2022 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
- 5. Tuesday, November 29, 2022 - Equity Committee Meeting - 3:45 p.m. - Washington Elementary School
- 6. Wednesday, November 30, 2022 - JOM/LIEC Meeting - 5:30/6 p.m. - Location TBD

XV. Adjournment

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



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- b. 3.5 hrs/day Food Service Staff at Cloquet Middle School (Jennifer Clark)

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- 1. Student Enrollment Report as of November 9, 2022

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- 4. Outdoor Sports and Physical Education Facility Improvements

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October 24, 2022

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

Topics discussed:

Dr. Cary reviewed the agenda items including a updated resignation and audit presentation. He also recognized teachers Matt Winbigler and Cynthia Welsh for their recent GIS awards. Dr. Cary also mentioned that Churchill was recognized by the Minnesota Wild for their Blue Ribbon award. Rick Sievert, teacher, announced the start of the game last week. He also informed the board that the AFSCME custodial unit had reached a tentative agreement. Dr. Cary gave an update on the Carlton County transportation agreement and that a new revised agreement sharing the costs should be presented to the board soon. There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 5:40 p.m.

October 24, 2022

The Regular Meetings of the School Board of Independent School District No. 94, in the City of Cloquet on October 24, 2022, was called to order by Board Chair T. Lammi at 6:00 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Bill Bauer, Technology Support Specialist
- Candace Nelis, Business Manager
- Dara Topping, Ed MN Teacher Representative
- Jana Peterson, Pine Knot Representative
- Jake Przytarski, Pine Journal Representative

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 M. Juntunen to approve the October 24, 2022, regular board agenda as presented. K. Scarbrough seconded the amended motion, and the resolution was approved by unanimous yea vote of all members present via a roll call vote.

APPROVAL OF MEETING MINUTES

- RESOLVED by D. Battaglia to approve the October 10, 2022, school board meeting minutes, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present via a roll call vote.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- There were no public comments.
- Dustin Opatz with Bergan KDV presented the 2022 fiscal audit and Superintendent Cary and board members asked questions.
- Building and Department Reports were reviewed.

CONSIDER APPROVAL OF CLAIMS AND HAND CHECKS

- RESOLVED by K. Scarbrough to approve Claims, October 18, 2022; Hand Checks, October 5, 13, and 19, 2022; Wire Transfers, August 2, 15 and 24, 2022 and September 1 and 15, 2022 as presented. T. Lammi seconded the motion, and the resolution was approved by unanimous yea vote of all members present via a roll call vote.

CONSENT ITEMS

- RESOLVED by D. Battaglia to approve the Consent Items, as presented.

1. Resignations:

- Nathan Anderson, 1.0 FTE Restorative Practice Teacher at CHS, effective October 22, 2022
- Kim Marciniak, 6.25 hrs/day CS Paraprofessional at Washington Elementary, effective November 17, 2022
- Lonna Witte, 31 hrs/week ECSE Paraprofessional, effective November 2, 2022

2. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Cynthia Welsh	1.0 FTE LT Sub Science at CMS	MA+45 Step 10	11/29/22-6/7/23
b. Neil Erickson	6.5 hrs/day CS Floater Para at Churchill	Step 1	10/25/22 (sub 10/14)
c. Jennifer Blake	6.75 hrs/day CS Para at NLA – Garfield	Step 1	10/25/22 (sub 10/18)
d. Amy Hexum	Homebased Instructor at CHS	\$32.66/hr	ASAP
e. Phil Beadle	Homebound Instructor at Churchill	\$32.66/hr	ASAP
f. Jared Anderson	Homebased Instructor at CAAEP	\$32.66/hr	ASAP
g. Amber Gregg	Youth Volleyball Coach	% of fees	September 24, 2022
h. Stacy Cordle	Youth Volleyball Coach	% of fees	September 20, 2022
i. Lindsey Stephens	Youth Volleyball Coach	% of fees	September 20, 2022
j. Jenna Olsen	Program Aide at Li'l Lumberjacks	\$11.28/hr	September 26, 2022
k. Alexis Schmidt	Program Aide at Li'l Lumberjacks	\$11.28/hr	September 26, 2022
l. Taylor Ahlberg	Program Aide at Li'l Lumberjacks	\$11.28/hr	September 26, 2022
m. Kiersten Leno	Program Aide at Li'l Lumberjacks	\$11.28/hr	September 20, 2022

3. Extra Services Contracts

a. Lindsey Markwardt	Makoons Club Curriculum Developer 3 hrs/wk	\$28/hr	October 24, 2022
b. Tara Anderson	Makoons Club Site Facilitator 6 hrs/wk	\$22/hr	October 24, 2022
c. Karen Hedman	Makoons Club Instructor 6 hrs/wk	\$28/hr	October 24, 2022
d. Nicolas Heck	Makoons Club Instructor 6 hrs/wk	\$35.38/hr	October 24, 2022
e. Nicole Milewski	Makoons Club Assistant 6 hrs/wk	\$22/hr	October 24, 2022
f. Vickie Nordin	Makoons Club Assistant 6 hrs/wk	\$22/hr	October 24, 2022
g. Arianna Rabideaux	Makoons Club Assistant 6 hrs/wk	\$22/hr	October 24, 2022
h. Joey Hedman	Makoons Club Assistant (sub) up to 6 hr/wk	\$22/hr	October 24, 2022

4. Permission to Post

- FTE Restorative Practice Teacher at Cloquet High School
- FTE Long Term Substitute Science Teacher at Cloquet Middle School
- 6.25 hrs/day CS Paraprofessional at Washington Elementary
- 31 hours/week ECSE Paraprofessional at Churchill/FDL Headstart
- Homebound Teacher at Cloquet High School
- Homebased Teacher at CAAEP

5. Grant Applications/Donations

- Grant from Genereau Construction in the amount of \$2,500 for Cloquet Pep Squad for uniforms and expenses

6. Other

- Annual Assurance of Compliance

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

SCHOOL BOARD COMMITTEE REPORT

- The student enrollment report from October 17, 2022 was reviewed.
- Health, Safety, and Crisis Team Committee meeting summary and accident reports were reviewed.

AGENDA ADDENDUMS

- None were presented

NEW BUSINESS

- RESOLVED by N. Sandman to approve the final 2022 audit, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by K. Scarbrough to approve the 2022-2024 AFSCME Paraprofessional/Nurse/AIE/Cota contract, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by M. Juntunen to approve the NLSEC contracts with Carlton County for Family School Support Workers (15_FSSW – Brenda Denman, 16_FSSW – Amber Male, 19_FSSW – Zachary Summers, 21_FSSW – Carolyn Woods), as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by D. Battaglia to approve 2022-2024 Memorandum of Understanding with Fond du Lac Headstart for Preschool Services, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by N. Sandman to approve the annual resolution establishing a combined polling place, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

SUPERINTENDENT'S REPORT

In addition to the working session times, Dr. Cary informed the board that negotiations would start with the AFSCME Dietary unit this week.

FOR YOUR INFORMATION

- Congratulations to the high school boys' and girls' soccer teams. Both are heading to state!
- Internal transfers of food service staff
- BoardBook Premier rate increase

UPCOMING MEETINGS/EVENTS

- Tuesday, October 25, 2022 - AFSCME Dietary Negotiations - 2 pm - Boardroom
- Tuesday, October 25, 2022 - Equity Committee Meeting - 3:45 p.m. - Washington Elem. School
- Tuesday, October 25, 2022 - Wellness Committee Meeting - 3:45 p.m. - Boardroom
- Wednesday, October 26, 2022 - JOM/LIEC Meeting - 5:30/6 p.m. - Location TBD
- Monday, November 14, 2022 - Regular School Board Meeting - Boardroom
5:30 p.m. Working Session and 6:00 p.m. Regular Meeting
- Tuesday, November 15, 2022 - DAC Meeting - 4 p.m. - Boardroom
- Tuesday, November 15, 2022 - Community Education Advisory Committee Meeting - 5:30 p.m. - Comm Ed Conference Room

ADJOURNMENT

There being nothing further to discuss, Board Chair Ted Lammi adjourned the meeting at 6:41 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Churchill just completed family conferences for the fall. We are currently gathering data on our percentages of family attendance. We are usually around 90% with our attendance at conferences. The Halloween Ball was held on Friday, 10/28, and was a success. Churchill held a Family Literacy Event on Thursday, November 10th. The event featured fun literacy stations for families to celebrate reading. The third-grade music program was held on Friday, November 11th. The program honored our veterans on Veterans Day. Churchill will hold its Blue Ribbon Schools celebration on November 22nd (please RSVP). Mr. Wangen and Mr. Beadle attended the National Blue Ribbons Schools Awards program in Washington DC early November. We were very honored to be able to represent our school at this amazing event.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

We have been busy as ever at Washington!!

-On Friday, October 28th, our second-grade team organized and hosted a “Fall Ball” that was supervised by dozens of building staff!! We had a record-breaking turn out, and the students (and families) had an absolute blast!! I am so thankful for our amazing staff who are willing to go above and beyond to create fun and positive experiences for our students!

-Conferences took place the week of October 31st, and again we had an excellent turn out. Due to conferences being a month earlier than normal we were able to adjust the focus slightly to check in on students and families and update them on the progress their child is making before the end of the trimester. We also offered a free light meal to families that was generously sponsored by the Women of the Moose, Washington’s Partners in Education, and McDonald’s. Many staff volunteered to help serve hotdogs and keep the space clean and inviting. Lots of positive reports from our families, and we also had a record turn out with 96% of families joining us for conferences!

-At conferences parents were invited to complete a PBIS survey to share with us information about what their child knows about “Purple Pride” and if they feel safe at school. 98% of families report that their child/children talk about Purple Pride and PBIS related work we are doing at home, and 100% reported that their child feels safe at Washington! The survey was great affirmation for staff about the important work we are doing!

-Students and staff are looking forward to a “MPR Classnotes Artist in Residency” visit from local musician, Lyz Jaakola, in grades 3 & 4 on November 11th.

-Family Literacy Night is coming up on Wednesday, November 16th at Washington. We are hopeful for great attendance!

-EXCEL reading & math support is scheduled to start in a few weeks. We are still in need of a 1st and a 4th grade teacher to fully staff our program at Washington.

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

It is hard to believe we are already through the school year's first quarter. On the November 4th Inservice day, teachers had time to prepare for the new quarter and work with literacy expert Janelle Williams. The middle and high school teachers worked together on developing lessons using instructional strategies that fit our individual school goals.

CMS struggles to find a long-term sub for our 7th and 8th-grade math teacher on leave. We are filling the position internally, but I do not see this as a long-term solution. CMS also has an open paraprofessional position from the beginning of the year that we cannot fill.

Finally, with Halloween being a Monday this year, it means a whole week of high-energy kids at the middle school. It is safe to say that I speak for all middle school staff when I say it would be nice if we could permanently move Halloween to the last Saturday of October.

Submitted by Tom Brenner, Cloquet Middle School Principal

Cloquet High School:

- Boys and Girls Soccer competed at the State Tournament – boys took 3 place at state!
- Miles Fischer competed in the State Cross Country meet – he finished in 15th place.
- Girls Volleyball finished as the Section 7AAA runner up.
- Football finished as the Section 7AAAA runner up.
- Girls Swimming is still finishing up.
- The Fall Musical – The Wizard of Oz will be performed 11/17-11/20 at CHS. Tickets are available on the CHS website.
- Girls Hockey has started.
- Boys Hockey and Girls Basketball start next week.
- Ryan Zimny took a group of students on a physics field trip to St. John's University.
- Quarter 1 ended – we're into the first week of quarter 2.
- ASVAB testing is scheduled for 11/17.
- We're interviewing for our Restorative Practices position later this week.
- CHS held a blood drive last week.
- CHS is hosting the Arrowhead Manufacturing & Fabrication Association CTE Jamboree on 11/17.
- CHS is hosting a CTE Career Fair on 11/30 – we will have 16 employers on campus.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

- Wrapped up 1st quarter and identifying students with significant needs for support
- Welcoming new students coming to CAAEP for 2nd quarter
- 2 students graduated after quarter 1
- CAAEP certified staff attended trainings on Suicide prevention, Narcan, and drug interventions on Friday November 4th.
- The principal and Dave Perry will be attending the MREA Banquet on November 13th to receive Dave's award for being an excellent educator. They will also be presenting at the conference on Restorative Practices and implementing them in schools.

Submitted by Connie Hyde, CAAEP Principal

Community Education

*National Community Education Day was celebrated on Thursday, November 10. We put together a video which can be found at the following link: https://youtu.be/Vf_WEKk7E7Q

*We will again this year be offering free ice skate rentals for the community. The ice skates can be checked out for the weekend, or for the season. They are also used by CMS gym classes for skating for those students that don't have a pair. We will be purchasing additional skates soon with funds from a past Northland Foundation grant and we also take donations from the community as well!

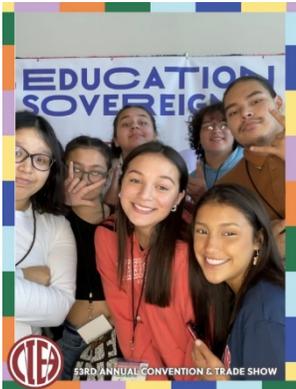
Submitted by Erin Bates, Community Education Director 11

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:

Greetings School Board Members,



October sped by with many great adventures for our staff and students. NIEA (National Indian Education Association) Conference and Convention was held in Oklahoma City, OK in early October. Students participated in the Youth Track which included guest speakers, presentations, honor powwow, informational sessions and plenty of college/university access to information. We met up with some parents/students from Duluth Public Schools and staff from the Fond du Lac Ojibwe School. The weather was extra sunshiny and provided an excuse to walk and sight see around Oklahoma City.

Cloquet AIE and Carlton AIE combined resources to put on a wonderful Fall Family Event. The theme was “Dagwaagin” and “Okosimaan” (Autumn & Pumpkin). Over 200 attended the event which included Mel Diver’s delicious fry bread tacos, carving pumpkins, Ojibwe language lessons, pumpkin seed processing demonstration and corn maze wrist bands. It was drizzly, cool and windy, but overall, a fantastic turnout. Looking forward to planning our Winter Family Event already.

November is Native American Heritage Month. The AIE Program provides additional Indigenous information and activities throughout to celebrate and educate. The school drum will be present at the Blue-Ribbon Ceremony at Churchill Elementary. Drummers meet during their lunch up to three times a week with Julian Kitto. The sound of the drum can be heard through the CHS hallways. These boys will be attending the Native American Heritage Night at the Target Center to watch the Timberwolves take on the Suns on November 9th. Huge MIIGWECH to the Brookston Center for their willingness to share transportation to and from the game with little notice.

Makoons Club has launched! Our after school elementary program has maxed out participants and is going on the second week of programming. Washington Elementary is the host site for both nights of Makoons Club. The first session included Ojibwe animal names, the book titled “Animals of Nimaamaa-aki” and the activity was utilizing puppets to rehearse translations. The second week includes the book titled “How the boy and rabbit helped each other”. This is a native authored and illustrated book with English and Ojibwe text and each participant will receive a copy of the book to keep. The students will play pin the tail on the waabooz. The last couple years has been difficult to operate an afterschool program with COVID restrictions and precautions. It is really exciting to offer Makoons Club this year.



Submitted by Teresa Angell, American Indian Education Director

Building and Grounds

Currently interviewing applicants for a temporary part time cleaner at Churchill Elementary from the end of October until about March.

Currently interviewing substituted cleaners district wide.

Permission to post is being brought forth to the Board for two On Call Cleaner positions. This was previously brought to the Board early this year and was approved but was never filled.

The preventative maintenance work order system the District intended on utilizing merged with another company to a new platform. I am currently implementing data into the new platform now that it is available. I am hopeful to roll it out after the new year.

Submitted by Dylan Carlson, Building and Grounds Director

Technology

The Technology Department is finally feeling caught up from the beginning of the year and many Technology employees have been taking well deserved vacations. As we get closer to the end of the calendar year, we're gearing up for erate and planning for next school year. Due to the supply chain issues the pandemic has brought on, it seems like we begin planning and purchasing for next year earlier and earlier. Overall the department is continuing to support teaching and learning while preparing for projects that will be coming up in the next few months.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$156,986.17
02	Food Services	\$72,157.45
03	Transportation	\$107,791.41
04	Community Services	\$11,507.64
05	Capital Expenditure	\$135,797.24
07	Debt Redemption #94	\$475.00
12	Activities	\$23,045.10
Report Total		\$507,760.01

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		98585	18723	Check	1	00350		ACTIVITY FUND-MIDDLE SCHOOL	Yes	No	No	USD	11/15/2022	100.00
			98603	18724	Check	1	1055		ADVANTAGE EMBLEM	Yes	No	No	USD	11/15/2022	728.89
			98586	18725	Check	1	00570		AG O'BRIEN COMPANY	Yes	No	No	USD	11/15/2022	1,484.79
			98734	18726	Check	1	9300		ALLEN, CHANDRA	Yes	No	No	USD	11/15/2022	485.05
			98702	18727	Check	1	7142		ANDERSON, LISA	Yes	No	No	USD	11/15/2022	288.00
			98726	18728	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	11/15/2022	60.00
			98588	18729	Check	1	02766		ARCC	Yes	No	No	USD	11/15/2022	100.00
			98594	18730	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	11/15/2022	59.80
			98690	18731	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	11/15/2022	365.68
			98607	18732	Check	1	10692		AUTOZONE STORE 3947	Yes	No	No	USD	11/15/2022	5.39
			98718	18733	Check	1	8268		BATES, ERIN	Yes	No	No	USD	11/15/2022	60.00
			98694	18734	Check	1	6414		BATTAGLIA, STEVE	Yes	No	No	USD	11/15/2022	148.18
			98623	18735	Check	1	10854		BC DOZING	Yes	No	No	USD	11/15/2022	786.36
			98715	18736	Check	1	7979		BECKMAN, STEVE	Yes	No	No	USD	11/15/2022	110.00
			98596	18737	Check	1	10394		BENSON WENDY	Yes	No	No	USD	11/15/2022	166.83
			98750	18738	Check	1	9799		BERGANKDV	Yes	No	No	USD	11/15/2022	26,900.00
			98589	18739	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	11/15/2022	2,095.80
			98590	18740	Check	1	05150		BEST OIL COMPANY	Yes	No	No	USD	11/15/2022	193.26
			98604	18741	Check	1	10665		BOB ROGERS TRAVEL	Yes	No	No	USD	11/15/2022	589.00
			98696	18742	Check	1	6644		BOND TRUST SERVICES	Yes	No	No	USD	11/15/2022	475.00
			98681	18743	Check	1	5657		BORDEN, MARY	Yes	No	No	USD	11/15/2022	43.62
			98740	18744	Check	1	9548		BRENNER MARK	Yes	No	No	USD	11/15/2022	35.00
			98591	18745	Check	1	06553		BRENNER, MICHELLE	Yes	No	No	USD	11/15/2022	166.83
			98593	18746	Check	1	10059		BRIGHTLY SOFTWARE INC	Yes	No	No	USD	11/15/2022	2,112.80
			98693	18747	Check	1	6391		BROMAN, KIMBERLY	Yes	No	No	USD	11/15/2022	119.97
			98707	18748	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	11/15/2022	3,222.31
			98735	18749	Check	1	9301		CARMENS RESTAURANT	Yes	No	No	USD	11/15/2022	500.00
			98599	18750	Check	1	10432		CASSERBERG ELISABET	Yes	No	No	USD	11/15/2022	-101.00
			98592	18751	Check	1	09250		CENTURY FENCE COMPANY	Yes	No	No	USD	11/15/2022	2,133.00
			98679	18752	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	11/15/2022	513.46
			98597	18753	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	11/15/2022	8,858.50
			98630	18754	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	11/15/2022	6,491.88
			98631	18755	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	11/15/2022	105,463.11
			98633	18756	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	11/15/2022	5,189.75
			98634	18757	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	11/15/2022	1,280.00
			98652	18758	Check	1	3116		CONTINENTAL CLAY CO	Yes	No	No	USD	11/15/2022	37.26
			98749	18759	Check	1	9797		COOLE SCHOOL	Yes	No	No	USD	11/15/2022	69.40
			98609	18760	Check	1	10775		CPG 15	Yes	No	No	USD	11/15/2022	4,128.00
			98622	18761	Check	1	10853		D. ERVASTI SALES CO. LLC	Yes	No	No	USD	11/15/2022	262.60
			98638	18762	Check	1	14301		DEMCO INC	Yes	No	No	USD	11/15/2022	148.28
			98677	18763	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	11/15/2022	60.00

Cloquet Public Schools

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0094	2		98685	18764	Check	1	5930		DULUTH LAWN & SPORT	Yes	No	No	USD	11/15/2022	602.26
			98687	18765	Check	1	5985		DUSHKIN, CHASSIDY	Yes	No	No	USD	11/15/2022	77.34
			98692	18766	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/15/2022	246.67
			98664	18767	Check	1	4198		ELLENA, SARAH	Yes	No	No	USD	11/15/2022	63.96
			98640	18768	Check	1	17937		ELWOOD, JILL	Yes	No	No	USD	11/15/2022	488.22
			98717	18769	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	11/15/2022	550.00
			98698	18770	Check	1	6873		FACTS 4ME INC	Yes	No	No	USD	11/15/2022	50.00
			98615	18771	Check	1	10844		FIERKELEPP PARIS	Yes	No	No	USD	11/15/2022	120.00
			98616	18772	Check	1	10845		FLEISCHER MARK	Yes	No	No	USD	11/15/2022	70.00
			98632	18773	Check	1	1148		FLINN SCIENTIFIC INC	Yes	No	No	USD	11/15/2022	68.09
			98660	18774	Check	1	3900		FRABONIS	Yes	No	No	USD	11/15/2022	1,323.59
			98650	18775	Check	1	2844		FRITSINGER, SHEILA	Yes	No	No	USD	11/15/2022	55.00
			98665	18776	Check	1	42195		FUN EXPRESS LLC	Yes	No	No	USD	11/15/2022	127.86
			98627	18777	Check	1	10860		FUNDRAISE WITH TEA	Yes	No	No	USD	11/15/2022	1,956.60
			98727	18778	Check	1	9009		GILBERT, SYDNEY	Yes	No	No	USD	11/15/2022	305.63
			98646	18779	Check	1	21450		GOPHER SPORT	Yes	No	No	USD	11/15/2022	385.20
			98635	18780	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	11/15/2022	7,286.18
			98686	18781	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	11/15/2022	205.44
			98628	18782	Check	1	10861		HAKALA JOAN	Yes	No	No	USD	11/15/2022	255.00
			98682	18783	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	11/15/2022	8,656.93
			98688	18784	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/15/2022	582.51
			98744	18785	Check	1	9685		HOWIES HOCKEY INC	Yes	No	No	USD	11/15/2022	1,565.17
			98708	18786	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	11/15/2022	512.45
			98728	18787	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	11/15/2022	482.57
			98629	18788	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	11/15/2022	1,883.40
			98648	18789	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	11/15/2022	130.63
			98595	18790	Check	1	10144		JAYTECH INC	Yes	No	No	USD	11/15/2022	2,087.48
			98668	18791	Check	1	4572		JLX FILTERS	Yes	No	No	USD	11/15/2022	13,443.32
			98610	18792	Check	1	10786		JOHNSON ADAM	Yes	No	No	USD	11/15/2022	80.00
			98719	18793	Check	1	8418		KEMPS LLC	Yes	No	No	USD	11/15/2022	6,169.60
			98742	18794	Check	1	9599		KMECIK BRIAN	Yes	No	No	USD	11/15/2022	80.00
			98741	18795	Check	1	9563		KOLANCZYK RICHARD	Yes	No	No	USD	11/15/2022	80.00
			98645	18796	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	11/15/2022	35.50
			98725	18797	Check	1	8843		KRAUS-ANDERSON CONSTRUCTION	Yes	No	No	USD	11/15/2022	118,447.25
			98651	18798	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	11/15/2022	566.31
			98752	18799	Check	1	9894		LAKE SUPERIOR CONFRENCE	Yes	No	No	USD	11/15/2022	37.50
			98625	18800	Check	1	10856		LANGLEY CLIFF	Yes	No	No	USD	11/15/2022	200.00
			98748	18801	Check	1	9792		LEAF 16	Yes	No	No	USD	11/15/2022	969.59
			98747	18802	Check	1	9784		LINDAMOOD-BELL LEARNING PROC	Yes	No	No	USD	11/15/2022	4,715.80
			98657	18803	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	11/15/2022	982.28
			98642	18804	Check	1	1938		LINDSTROM, JEFF	Yes	No	No	USD	11/15/2022	91.53

Cloquet Public Schools Check Register by Bank and Check

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0094		2	98704	18805	Check	1	7161		LINE MICHELLE	Yes	No	No	USD	11/15/2022	624.00
			98611	18806	Check	1	10798		LUMBERJACK DESIGN AND FABRIC/	Yes	No	No	USD	11/15/2022	151.00
			98659	18807	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	11/15/2022	4,104.83
			98655	18808	Check	1	3291		MASP	Yes	No	No	USD	11/15/2022	40.00
			98723	18809	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	11/15/2022	609.44
			98716	18810	Check	1	8069		MCINERNEY, JENNIFER	Yes	No	No	USD	11/15/2022	156.14
			98714	18811	Check	1	7978		MEDICH MARY	Yes	No	No	USD	11/15/2022	233.50
			98656	18812	Check	1	34186		MENARDS	Yes	No	No	USD	11/15/2022	254.14
			98706	18813	Check	1	7263		MENARDS HERMANTOWN	Yes	No	No	USD	11/15/2022	1,305.11
			98639	18814	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	11/15/2022	2,498.80
			98626	18815	Check	1	10857		MIDWEST PLAYSCAPES INC	Yes	No	No	USD	11/15/2022	3,386.00
			98653	18816	Check	1	3125		MINNESOTA DEPARTMENT OF HEAL	Yes	No	No	USD	11/15/2022	3,605.00
			98736	18817	Check	1	9322		MINNESOTA DEPARTMENT OF HEAL	Yes	No	No	USD	11/15/2022	315.00
			98709	18818	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	11/15/2022	24.20
			98605	18819	Check	1	10672		MRI SOFTWARE LLC	Yes	No	No	USD	11/15/2022	2.00
			98691	18820	Check	1	6140		MUELLER, RACHEL	Yes	No	No	USD	11/15/2022	131.60
			98587	18821	Check	1	01301		NCS PEARSON INC	Yes	No	No	USD	11/15/2022	40.19
			98661	18822	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	11/15/2022	900.00
			98662	18823	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	11/15/2022	246.54
			98606	18824	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	11/15/2022	100.00
			98731	18825	Check	1	9236		NORTHSTAR CABLING & COMMUNIC	Yes	No	No	USD	11/15/2022	1,290.70
			98608	18826	Check	1	10698		NRA SOLUTIONS	Yes	No	No	USD	11/15/2022	2,385.00
			98699	18827	Check	1	6974		OJANEN, JEFF	Yes	No	No	USD	11/15/2022	47.88
			98658	18828	Check	1	3803		OLSON, LAURA	Yes	No	No	USD	11/15/2022	23.07
			98743	18829	Check	1	9664		ORIENTAL TRADING COMPANY	Yes	No	No	USD	11/15/2022	439.26
			98746	18830	Check	1	9731		OUKROP JACOB	Yes	No	No	USD	11/15/2022	80.00
			98641	18831	Check	1	1887		OUTDOOR ADVANTAGE	Yes	No	No	USD	11/15/2022	1,677.00
			98654	18832	Check	1	3249		PACK & MAIL STATION	Yes	No	No	USD	11/15/2022	29.96
			98710	18833	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	11/15/2022	1,370.87
			98637	18834	Check	1	1326		PAN O GOLD	Yes	No	No	USD	11/15/2022	1,065.10
			98636	18835	Check	1	1289		PARK AVE FITNESS	Yes	No	No	USD	11/15/2022	891.00
			98695	18836	Check	1	6501		PARK AVENUE THERAPIES	Yes	No	No	USD	11/15/2022	1,333.00
			98666	18837	Check	1	43130		PEDDLE, KIM	Yes	No	No	USD	11/15/2022	75.00
			98644	18838	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	11/15/2022	1,140.00
			98676	18839	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	11/15/2022	2,207.97
			98667	18840	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	11/15/2022	250.00
			98614	18841	Check	1	10830		PRING JILL	Yes	No	No	USD	11/15/2022	331.88
			98697	18842	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	USD	11/15/2022	474.84
			98620	18843	Check	1	10849		REGAS DEMETRIS	Yes	No	No	USD	11/15/2022	35.00
			98617	18844	Check	1	10846		REGAS NATE	Yes	No	No	USD	11/15/2022	75.00
			98618	18845	Check	1	10847		RENGO KAYDEN	Yes	No	No	USD	11/15/2022	35.00

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0094		2	98663	18846	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	11/15/2022	507.34
			98601	18847	Check	1	10542		RNR YARDWORKS LLC	Yes	No	No	USD	11/15/2022	662.50
			98720	18848	Check	1	8572		ROEMHILDT, MICHAEL L	Yes	No	No	USD	11/15/2022	90.00
			98649	18849	Check	1	2611		ROEMHILDT, REGINA	Yes	No	No	USD	11/15/2022	173.31
			98724	18850	Check	1	8763		rSCHOOLTODAY	Yes	No	No	USD	11/15/2022	900.00
			98600	18851	Check	1	10474		RU RIDGE CORN MAZE	Yes	No	No	USD	11/15/2022	642.00
			98612	18852	Check	1	10821		Saddleback Education INC	Yes	No	No	USD	11/15/2022	577.75
			98739	18853	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	11/15/2022	158.82
			98670	18854	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	11/15/2022	457.97
			98672	18855	Check	1	48801		SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	11/15/2022	662.45
			98671	18856	Check	1	48761		SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	11/15/2022	2,497.39
			98703	18857	Check	1	7144		SCHOOL NUTRITION ASSOCIATION	Yes	No	No	USD	11/15/2022	197.50
			98701	18858	Check	1	7086		SCRIPPS NATIONAL SPELLING BEE	Yes	No	No	USD	11/15/2022	540.00
			98712	18859	Check	1	7858		SEWELL, ABBI	Yes	No	No	USD	11/15/2022	716.62
			98689	18860	Check	1	6016		SFM	Yes	No	No	USD	11/15/2022	14,111.00
			98647	18861	Check	1	2300		SHI INTERNATIONAL CORP	Yes	No	No	USD	11/15/2022	5,185.00
			98730	18862	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	11/15/2022	60.00
			98711	18863	Check	1	7828		SPS COMPANIES INC	Yes	No	No	USD	11/15/2022	390.30
			98674	18864	Check	1	51968		STACK BROTHERS MECHANICAL CC	Yes	No	No	USD	11/15/2022	17,995.00
			98751	18865	Check	1	9828		STARK TIMOTHY	Yes	No	No	USD	11/15/2022	275.00
			98675	18866	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	11/15/2022	284.05
			98713	18867	Check	1	7966		SULLIVAN, DANIEL	Yes	No	No	USD	11/15/2022	132.00
			98613	18868	Check	1	10826		TALBERG MICKAYLA	Yes	No	No	USD	11/15/2022	8.25
			98673	18869	Check	1	4944		TEACHER DIRECT	Yes	No	No	USD	11/15/2022	824.20
			98669	18870	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	11/15/2022	862.40
			98737	18871	Check	1	9346		TREMBLAY, REBECCA	Yes	No	No	USD	11/15/2022	543.50
			98624	18872	Check	1	10855		TREVENA BRAD	Yes	No	No	USD	11/15/2022	101.00
			98745	18873	Check	1	9713		TURNER BOBBIE	Yes	No	No	USD	11/15/2022	15.95
			98678	18874	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	11/15/2022	2,641.70
			98732	18875	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	11/15/2022	2,439.00
			98683	18876	Check	1	5702		ULINE	Yes	No	No	USD	11/15/2022	154.20
			98602	18877	Check	1	10546		UP AND RUNNING SOLUTIONS LLC	Yes	No	No	USD	11/15/2022	840.07
			98680	18878	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	11/15/2022	56,076.50
			98621	18879	Check	1	10851		UW-SUPERIOR CAMPUS RECREATIK	Yes	No	No	USD	11/15/2022	1,107.75
			98598	18880	Check	1	10403		VANTAGE FINANCIAL LLC	Yes	No	No	USD	11/15/2022	3,409.00
			98733	18881	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	11/15/2022	147.12
			98721	18882	Check	1	8605		VOYAGER SOPRIS LEARNING	Yes	No	No	USD	11/15/2022	391.20
			98684	18883	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	11/15/2022	275.00
			98700	18884	Check	1	7042		WATSON COMPANY	Yes	No	No	USD	11/15/2022	281.20
			98705	18885	Check	1	7230		WESTONE LABORATORIES INC	Yes	No	No	USD	11/15/2022	494.55
			98738	18886	Check	1	9440		WICK, MICHELLE	Yes	No	No	USD	11/15/2022	157.31

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0094		2	98729	18887	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	11/15/2022	1,312.50
			98722	18888	Check	1	8634		WKLK WMOZ	Yes	No	No	USD	11/15/2022	120.00
			98619	18889	Check	1	10848		WOOD ANTHONY	Yes	No	No	USD	11/15/2022	35.00
			98643	18890	Check	1	1978		ZELEZNIKAR, JODY	Yes	No	No	USD	11/15/2022	1,904.05
			98753	18891	Check	1	9904		ZIMNY RYAN	Yes	No	No	USD	11/15/2022	241.88
Bank Total: 2														\$507,760.01	
Report Total:														\$507,760.01	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$945.00
03	Transportation	\$32,805.97
Report Total		\$33,750.97

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	98560	18698	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	10/24/2022	945.00
			98561	18699	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	10/24/2022	32,805.97
														Bank Total: 2	\$33,750.97
														Report Total:	\$33,750.97

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$15,330.82
02	Food Services	\$1,720.59
05	Capital Expenditure	\$1,154.79
12	Activities	\$10,249.27
Report Total		\$28,455.47

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	98569	18700	Check	1	6078		AMAZON	Yes	No	No	USD	10/27/2022	15,088.83
		98563	18701	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	10/27/2022	5,157.65
		98567	18702	Check	1	10840		CLOQUET YOUTH BASKETBALL ASS	Yes	No	No	USD	10/27/2022	230.00
		98568	18703	Check	1	3310		HYDE, CONNIE	Yes	No	No	USD	10/27/2022	132.19
		98566	18704	Check	1	10839		LALL SUMMER	Yes	No	No	USD	10/27/2022	403.80
		98562	18705	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	10/27/2022	3,235.00
		98565	18706	Check	1	10838		SANDA MEGAN	Yes	No	No	USD	10/27/2022	78.00
		98564	18707	Check	1	10714		SECTION 7AA	Yes	No	No	USD	10/27/2022	4,130.00
Bank Total: 2													\$28,455.47	
Report Total:													\$28,455.47	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$2,216.00
Report Total		\$2,216.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	98570	18708	Check	1	10302		PETTY CASH ATTN: CANDACE NELIE	Yes	No	No	USD	10/31/2022	2,216.00
														Bank Total: 2	\$2,216.00
														Report Total:	\$2,216.00

Cloquet Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund	Description	Total
04	Community Services	\$2,501.25
05	Capital Expenditure	\$6,123.75
Report Total		\$8,625.00

Cloquet Public Schools Check Register by Vendor

Grp Code	Rcd	Vendor	Batch	Co	Bank	Payment	Pay Type	Check No	Pay Date	Printed	Recon	Void	Currency	Voucher	Void Date	Amount	
1	10765	MINERS INCORPORATED	0094	2	98571	Check	18709	10/31/2022	Yes	No	No	USD	175481			8,625.00	
															Payment Total:		\$8,625.00
															Vendor Total:		\$8,625.00
															Report Total:		\$8,625.00

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$10,575.59
03	Transportation	\$85.15
04	Community Services	\$349.00
05	Capital Expenditure	\$823.58
12	Activities	\$4,284.45
Report Total		\$16,117.77

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	98572	18710	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	11/03/2022	387.50
		98577	18711	Check	1	10843		CARTER DEB	Yes	No	No	USD	11/03/2022	38.01
		98582	18712	Check	1	9578		CONSTELLATION NEWENERGY -GA	Yes	No	No	USD	11/03/2022	4,496.94
		98584	18713	Check	1	9936		MATH MASTERS	Yes	No	No	USD	11/03/2022	920.00
		98580	18714	Check	1	35902		MCEA	Yes	No	No	USD	11/03/2022	349.00
		98578	18715	Check	1	1284		MSHSL	Yes	No	No	USD	11/03/2022	28.00
		98581	18716	Check	1	6299		NELSON, BETH	Yes	No	No	USD	11/03/2022	103.33
		98573	18717	Check	1	10361		SAMS CULB DIRECT	Yes	No	No	USD	11/03/2022	344.15
		98576	18718	Check	1	10714		SECTION 7AA	Yes	No	No	USD	11/03/2022	3,810.00
		98574	18719	Check	1	10540		SNYDER NANNETTE	Yes	No	No	USD	11/03/2022	47.14
		98583	18720	Check	1	9911		UMD DEPARTMENT OF MUSIC	Yes	No	No	USD	11/03/2022	250.00
		98579	18721	Check	1	2267		WALMART CAPITAL ONE	Yes	No	No	USD	11/03/2022	3,582.70
		98575	18722	Check	1	10644		WORLDSTRIDES PROGRAM ATTN P/	Yes	No	No	USD	11/03/2022	1,761.00
Bank Total: 2													\$16,117.77	
Report Total:													\$16,117.77	

FOOD SERVICE REPORT

MONTH	September	2022	MONTH TO DATE	1
TOTAL INCOME		\$134,207.55		
TOTAL COSTS		\$132,074.32		
NET		\$2,133.23		
TOTAL INCOME PER MEAL		\$4.44		
TOTAL COST PER MEAL		\$4.37		
NET		\$0.07		
MEALS		30,278	YTD =	30,278

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS	
SENIOR HIGH	4.28	244.84	33%	
MIDDLE SCHOOL	2.95	468.34	63%	
WASHINGTON	0.45	274.62	58%	
CHURCHILL	0.39	208.06	59%	
QUEEN OF PEACE	0	47.06	73%	
CAAEP	0.67	50.06	72%	
Lii' LUMBERJACKS	0	23.17	29%	
NLA	0.12	12.62	83%	
OUR SAV.NLA	0	5.06	89%	
TOTALS	8.86	1333.83	52%	66% Total program
	enrollment		2722	
	attendance		2568	

FOOD SERVICE ALLOCATION
Year 2022-2023

CLOQUET SCHOOL DISTRICT

MONTH	INCOME					COSTS						TOTAL
	705-601 STUDENT BKST	701-606 ADULT FULL LUNCH	707-601 STUDENT ALA CARTE	707-606 ADULT ALA CARTE	701-601 TOTAL	707-170 SALARIES ALA CARTE	707-490 FOOD JUICE SNACKS	707-495 MILK EXTRA	705-490 FOOD BKST	705-495 MILK BKST	705-170 SALARIES BKST	
SEPT	\$1,763.80	\$787.05	\$3,160.45	\$59.50	\$4,222.60	\$1,846.55	\$2,053.74	\$217.50	\$7,333.20	\$1,344.42	\$2,803.68	\$15,599.09
OCT												
NOV												
DEC												
JAN												
FEB												
MAR												
APR												
May-June												
TOTAL												



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Connie Hyde, Cloquet Area Alternative Education Program (CAAEP)

DATE: November 11, 2022

RE: Recommendation for Employment

I am recommending the employment of Leah Lee to fill the Homebased Instructor position posted at Cloquet Area Alternative Education Programs (CAAEP) beginning November 14, 2022, for the remainder of the 22-23 school year.

RATE OF PAY:	\$32.66 per hour
HOURS TO BE WORKED:	5 hours per week plus 1 hour of prep time
START DATE:	November 14, 2002
LENGTH OF CONTRACT:	22-23 School Year
BUDGETED CURRENT YEAR:	Yes

(Employment is contingent upon Cloquet School Board approval.)

CH:mrt

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: October 28, 2022
RE: Recommendation for Employment

I am recommending the employment of Lauren (Elijah) Wiseley as a 6.25 hour/day Consistent Support Paraprofessional at Washington Elementary. Official hire start date would be November 15, but Mr. Wiseley has agreed to sub on November 11 and 14, so that there is no gap in coverage.

RATE OF PAY:	\$17.93/hour – Step 1
HOURS TO BE WORKED:	6.25/Day (Monday – Friday)
START DATE:	November 15, 2022 (see above)
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Mr. Wiseley is a certified PCA, and has a great deal of experience working with students as a paraprofessional and in childcare settings. All recommendations were extremely positive!
STAR CODE:	999822

(Employment is contingent upon Cloquet School Board approval.)

RM/BA

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Connie Hyde, Cloquet Area Alternative Education Program (CAAEP)

DATE: November 11, 2022

RE: Recommendation for Employment

I am recommending the employment of Emma Pastika to fill the 6.5 hour/day Consistent Support Paraprofessional posted on October 31st with Cloquet Area Alternative Education Programs (CAAEP) for the remainder of the 2022-2023 school year, pending a successful background check.

RATE OF PAY:	\$17.93/hr
HOURS TO BE WORKED:	6.5 hours/day (Monday-Friday)
START DATE:	November 28 th 2022
LENGTH OF CONTRACT:	2022-2023 School Year
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Emma has been working with the CAAEP in the capacity of AmeriCorps worker for over a year and is a natural fit for the alternative program. Her intelligence, collaboration and dedication to staff and students will be a tremendous asset to the CAAEP Program.

(Employment is contingent upon Cloquet School Board approval.)

CH:mrt

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill School Principal
DATE: October 31, 2022
RE: Permission to Hire

I am recommending the employment of Stephanie Mellinger as a 24.50 hour/day ECSE Consistent Support Paraprofessional at Churchill Elementary. Official hire start date would be November 15, but Ms. Mellinger has agreed to sub on November 4, so that there is no gap in coverage.

RATE OF PAY:	\$17.93/hour – Step 1
HOURS TO BE WORKED:	24.50 hour/week (Monday – Friday)
START DATE:	November 15, 2022 (see above)
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Resignation of employee
STAR CODE:	999821

(Employment is contingent upon Cloquet School Board approval.)

DW/mb

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: November 4, 2022
RE: Recommendation for Employment

I am recommending the employment of Colleen Anderson as a Food Service Staff at Cloquet Middle School.

RATE OF PAY:	\$16.68 per hour
HOURS TO BE WORKED:	3.5 Hours/Day (Monday –Friday)
START DATE:	November 15, 2022
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Colleen has knowledge of food service operation and work experience in the field. She will be a great addition to the Food Service team.

(Employment is contingent upon Cloquet School Board approval.)

BD: mm

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: September 26, 2022
FROM: Erin Bates, Community Education Director
RE: Hire Megan Gerlovich as youth volleyball camp coach

I am recommending that Megan Gerlovich be hired to work with the youth volleyball camp as a coach.

RATE OF PAY: Percentage of fees.

HOURS TO BE WORKED: Up to 20 hours per week

STARTING DATE: September 24, 2022

LENGTH OF CONTRACT: ongoing as needed seasonally

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: youth camp

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: September 20, 2022
FROM: Erin Bates, Community Education Director
RE: Hire Trinity Semo as youth volleyball camp coach

I am recommending that Trinity Semo be hired to work with the youth volleyball camp as a coach.

RATE OF PAY: Percentage of fees.

HOURS TO BE WORKED: Up to 20 hours per week

STARTING DATE: September 20, 2022

LENGTH OF CONTRACT: ongoing as needed seasonally

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: youth camp

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: October 24, 2022
FROM: Erin Bates, Community Education Director
RE: Hiring of Robert Bowe

I am recommending that Robert Bowe be hired as an Recreation Instructor for Cloquet Community Education.

RATE OF PAY: TBD fee per student

HOURS TO BE WORKED: up to 10 hours a week.

STARTING DATE: December 1, 2022

LENGTH OF CONTRACT: Ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: To instruct Community Education classes

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”



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MEMORANDUM

TO: Cloquet School Board

FROM: Dr. Michael Cary, Superintendent
Dena Hagen, NLSEC Director

DATE: November 1, 2022

RE: 6th Period Stipend for the 2022-2023 School Year

I am requesting approval for the following 6th period stipend for additional time dedicated to the work-based learning program for the remainder of the 2022-2023 school year. The NLSEC has been unable to fill an open Work-Based Learning Coordinator position so far, therefore, Jessica will be taking on extra duties to cover this work.

- Jessica Knutsen (NLSEC)	\$4,340.83*
Effective date:	October 3, 2022

*Amount based on 2022-2023 Teachers' Master Agreement and prorated based on an October 3, 2022, start date.

MC: mjm

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Girls hockey additional coach

Please approve the stipend listed below. This is for an individual who will be helping with our girls hockey team. This amount, in addition to any taxes and benefits, will be paid from the girls hockey booster club. There is no cost to the school district.

- Emily Stunek- \$2500

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

PR

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for school musical help

Please approve the stipends listed below. These are for individuals who helped with the school musical. This amount, in addition to any taxes and benefits, will be paid out of the school musical activities account. There is no cost to the school district.

Al Woodward-\$1000 (Al was previously listed as TBD and helps us with set design/building)

Ethan Hollinger- \$1000 (Ethan came on to help us with lights and sound as he had done previously)

Suzu Goodin- \$800 (This amount has been updated from \$1200 initially)

If anyone has any questions regarding these recommendations, please feel free to call me.

PR

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
Re: New Coaching Position

Hi Mary,

Please submit the following names/positions for approval at the board meeting:

One Act Play Director- Josh Porter- 11/28/22-2/10/23, \$1943

One Act Play Assistant Director- Corey Hunt- 11/28/22-2/10/23, \$1148

If anyone has any questions regarding these recommendations, feel free to call me.

Thank you,

Paul Riess



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

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

To: Dr. Cary, Superintendent of Cloquet Schools
From: Dena Hagen, Director of Special Education
Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: November 3, 2022
Re: Permission to Post for One Substitute Teacher Float Position

We are requesting to post for a 1.0 FTE substitute teacher float position for the remainder of the 2022-2023 school year due to the significant difficulty in finding substitute teachers and paraprofessionals. The Northern Lights Academy Board approved this request at their November 4th, 2022 board meeting and is in support of hiring a 1.0 FTE float substitute teacher for the remainder of the year.

Please let us know if you have any questions.



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To: Dr. Michael Cary
From: Connie Hyde, CAAEP Principal
Date: November 1, 2022
Reason: Permission to Post

I am requesting permission to post for one homebased teacher for Cloquet Alternative Education Programs (CAAEP). This request is for 5 hours per week of instruction and 1 hour per week of prep for the remainder of the 22-23 school year.

CH:mt



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Connie Hyde, CAAEP Principal

DATE: October 31, 2022

RE: Permission to Post

We are requesting permission to post for a 6.5 hours /day Consistent Support Paraprofessional. This opening is due to a staff resignation.

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Principal – Churchill Elementary School

DATE: October 28, 2022

RE: Permission to Post

We are requesting permission to post for a 24.50 hours /week ECSE Paraprofessional. This opening is due to a staff transfer.

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: October 26, 2022
RE: Permission to Post for Food Service Staff

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

- **3.5 hours / Day Food Service Staff, Cloquet Middle School**



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<http://www.isd94.org>

Memorandum

To: Dr. Michael Cary
Superintendent

From: Dylan Carlson
Director of Facilities and Grounds

Date: November 2, 2022

Subject: Permission to Post

We are requesting permission to post for the following Part Time Cleaner positions.

- On-Call Cleaner: Up to 30hrs/week
- On Call Cleaner: Up to 30hrs/week

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

From: [Steve Battaglia](#)
To: [Mary Marciniak](#)
Cc: [Candace Nelis](#); [Angela Jones](#)
Subject: CHS Donation
Date: Wednesday, October 26, 2022 4:59:00 PM

Hi Mary –

Can you please add a note for the next school board agenda?

- CHS received a \$3,000 donation from the Irving Community Association to offset costs associated with our motivational speakers in September

Angie Jones will hold the check until we have formal acceptance from the board.

Thanks.



Steve Battaglia
Principal
Head Boys Basketball Coach
Cloquet High School

218.879.3393 x1205

1000 18th Street
Cloquet, MN 55720

2022-2023 Student Enrollment Report

5/27/2022	Dates	9/8	9/21	10/5	10/17	11/9													
CHURCHILL																			
18	Handicap Kindergarten	17	20	20	20	20													
15	Early Five/Dev Kindergarten	22	22	22	22	22													
70	Kindergarten - All Day	66	62	61	61	61													
53	First Grade	71	72	71	71	71													
71	Second Grade	49	46	45	45	45													
69	Third Grade	80	79	79	79	79													
71	Fourth Grade	78	78	78	78	77													
367	TOTAL CHURCHILL	383	379	376	376	375	0	0	0	0	0	0	0	0	0	0	0	0	0
WASHINGTON																			
20	Handicap Kindergarten	17	19	18	18	17													
81	Kindergarten - All Day	80	80	81	81	82													
78	First Grade	107	108	107	107	106													
106	Second Grade	89	89	88	88	88													
114	Third Grade	104	104	104	103	102													
106	Fourth Grade	103	102	102	102	101													
505	TOTAL WASHINGTON	500	502	500	499	496	0	0	0	0	0	0	0	0	0	0	0	0	0
872	TOTAL ELEMENTARY	883	881	876	875	871	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
MIDDLE SCHOOL																			
191	Fifth Grade	184	183	182	182	181													
192	Sixth Grade	199	199	200	198	199													
204	Seventh Grade	195	193	191	190	190													
203	Eighth Grade	208	209	209	209	210													
790	TOTAL MIDDLE SCHOOL	786	784	782	779	780	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
HIGH SCHOOL																			
215	Ninth Grade	208	206	206	204	203													
205	Tenth Grade	215	213	210	209	209													
175	Eleventh Grade	214	214	210	209	206													
159	Twelfth Grade	180	177	177	177	177													
754	TOTAL HIGH SCHOOL	817	810	803	799	795	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2416	TOTAL HK-12	2486	2475	2461	2453	2446	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CAAEP- FULL-TIME																			
79	High School (grades 9-12)	75	77	78	75	73													
10	Junior High (grades 6-8)	9	9	10	10	9													
89	TOTAL CAAEP-Full-Time	84	86	88	85	82	0	0	0	0	0	0	0	0	0	0	0	0	0
** CAAEP - PART-TIME																			
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2539	GRAND TOTAL	2570	2561	2549	2538	2528	0	0	0	0	0	0	0	0	0	0	0	0	0

** NOT included in totals.

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
November 14, 2022

RESOLVED by _____

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED that the School Board of Independent School District No. 94, State of Minnesota, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 8, 2022, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of **7,405 voters** of the district voted at said general election on the election of three (3) school board members for four (4) year term vacancies on the board caused by the expiration of term on the first Monday in January next following the general election as follows:
 - ✓ Candidate Sarah Buhs
 - ✓ Candidate David Battaglia
 - ✓ Candidate Gary "Hawk" Huard
3. Candidates Sarah Buhs, David Battaglia and Gary "Hawk" Huard having received the highest number of votes, are elected to four (4) year terms beginning the first Monday in January 2023.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Motion for the adoption of the foregoing resolution was duly seconded by member

_____ and it was declared adopted on the following vote:

	YEA	NAY	
TED LAMMI, BOARD CHAIR			PASSED: November 14, 2022
NATE SANDMAN, BOARD CLERK			
DAVE BATTAGLIA, BOARD TREASURER			BOARD CHAIR:
GARY HUARD			
MELISSA JUNTUNEN			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

Abstract of Votes Cast
Independent School District No. 94 (CLOQUET)
State of Minnesota
at the State General Election
Held Tuesday, November 8, 2022

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 94 (CLOQUET)
Tuesday, November 8, 2022 State General Election

Number of persons registered as of 7 a.m.	11057
Number of persons registered on Election Day	474
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1689
Number of federal office only absentee ballots	1
Number of presidential absentee ballots	0
Total number of persons voting	7405

Summary of Totals
Independent School District No. 94 (CLOQUET)
Tuesday, November 8, 2022 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #94) (Elect 3)

NP
Ted Lammi
2109

NP
Jamie Graham
1873

NP
Gary "Hawk" Huard
2367

NP
Sarah Plante Buhs
3196

NP
David Battaglia
2706

WI
WRITE-IN
82

Detail of Election Results
 Independent School District No. 94 (CLOQUET)
 Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
09 0040 : CLOQUET W-1	1581	65	1138
09 0045 : CLOQUET W-2	1285	79	806
09 0050 : CLOQUET W-3	1453	89	817
09 0055 : CLOQUET W-4	1484	55	965
09 0060 : CLOQUET W-5 P-1	1246	45	897
09 0065 : CLOQUET W-5 P-2	381	19	205
09 0118 : PROGRESS UNORG	21	0	15
09 0120 : PERCH LAKE TWP	667	24	444
09 0135 : SCANLON	666	32	476
09 0170 : TWIN LAKES TWP	1530	59	1192
69 0070 : BREVATOR TWP.	743	7	450
Independent School District No. 94 (CLOQUET) Total:	11057	474	7405

Detail of Election Results
 Independent School District No. 94 (CLOQUET)
 Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #94) (Elect 3)

Precinct	NP	NP	NP	NP	NP
	Ted Lammi	Jamie Graham	Gary "Hawk" Huard	Sarah Plante Buhs	David Battaglia
09 0040 : CLOQUET W-1	504	354	503	655	596
09 0045 : CLOQUET W-2	258	251	300	427	351
09 0050 : CLOQUET W-3	243	261	331	417	362
09 0055 : CLOQUET W-4	295	287	377	548	460
09 0060 : CLOQUET W-5 P-1	382	297	316	484	404
09 0065 : CLOQUET W-5 P-2	59	41	90	95	86
09 0118 : PROGRESS UNORG	0	0	0	0	0
09 0120 : PERCH LAKE TWP	72	88	114	113	114
09 0135 : SCANLON	165	168	193	281	231
09 0170 : TWIN LAKES TWP	0	0	1	1	1
69 0070 : BREVATOR TWP.	131	126	142	175	101
Total:	2109	1873	2367	3196	2706

Precinct	WI WRITE-IN
09 0040 : CLOQUET W-1	9
09 0045 : CLOQUET W-2	11
09 0050 : CLOQUET W-3	11
09 0055 : CLOQUET W-4	20
09 0060 : CLOQUET W-5 P-1	9
09 0065 : CLOQUET W-5 P-2	3
09 0118 : PROGRESS UNORG	0
09 0120 : PERCH LAKE TWP	6
09 0135 : SCANLON	10
09 0170 : TWIN LAKES TWP	0

Detail of Election Results
Independent School District No. 94 (CLOQUET)
Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #94) (Elect 3)

Precinct	WI
69 0070 : BREVATOR TWP.	WRITE-IN
	3
Total:	82

We, the school board members of Independent School District No. 94 (CLOQUET), certify that we have canvassed the returns of the State General Election held on Tuesday, November 8, 2022 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 94 (CLOQUET).

Witness our official signature at _____ in _____ County this _____ day of _____, 2022.

School Board Member

State of Minnesota
Independent School District No. 94 (CLOQUET)

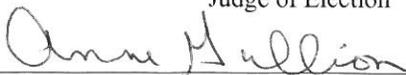
I, _____, Clerk of the Independent School District No. 94 (CLOQUET) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 94 (CLOQUET) State General Election held on Tuesday, November 8, 2022.

Witness my hand and official seal of office this _____ day of _____, 2022.

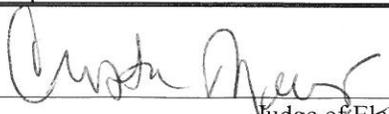
WRITE-IN TALLY SHEET SCHOOL DISTRICT ELECTIONS INDEPENDENT SCHOOL DISTRICT #94 <u>CLOQUET SCHOOL DISTRICT</u> AB _____	PRECINCT #: 055	W-4
	Precinct Name:	Cloquet City
	Election Date:	11/8/2022

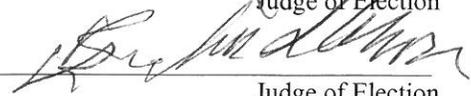
OFFICE	NAME	NUMBER OF VOTES
School Board	Adam T Johnson	1
	John Napoli	1
	Lacey Heyer	111
	Nathan Anderson	1
	Bob Heyer	1
	Iris Keller	11
	Reese Kolodge	1
	Gregory Thompson	1



 Judge of Election


 Judge of Election



 Judge of Election


 Judge of Election

CountyID	Precinct	Registered	Election Day	PPTotalVoters	ABTotalVoters	Total Voters	
		at 7 am	Reg				
		ID7AM	EDR				
Carlton County 09	0005 - ATKINSON TWP	291	8	196	38	234	80.41%
Carlton County 09	0010 - AUTOMBA TWP	111	6	71	5	76	68.47%
Carlton County 09	0015 - BARNUM	308	12	0	185	185	60.06%
Carlton County 09	0020 - BARNUM TWP	812	34	569	84	653	80.42%
Carlton County 09	0025 - BESEMAN TWP	83	2	0	55	55	66.27%
Carlton County 09	0030 - BLACKHOOF TWP	667	25	446	78	524	78.56%
Carlton County 09	0035 - CARLTON P-1	633	26	313	127	440	69.51%
Carlton County 09	0036 - CARLTON P-2	0	0	0	0	0	na
Carlton County 09	0040 - CLOQUET W-1	1581	65	911	227	1138	71.98%
Carlton County 09	0045 - CLOQUET W-2	1285	79	662	144	806	62.72%
Carlton County 09	0050 - CLOQUET W-3	1453	89	666	151	817	56.23%
Carlton County 09	0055 - CLOQUET W-4	1484	55	834	131	965	65.03%
Carlton County 09	0060 - CLOQUET W-5 P-1	1246	45	726	171	897	71.99%
Carlton County 09	0065 - CLOQUET W-5 P-2	381	19	184	21	205	53.81%
Carlton County 09	0068 - CLEAR CREEK UNORG	104	3	0	84	84	80.77%
Carlton County 09	0070 - CORONA UNORG	107	1	0	76	76	71.03%
Carlton County 09	0075 - CROMWELL	147	1	0	89	89	60.54%
Carlton County 09	0080 - EAGLE TWP	409	8	277	33	310	75.79%
Carlton County 09	0085 - HOLYOKE TWP	155	4	0	123	123	79.35%
Carlton County 09	0090 - KALEVALA TWP	181	5	0	131	131	72.38%
Carlton County 09	0095 - KETTLE RIVER	96	1	0	70	70	72.92%
Carlton County 09	0100 - LAKEVIEW TWP	134	1	94	12	106	79.10%
Carlton County 09	0105 - MAHTOWA TWP	436	21	296	38	334	76.61%
Carlton County 09	0110 - MOOSE LAKE	977	43	462	141	603	61.72%
Carlton County 09	0115 - MOOSE LAKE TWP	679	22	431	60	491	72.31%
Carlton County 09	0118 - PROGRESS UNORG	21	0	0	15	15	71.43%
Carlton County 09	0120 - PERCH LAKE TWP	667	24	396	48	444	66.57%
Carlton County 09	0125 - RED CLOVER UNORG	201	2	0	142	142	70.65%
Carlton County 09	0130 - SAWYER UNORG	242	5	0	156	156	64.46%
Carlton County 09	0135 - SCANLON	666	32	408	68	476	71.47%
Carlton County 09	0140 - SILVER BROOK TWP	472	19	343	31	374	79.24%
Carlton County 09	0145 - SILVER TWP	295	7	206	18	224	75.93%
Carlton County 09	0150 - SKELTON TWP	291	15	200	28	228	78.35%
Carlton County 09	0155 - SPLIT ROCK TWP	108	0	0	75	75	69.44%
Carlton County 09	0165 - THOMSON TWP	3641	177	2134	601	2735	75.12%
Carlton County 09	0170 - TWIN LAKES TWP	1530	59	928	264	1192	77.91%
Carlton County 09	0175 - WRENSHALL	301	5	0	228	228	75.75%
Carlton County 09	0180 - WRENSHALL TWP	320	6	0	260	260	81.25%
Carlton County 09	0185 - WRIGHT	68	2	0	42	42	61.76%
		22583	928	11753	4250	16003	70.86%

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

November 14, 2022

RESOLVED by _____

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the Cloquet School Board has canvassed the general election for school board members held on November 8, 2022.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 94, State of Minnesota, as follows:

- 1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 94 to the following candidates:
a. Sarah Buhs 3,196 Votes
b. David Battaglia 2,706 Votes
c. Gary "Hawk" Huard 2,367 Votes
d. Ted Lammi 2,109 Votes
e. Jamie Graham 1,873 Votes
f. Write-ins 82 Votes

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

- 2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

Table with 4 columns: Name, YEA, NAY, and Remarks. Rows include TED LAMMI, BOARD CHAIR (PASSED: November 14, 2022), NATE SANDMAN, BOARD CLERK, DAVE BATTAGLIA, BOARD TREASURER (BOARD CHAIR:), GARY HUARD, MELISSA JUNTUNEN (ATTEST (BOARD CLERK):), and KEN SCARBROUGH.

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 14, 2022, canvassed the general election of school board members held on November 8, 2022.

2. **Sarah Buhs** received the largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **Sarah Buhs** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 14, 2022.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

ACCEPTANCE OF OFFICE

To: **Sarah Buhs**

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OATH

I hereby accept the office of school board member of Independent School District No. 94 for a term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

Date: _____
Candidate's Signature

STATE OF MINNESOTA)
)
COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022 by _____.

Notary Public

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 14, 2022, canvassed the general election of school board members held on November 8, 2022.

2. **David Battaglia** received the second largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **David Battaglia** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 14, 2022.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 14, 2020, canvassed the general election of school board members held on November 3, 2020.

2. **Gary Huard** received the third largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **Gary Huard** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 14, 2022.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

ACCEPTANCE OF OFFICE

To: **Gary Huard**

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OATH

I hereby accept the office of school board member of Independent School District No. 94 for a term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

Date: _____
Candidate's Signature

STATE OF MINNESOTA)
)
COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022 by _____.

Notary Public

**CARLTON COUNTY CHILDREN’S MENTAL HEALTH
AND FAMILY SERVICE COLLABORATIVE
JOINT POWERS AGREEMENT**

ARTICLE I

ENABLING AUTHORITY AND PURPOSE

- 1.1 Minnesota Statutes § 471.59 provides that two or more governmental units may by agreement jointly exercise any power common to the contracting parties. Minnesota Statute § 245.491, *et. seq.* and § 124D.23 permits public and private child-serving agencies to establish a collaborative formed by the merger of family services and children’s mental health collaboratives to establish an integrated children’s service system.
- 1.2 The purpose of this Agreement is to establish the Carlton County Children’s Mental Health and Family Service Collaborative (“Collaborative”), which joins units of government with non-governmental service providers for the purpose of improving and coordinating services to children and their families.

ARTICLE II

MEMBERSHIP

- 2.1 The Collaborative shall include the following members:
 - a. Carlton County
 - b. Cloquet Public Schools ISD #94
 - c. Barnum Public Schools ISD #91
 - d. Carlton Public Schools ISD #93
 - e. Cromwell Public Schools ISD #95
 - f. Esko Public Schools ISD #99
 - g. Moose Lake Public Schools ISD # 97
 - h. Wrenshall Public Schools ISD #100
 - i. Fond du Lac Schools
 - j. Fond du Lac Health & Human Services

- k. Lakes and Pines Community Action Agency
 - l. Arrowhead Regional Corrections
 - m. Carlton County Human Development Center-Cloquet
- 2.2 A minimum of one school district, one public health entity, one county social services agency, one mental health organization, one community action agency (as defined in Minn. Stat. § 256E.31) and one corrections agency must be members of the collaborative as Joint Powers Members.
- 2.3 Withdrawal of any of the Joint Power Members listed in § 2.1 shall not result in dissolution of the Collaborative so long as the minimum requirements of § 2.2 are met, subject to the provisions of Article IX.

ARTICLE III

COLLABORATIVE BOARD

- 3.1 The Collaborative Board entities identified below shall be entitled to one vote each. Each respective vote per entity may be cast by a duly selected representative of the entity or the representative's designee
- 3.1.1 Each School Superintendent (Independent School Districts and Fond du Lac Schools)
- a. Cloquet Public Schools ISD #94
 - b. Barnum Public Schools ISD #91
 - c. Carlton Public Schools ISD #93
 - d. Cromwell Public Schools ISD #95
 - e. Esko Public Schools ISD #99
 - f. Moose Lake Public Schools ISD # 97
 - g. Wrenshall Public Schools ISD #100
 - h. Fond du Lac Schools
- 3.1.2 Three Human Services Representatives:
- a. Carlton County Human Services Director
 - b. Fond du Lac Schools Human Services Director
 - c. Carlton County Child Protection Supervisor

3.1.3 Public Health

Carlton County Public Health Supervisor

3.1.4 Community Action Agency/FDL Head Start Director

Lakes & Pines Community Action Director/ FDL Head Start Director

3.1.5 Community Mental Health

Carlton County Human Development Center Program Director

3.1.6 Corrections

Arrowhead Regional Corrections Director

3.1.7 Carlton County Board of Commissioners

Two County Commissioners Selected by the Board
Of Commissions

3.1.8 Carlton County Sheriff's Office

Carlton County Sheriff

3.1.9 Carlton County Attorney's Office

Carlton County Attorney

3.1.10 Carlton County Coordinator

Carlton County Coordinator

3.2 The duties of the Collaborative Board shall include:

3.2.1 Actively seek and contribute to the integrated fund miscellaneous grant dollars. Direct the Collaborative Director and Fiscal Agent to expend funds from the Integrated Fund only in accordance with applicable state and federal laws or rules and regulations governing categorical expenditures and to the extent the mission of the Collaborative is supported by those expenditures

- 3.2.2 Review and approval of the Annual Budget;
- 3.2.2 Evaluate Collaborative fiscal performance to ensure accountability for effective and efficient use of public funds and oversee client outcomes.
- 3.2.4 Annual authorization to the Collaborative Director to apply for grants;
- 3.2.4 Review and evaluate the performance and effectiveness of current programs and make adjustments as the Board deems appropriate to the mission of the Collaborative. The Collaborative Board shall have the authority to explore and implement additional programs and services and alternate methods for the delivery of services and programs to the public;
- 3.2.5 The Board shall adopt and follow such Bylaws as may be appropriate and consistent with this Agreement and law. Bylaws shall be adopted by and amended by a two-thirds (2/3) majority of the Collaborative Board;
- 3.2.6 The Board may enter into contracts or agreements whenever the Board shall deem such action to be advisable, including interagency agreements. The Board may take such action as is necessary to enforce such contracts to the extent available in equity or at law. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law.
- 3.2.7 The Board may commence and settle litigation;
- 3.2.8 The Board shall appoint a Collaborative Director;
- 3.2.9 The Board may adopt any additional rules concerning the financing of the Collaborative and the disbursement of funds provided they are not inconsistent with the provisions contained in this Agreement or state or federal laws.
- 3.2.10 The fiscal year of the Collaborative shall be January 1 through December 31.
- 3.2.11 Meetings of the Collaborative Board shall be held in accordance with the Minnesota Open Meeting law.
- 3.2.12 Principal Location. The Board shall maintain its principal and legal office in Carlton, Minnesota.

3.2.13 The books and records, including minutes and the original fully executed Joint Powers Agreement shall be subject to the provisions of Minnesota Statutes Chapters 13 and 13D. They shall be maintained at its principal office in Carlton, Minnesota – Carlton County.

ARTICLE IV

MEMBERSHIP

- 4.1 All Joint Powers Members agree to actively support and participate in the goals and initiatives of the Collaborative, and participate in the programs of the Collaborative that are applicable to their organization. Joint Powers Members shall abide by the terms of all agreements entered into with the Collaborative, including, but not limited to, the Local Collaborative Time Study Agreement entered in July 1997, as may be amended.
- 4.2 Joint Powers Members shall abide by the terms of this Joint Powers Agreement and the By-Laws adopted in accordance with the terms of this Agreement.
- 4.3 In addition to meeting the conditions of other Joint Powers Members, the Carlton County Board of Commissioners shall:
 - 4.3.1 Serve as Fiscal Agent for Collaborative through its Human Services Department, and shall strictly account for all funds received and expended in accordance with state and federal law and the requirements of all applicable grants and financial reporting requirements. The Fiscal agent shall provide the Collaborative Board monthly financial reports;
 - 4.3.2 Assign a qualified employee of Carlton County to serve Collaborative Director.
- 4.4 The annual contribution to the Integrated Fund for each Member shall be set on annual basis by the Joint Powers Board. Members agree to make the annual contribution as a condition of participation in the Collaborative. Members who are more than 90 days in arrears in paying their annual contribution shall lose voting privileges on the Board until the dues are contributed.

ARTICLE V

DATA PRACTICES AND PROCEDURES:

- 5.1 All Members agree to comply with state and federal statutes and rules regulating data, particularly the collection, creation, receipt, maintenance, or dissemination of private data on individuals as defined and regulated by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and or any other applicable state or federal laws. Members further agree to comply with data privacy with respect to student data in conformance with the federal Family Education Rights and Privacy Act of 1974 (FERPA).
- 5.2 Members agree to permit client families to consider the benefits of maintaining their privacy against the benefits of permitting disclosure of information in order to expedite the receipt of services and enable coordination among providers.
- 5.3 Members will obtain informed consent before releasing or sharing private data or and will provide appropriate Tennessee warnings in compliance with the Minnesota Government Data Practices Act.

ARTICLE VIII

COUNTY PROCEDURE TO JOIN

- 8.1 A school, public health entity, mental health organization, community action agency (as defined in Minn. Stat. § 256E.31) or corrections agency (hereafter “eligible entity or entities”) located in whole or in part within Carlton County may apply to join the Collaborative. .
- 8.2 If an eligible entity wishes to join the Collaborative as a Member, it may make written application to Board no later than July 1 of the year prior to membership becoming effective January 1. The application shall consist of a Board resolution containing language to indicate full acceptance (without deviation) of the contents of this Agreement
- 8.3 The applying entity shall formally submit the adopted Board resolution under cover to the Collaborative Director for distribution to the Board. The Board shall meet to review the application.
- 8.4 The application to join shall be voted on by the individual Member Boards. Upon a two - thirds (2/3) approval of the Members who have not given a notice to withdraw pursuant to Article VIII, the request to join will be approved. The Collaborative Director will notify the Chair of the entity seeking to join of the decision.

- 8.5 At the time of application, the entity applying for membership shall have access to all budget and financial information, including the last audit report, regarding the Collaborative.

ARTICLE IX

RIGHT TO WITHDRAW

- 9.1 A Member may withdraw from this Agreement by adopting a resolution which specifically contains language of its “Notice to Withdraw.” The approved Member Board’s resolution shall be submitted under cover letter and sent via certified mail to each Member to this Agreement. The Notice must be received by July 1 to be effective December 31, allowing at least six (6) months for the withdrawal process.
- 9.2 Withdrawal may occur at an earlier time by mutual agreement of a two-thirds (2/3) majority vote of the non-withdrawing Member Boards.
- 9.3 If any party exercises its right to withdraw, this Agreement shall remain in full force and effect between the remaining parties, so long as the minimum required members (one school district, one public health entity, one county social services agency, one mental health organization, one community action agency (and one corrections agency) have not given notice of withdrawal.
- 9.4 Following its withdrawal from this Agreement, the withdrawing Member shall fulfill any outstanding contractual responsibilities it may have with the State of Minnesota, the federal government, other Members, and the Collaborative.
- 9.5 Upon withdrawal, funds contributed and dues paid by Member shall remain in the Collaborative’s Integrated Fund.

ARTICLE X

AMENDMENT

- 10.1 Amendments to this Agreement may be proposed either by Board, or by Members. Some changes may be mandated by law. Notice of proposed changes shall be served on all Members by certified mail.
- 10.2 Amendments to this Agreement must be approved by a two-thirds (2/3) vote of Member Boards who have not given a notice to withdraw, and shall be approved by the Boards no later than December 1, to go into effect January 1 of the following year. Upon approval of amendments to this Agreement by all Member

County Boards, the Collaborative Director shall serve all Member Boards with copies of the amendment(s).

- 10.3 Adopted amendments shall remain in full force and effect, subject to the terms stated herein, until such time as the Members terminate this Agreement.

ARTICLE XI

INDEMNIFICATION AND HOLD HARMLESS

- 11.1 The Collaborative shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. The Collaborative shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- 11.2 The Collaborative shall fully defend, indemnify and hold harmless the signatory Members and Board Members against all claims, losses, liability, suits, judgments, costs and expenses by reasons of the action or inaction of the employees or agents of the Collaborative. This agreement to indemnify and hold harmless does not constitute a waiver by any Party/Member of limitations on liability under Minnesota Statutes § 466.04.
- 11.3 To the full extent permitted by law, actions by the Parties/Members pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Members that they shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes § 471.59, subdivision 1a(a); provided further that for purposes of that statute, each Member party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- 11.4 The Parties/Members to this Agreement are not liable for the acts or omissions of the other Party/Member to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party/Member.

ARTICLE XII

TERMINATION

- 12.1 The effective date of this Agreement is the **1st** day of **January, 2023**.

- 12.2 This Agreement shall be effective upon approval of the governing body and the signature of the official with authority to bind the entity. This Agreement shall be in effect only with respect to the Members who have approved and signed it.
- 12.3 This Agreement continues in force until terminated by the respective Member Boards of two-thirds (2/3) of the Member Boards who have not given a notice to withdraw.
- 12.3.1 A Member County which has given notice of withdrawal shall not be counted under this subsection.
- 12.4 Effects of Termination. Termination shall not discharge any liability incurred by the Board. Financial obligations shall continue until discharged by law, this Agreement or any other agreement.
- 12.5 Winding-up and Distribution. Upon termination of this Agreement, the Collaborative shall be dissolved. The Board shall continue to exist after dissolution as long as is necessary to wind-up and conclude the affairs subject to this Agreement. After payment of all claims and expenses, any surplus shall be prorated and distributed to the Members based upon its contribution to the Integrated Fund.

ARTICLE XIII

GOVERNING LAW, FINALITY, SEVERABILITY

- 13.1 Governing Law. This Agreement shall be governed by and construed according to the laws of the State of Minnesota. Any legal proceedings taken arising out of the terms and conditions of the Agreement shall be venued in the district courts of the State of Minnesota.
- 13.2 Severability. The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Agreement is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.
- 13.3 Final Agreement. It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral or written agreements and negotiations between the parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be part of the Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the parties by the authority in them vested.

COUNTY OF CARLTON

Agency/School: **Cloquet Public Schools ISD #94**

Name: Michael Cary

Signature: _____

Date: _____

Agency/School: **Barnum Public Schools ISD #91**

Name: William Peel

Signature: William Peel

Date: 10/28/2022

Agency/School: **Carlton Public Schools ISD #93**

Name: _____

Signature: _____

Date: _____

Agency/School: **Cromwell Public Schools ISD #95**

Name: _____

Signature: _____

Date: _____

Agency/School: **Esko Public Schools ISD #99**

Name: _____

Signature: _____

Date: _____

Agency/School: **Moose Lake Public Schools ISD #97**

Name: _____

Signature: _____

Date: _____

Agency/School: **Wrenshall Public Schools ISD#100**

Name: _____

Signature: _____

Date: _____

Agency/School: **Fond du Lac Ojibwe Schools**

Name: _____

Signature: _____

Date: _____

Agency/School: **Fond du Lac Health & Human Services**

Name: _____

Signature: _____

Date: _____

Agency/School: **Lakes & Pines Community Action Agency**

Name: _____

Signature: _____

Date: _____

Agency/School: **Arrowhead Regional Corrections**

Name: _____

Signature: _____

Date: _____

Agency/School: **Human Development Center**

Name: _____

Signature: _____

Date: _____

Agency/School: **Fond du Lac Head Start**

Name: _____

Signature: _____

Date: _____

Agency/School: **Public Health & Human Services Director**

Name: _____

Signature: _____

Date: _____

Agency/School: **Child Protection Supervisor**

Name: _____

Signature: _____

Date: _____

Agency/School: **Public Health Supervisor**

Name: _____

Signature: _____

Date: _____

Agency/School: **County Sheriff**

Name: _____

Signature: _____

Date: _____

Agency/School: **County Coordinator**

Name: _____

Signature: _____

Date: _____

Agency/School: **County Attorney**

Name: _____

Signature: _____

Date: _____

Agency/School: **Commissioners, Board Chair**

Name: _____

Signature: _____

Date: _____

INDEPENDENT SCHOOL DISTRICT NO. 94

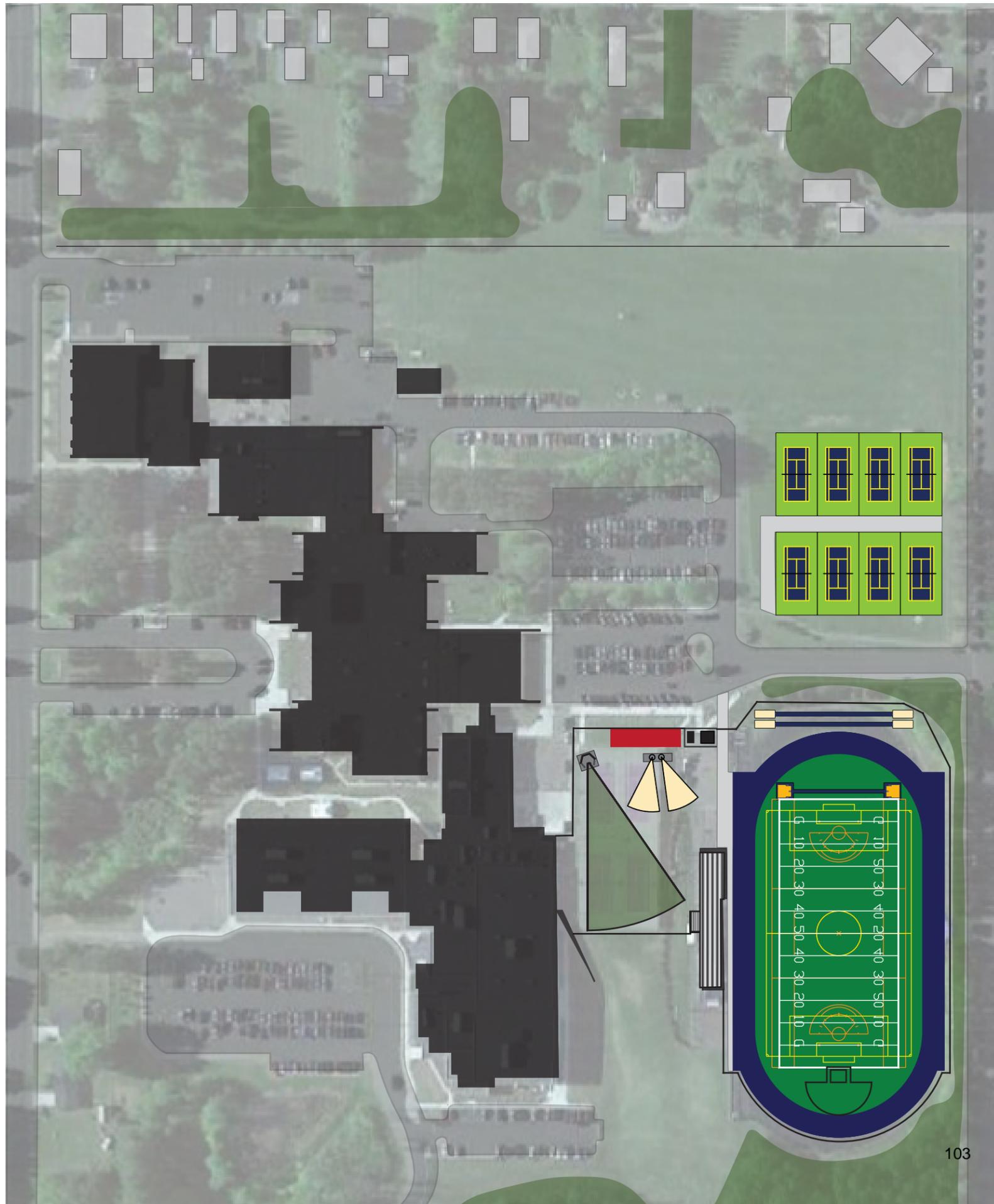
Cloquet, Minnesota
November 14, 2022

RESOLVED by _____

That the School Board of Independent School District No. 94 hereby directs the district’s administration to pursue options for funding and constructing improvements to the secondary outdoor sports and physical education facilities, including the replacement and expansion of tennis courts, resurfacing and reconstruction of the track, soccer and football fields (to include installation of artificial turf), as presented (copies on file in the Superintendent’s Office).

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

	YEA	NAY	
TED LAMMI, CHAIR			PASSED: November 14, 2022
NATE SANDMAN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
GARY HUARD			
MELISSA JUNTUNEN			ATTEST (BOARD CLERK):
KEN SCARBROUGH			




CLOQUET HIGH SCHOOL STADIUM RENOVATIONS

Field
 2.5" depth synthetic turf
 slit-film fiber
 3-layer infill

Events
 centralize track events
 relocate discus, shotput
 long/triple jump
 pole vault inside track

Field Striping
 football
 soccer (195'x330')
 lacrosse

Lettering
 mascot center logo
 name in endzones

Track
 widened track
 sealed structural spray surface

Site Features
 paved team entry
 new scoreboard @ SE corner
 perimeter fence

Building
 3,000 sf
 team rooms
 storage

Press Box
 minor repairs

Bleachers
 reconfigured seating

Tennis
 relocate tennis courts
 8-court tournament setup



INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
November 14, 2022

RESOLVED by _____

That the School Board of Independent School District No. 94 hereby approves setting the organizational and first regular meeting in 2023 to January 9, 2023, as presented (copies on file in the Superintendent’s Office).

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

	YEA	NAY	
TED LAMMI, CHAIR			PASSED: November 14, 2022
NATE SANDMAN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
GARY HUARD			
MELISSA JUNTUNEN			ATTEST (BOARD CLERK):
KEN SCARBROUGH			



CUSTODIAL EMPLOYEES AGREEMENT

**CLOQUET PUBLIC SCHOOLS
CLOQUET, MINNESOTA**

AND

**AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)
MINNESOTA COUNCIL NO. 65
LOCAL UNION NO. 545**

July 1, 2022 – June 30, 2024

ATTEST:

AFSCME LOCAL NO. 545

[Signature]
Bargaining Unit - Custodial Staff

[Signature]
Bargaining Unit – Custodial Staff

[Signature]
Bargaining Unit – Custodial Staff

Tom Whiteside 11/1/2022
AFSCME Council No. 65 Representative

**CLOQUET SCHOOL BOARD
Independent School District No. 94**

School Board Chair

School Board Clerk

Superintendent of Schools

Dated: Board Approved October 24, 2022

Dated: Board Approved October 24, 2022



INDEX

<u>DESCRIPTION</u>	<u>PAGE</u>
ARTICLE I - Purpose	1
ARTICLE II - Adjustment Committee.....	1
ARTICLE III - Duration	1
ARTICLE IV - Assignment - Priorities - Seniority.....	1
ARTICLE V - Basic Schedules and Rates of Pay	4
ARTICLE VI - Benefits	6
ARTICLE VII - Leaves of Absence	7
ARTICLE VIII - Vacations.....	9
ARTICLE IX - Holidays.....	10
ARTICLE X - Hours of Service	10
ARTICLE XI - Part-Time Cleaning Personnel - Benefits	10
ARTICLE XII - Workers Compensation	12
ARTICLE XIII - Retirement	12
ARTICLE XIV - Medical Examination.....	13
ARTICLE XV - Request to School Board.....	13
ARTICLE XVI - Maintenance of Membership	13
ARTICLE XVII - Discipline	13
ARTICLE XVIII - Grievance Procedure.....	14
SCHEDULE A - Classifications - Wages - Salaries - Full Time.....	16
- Seniority List - Full Time Custodial Personnel	17
SCHEDULE B - Classifications and Wages - Part Time	18
- Seniority List - Part Time Cleaning Personnel	18
APPENDIX A - 2022 Insurance Plans	19

ARTICLE I -- PURPOSE

The general purpose of this Agreement is to promote the mutual interests of the custodial employees, administration and school board of the Cloquet Public Schools and to provide for the fullest and most efficient operation of the schools in regard to custodial duties. A copy shall be provided each employee affected by this Agreement.

ARTICLE II – RECOGNITION AND ADJUSTMENT COMMITTEE

Section 1. Recognition. Pursuant to the certification of the State of Minnesota, Bureau of Mediation Services, Case No. 78PR-917-A, and in accordance with PELRA, the school district recognizes AFSCME Council 65 as sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and all other conditions of employment for:

All custodians and part-time cleaners employed by Independent School District No. 94, Cloquet, Minnesota, who are Public employees within the meaning of Minnesota Statute 179A, Subd. 14, excluding supervisory, confidential, and all other employees.

Said exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provision of this agreement.

Section 2. The Employer shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of the Agreement or with the role of the exclusive representative as sole representative for said employees.

Section 3. That if the Employer and exclusive representative are unable to agree to the exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

Section 4. Adjustment Committee. The custodial employees, through their union organization, shall elect an Adjustment Committee of two members. The clerk of the school board shall be notified in writing by Local 545 as to the members of this committee. A committee of the School Board shall work with this committee in adjusting salaries or revising policies that affect the working conditions and welfare of the staff.

ARTICLE III -- DURATION

The period of the custodial employee Agreement shall be from July 1, 2022 – June 30, 2024.

ARTICLE IV – ASSIGNMENT/PRIORITIES/SENIORITY

Section 1. Assignment: Number and assignment of custodial personnel shall rest with the superintendent and the school board.

Subd. 1. Staffing: When the school board determines the number and assignment of custodial personnel, they shall be paid according to the salary code indicated in Schedule A.

Section 2. Seniority:

Subd. 1. Definition: Seniority for both full-time custodians and part-time cleaning personnel shall be defined as length of continuous service with the school district. Upon completion of the probationary period, the seniority date of the employee shall include the probationary period.

Seniority shall be determined according to the following order of priority:

1. The first day of work for the District after the school board has approved the employee's hire.
2. The date at which the school board approved the employee's hire.
3. If two or more employees have the same seniority date, their seniority ranking shall be determined on the basis of the employee with the most time actually working for the District (i.e., time worked as a substitute).
4. If a tie still remains, the District superintendent, in consultation with the District's principals, will determine who is most qualified and should be placed higher on the seniority list.

Each employee shall receive a copy of the seniority list.

Subd. 2. Seniority List:

A. Full-Time Custodian:

The superintendent shall maintain a seniority list, which shall show the names of all custodial personnel, initial date of employment and seniority rank. If a part-time employee becomes full-time, his/her seniority date shall become the initial date of regular full-time employment.

B. Part-Time Cleaner:

The superintendent shall maintain a seniority list, which shows the names of all part-time cleaning personnel, initial date of employment and seniority rank.

C. On-Call Cleaner:

This position may be hired to be on-call when additional help is needed for building cleaning or to fill in for a part-time cleaner. Only two people may be hired within this job classification, and each person hired can work no more than 30 hours per week. People hired in this position may accrue seniority only within this job classification and they are not entitled to any other benefits than FICA, PERA, and Workers' Compensation. The pay shall be listed in Schedule B, except that any hours worked between 20 hours and 30 hours per week shall be paid at the part-time cleaner rate.

Subd. 3. Loss of Seniority: A custodial and/or part-time cleaning employee will lose seniority for the following reasons only: a) resignation, b) involuntary termination, or c) failure to return to work when recalled from lay-off as contained in Subd. 6. below.

Subd. 4. Temporary Incapacity: Inability of custodial personnel covered by this Agreement to work due to illness or injury shall not result in loss of position. Said personnel shall be entitled to return to regularly assigned positions after sufficient recovery to perform usual and ordinary duties. Maximum length of temporary incapacity shall not exceed 18 months. After 18 months, but prior to 24 months, an employee may petition the superintendent for reinstatement. The decision to reinstate an employee returning from temporary incapacity status shall rest solely with the superintendent and will not be subject to appeal. If making room for the employee requires lay-off(s), the procedures outlined in this contract for seniority determinations, layoffs, bumping, and filling of vacancies shall be followed.

See Article XIII, Section 1, regarding employee who is unable to perform the duties satisfactorily because of poor health or physical disability.

Subd. 5. Replacement of Absent Custodial Personnel:

When the custodian of a building is absent from work, the director of facilities, lead district custodian (LDC) or school administration shall appoint or authorize a substitute. First priority will be to fill a custodian position with a custodian (who is not the LDC).

Custodians substituting for other custodial personnel shall receive their own rate of pay or the person's rate of pay for whom they are substituting, whichever is greater. The replacement for custodial personnel will be notified in advance, if possible. District administration, director of facilities, or the LDC shall determine if a substitute is needed for absences occurring during the summer (non-regular student school year).

Subd. 6. Posting and Filling of Vacancies: If a vacancy is determined by the superintendent to exist within the custodial category, notice of this vacancy shall be advertised in the local newspapers and posted internally. Employees within the department (i.e. custodian or part-time cleaner) shall be given five (5) working days to apply for said open position. Given due regard to reliability, efficiency, ability, and overall qualifications relative to the job description, appropriate candidates will be selected by the building administrator. The most qualified candidate will be recommended to the superintendent for employment. Final authority for hiring rests with the school board.

Subd. 7. Lay-Offs: In the event of a custodial lay-off or reduction of hours, substitutes and/or probationary personnel shall be laid off prior to part-time cleaning personnel. Part-time cleaning personnel, based on their inverse order of seniority, shall be laid off prior to any full-time custodial personnel. Employees to be laid off for an indefinite period will have at least two (2) calendar weeks notice.

In the event of lay-off, custodial personnel who have completed their probationary period, shall within a period of two (2) years from their last regular working day, be the first custodian rehired and upon said employee being rehired shall be restored with their seniority, years of service, vacation and sick leave.

Subd.8. Bumping: In the event of a reduction of force, a reduction in hours worked, or the elimination of a position, a senior custodial/part-time cleaning employee may exert his/her seniority preference over a less senior employee, provided he/she has the necessary qualifications to perform the duties of the job involved.

Subd. 9. Transfers: When a custodial employee voluntarily transfers to a newly posted position, said employee shall have fifteen (15) calendar days in which to decide whether to keep the position. If the employee does not want to keep the position, said employee may return to the original assignment with no loss of seniority.

Section 3. Probationary Period for Custodial Personnel: The probationary period for custodial/part-time cleaning personnel shall be for twelve (12) months. During the probationary period, an employee may be subject to dismissal without recourse. Qualified custodial/part-time cleaning personnel may be promoted by administrative recommendations to a position with a higher rate of pay at any time. The probationary period, as described in this section, is also applicable to all job transfers or promotions. Should the administration, within the probationary period, determine the transferred or promoted employee is incapable of performing the duties of the new job in a satisfactory manner, the employee will be returned to the former position without loss of seniority. Leaves of absence, including sick leave and vacation days, will not be counted toward the probationary period.

Section 4. School Bus Driving: Released time, during the working day for school bus driving, shall be determined by the School Board before a custodian is placed in a higher position on the wage scale.

Section 5. Saturday Assignment: At the secondary buildings (Middle and Senior High) during the school year there shall be a custodian on duty for a period of eight (8) hours each Saturday from 7:00 a.m. to 12:00 noon and from 12:30 p.m. to 3:30 p.m. except during vacation periods.

For the high school and middle school, full-time custodians will be assigned by the superintendent to Saturday duty on a rotation basis and shall be custodians regularly assigned to the secondary buildings or the Garfield School.

Elementary custodians may be assigned to Saturday work at the discretion of the superintendent.

Section 6. Outside Employment: A full-time custodial employee who wishes to accept regular outside employment must file an application with the school board for permission to accept such employment--casual and self-employment accepted.

Section 7. Use of Student Workers: The head building custodians are authorized to sign off for the Union and accept student workers within their building providing this does not result in the reduction of existing custodial time.

Section 8. Lead District Custodian (LDC)

Subd. 1. Lead District Custodian. The District will create a Lead District Custodian position which will be placed in the custodial bargaining unit and be filled effective on or after July 1, 2013. The District may annually review if the position of Lead District Custodian should be continued. The school district reserves the right to discontinue the position of Lead District Custodian at any time. The school district also reserves the right to add the position of Director of Buildings and Grounds at any time, and such position would not be placed in the custodial bargaining unit.

Subd. 2. Job Description. The job description for the Lead District Custodian position will include duties related to supervision of custodians and cleaners, including making recommendations for hiring, assignment of work, creation of work schedules, evaluation of work performance, handling grievances at Step One, and other duties as assigned, which may include health and safety duties. The school district will give AFSCME a copy of the job description for the Lead District Custodian position after it has been finalized. The school district reserves the right to change the job description for the Lead District Custodian position at any time.

Subd. 3. Additional Compensation. The Lead District Custodian shall be paid an hourly rate of \$4.30 in addition to whatever hourly wage he would earn as a head custodian under the Master Agreement.

Subd. 4. Additional Benefits. The Lead District Custodian shall receive five (5) days of vacation per year in addition to the number of days of vacation he would earn under the Master Agreement, provided that the total number of days of vacation a District Lead Custodian shall earn per year shall not exceed thirty (30).

Subd. 5. Posting and Filling the Lead District Custodian Position in Future School Years. The school district will annually decide at its sole discretion whether the individual assigned to the Lead District Custodian position will continue in that position for the following school year or be reassigned to another position in the custodial bargaining unit with the same pay and benefits the Lead District Custodian previously held prior to being assigned the Lead District Custodial position. The school district's decision to reassign the individual holding the Lead District Custodian position to another position in the custodial bargaining unit shall not be subject to the grievance procedure. If the school district decides to reassign the individual who is serving as the District's Lead Custodian, the District Lead Custodian position will be deemed to be open and the position will be posted.

ARTICLE V -- BASIC SCHEDULES AND RATES OF PAY

Section 1. Custodial Personnel: The classifications, wages and salaries of custodial personnel reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2022 – June 30, 2024.

Section 2. Overtime Pay: Overtime shall be paid at one and one-half times the regular pay rate for all work in excess of the regular full time work week of forty (40) hours, except Sundays and holidays. Overtime on Sundays and holidays shall be paid at double the regular pay rate. Overtime shall be paid at the pay rate of the individual who is working and shall be

offered to full-time custodians based on building seniority first and district seniority next. Overtime must be authorized by the superintendent.

Subd. 1. Computation: Computation of custodial overtime pay shall be in accordance with the following formula:

Annual Wage of Employee

Hourly wage x 1.5 for time over 40 hours per week or 2.0 for overtime worked on Sundays or Holidays. Employees shall have the option of taking overtime as paid time, as stated above, or as compensatory time off with one and one-half (1½) hour off for each hour of overtime worked, and two hours off for double time worked. Compensatory time off may be accrued to a maximum of forty (40) hours.

Section 3. Night Assignment: Effective July 1, 2015, all full-time custodial personnel with night assignments shall receive an additional \$77.00 per month (\$3.50 per day). All full-time custodial personnel with night assignments, who are temporarily working the day shift during the regular teacher school year as reflected in the school calendar, will be deducted at the rate of \$3.50 each day. Night assignment shall be defined as an eight (8) hour shift beginning between the hours of 2:30 p.m. and 11:30 p.m.

Section 4. Firing and Inspection: The head custodian of each building shall be responsible for firing and general inspection of the building when not attended by another custodian on a weekend or a holiday during the school year. For this section, a school year is defined as when the teachers start their first day through the teachers' last day in the spring, including professional days.

Subd. 1. Elementary: Effective July 1, 2007, the rate of pay for firing and inspection of elementary and secondary buildings shall be \$62.50 for each day of the weekend and \$65.00 for each holiday.

Subd. 2. Holidays -- Defined: The holidays referred to in this Section are: Labor Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Year's Day, New Year's Day, President's Day, Good Friday and Memorial Day.

Subd. 3. Duties: Duties to be performed on the occasion of each firing and inspection shall be listed on a checkout form which is to be completed by the custodian and delivered to the building principal on the day following the weekend or holiday.

Section 5. Call Time: There shall be a call time for full-time custodial personnel of two (2) hours at a time and one-half (1½) rate. Call time is in addition to the regular or overtime wage rates.

Section 6. Payday: Effective with the September 2000 payroll, custodian personnel will be paid according to District Policy #423.10 - Employee Payroll.

Section 7. Payroll Deductions: Upon authorization of the employee, union dues will be deducted from the employee's monthly salary and the school board shall make payment of such deductions to the treasurer of Local 545.

Section 8. Payroll PEOPLE Deductions: The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 9. Pay Equity Orders: Any increases in salaries due to pay equity orders shall be negotiated with the exclusive bargaining representative.

ARTICLE VI -- BENEFITS

Section 1. Benefits: The school district shall make available to all custodial employees covered by this Agreement, subject to the limitations set forth in Subd. 5 of this section, the following benefits:

Subd. 1. Hospitalization, Medical and Surgical Insurance:

A. **Employee/School District Premium Share:** Hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees with the District bearing the costs as listed in the District's adopted health insurance plan. See Appendix A. See Article VI, Section 1, Subd. 5 for "eligible employee" definition.

B. **Premium Increase:** In the event the single or dependent premium increase/decreases (from September 1, 2022 premium), the district and employee will share the insurance plan increase/decreases according to the Education Minnesota Cloquet premium increase/decrease language in the collective bargaining agreement under Article X, Section 2, Subd. 2, Items a-c.

- a. For reference only, the current (July 2021-June 2023) Education Minnesota Cloquet contract states:
 - i. **Dependent coverage:** The district and employee will share the increase or decreases in premiums equally (50% district, 50% employee).
 - ii. **Single Coverage:** For any amount of premium over \$8,000, increases or decreases in premium shall be 80% district responsibility and 20% employee responsibility.
 - iii. Employees may opt for different plan coverage during the open enrollment period each year.

Subd. 2. Term Life Insurance: Life insurance shall be provided at school district expense in the amount of \$50,000 to each eligible employee.

Subd. 3. Long-Term Disability: Long-term disability benefits will be provided at employee expense up to 66 2/3% of the employee's basic salary to maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days.

- A. All eligible employees shall be required to participate in the group at their own expense.
- B. The salary of each employee shall be increased by the cost of their long-term disability premium.
- C. (A) and (B) will take effect with the January 1996 payroll, which pays the February 1, 1996 long-term disability premium.

Subd. 4. Dental Insurance: Employees working a minimum of 5 hours per day and 170 days per year or a minimum of 220 days per year at 4 hours per day will be eligible to participate in the dental insurance plan. The district will cover the full premium for employees selecting single coverage under the district selected plan. The district will cover 50% of the premium for employees selecting the family/dependent coverage.

Subd. 5. Eligibility: To be eligible to receive benefits as provided in this section, i.e., hospitalization, medical and surgical, term life, and long-term disability, the custodial employee must be assigned to a position requiring a minimum of eight (8) hours work per day for 167 days per year.

Custodial/part-time cleaning personnel currently receiving benefits shall continue to be eligible for the benefits.

Effective September 1, 1992, hospitalization, medical and surgical insurance coverage only, shall also be made available to custodial employees assigned to a position requiring a minimum of seven (7) hours work per day for 167 days per year. For custodial employees working seven (7) hours per day or more, but less than eight (8) hours per day, the school district shall contribute a pro rata portion of the school district contribution of this benefit for custodial employees working eight (8) hours per day for 167 days per year as set forth in Subd. 1 of this section.

Subd. 6. Duration: Benefits described in Subds. 1, 2, and 4 above shall be in effect on a twelve (12) month basis. However, all benefits shall cease upon termination of employment.

Section 2. Retirement Benefits: Benefits provided in Section 1, Subds. 1 and 2 of this Agreement shall be provided to eligible employees who retire from employment with the school district, provided the employee: 1) has been employed as a full-time employee (eight hours per day 52 weeks per year) in Independent School District No. 94 for ten (10) consecutive years prior to retirement, and 2) is fifty-five (55) years of age.

Subd. 1. Costs: The full cost of retirement benefits, for employees who retired prior to June 30, 1989, shall be paid by the school district for eligible retired employees beginning on their 55th birthday and shall continue until the eligible employee's 65th birthday.

Employees who retire after July 1, 1991, the hospitalization, medical and surgical benefit paid by the school district and the retired employee shall be the same rates as per contract stated in Article VI, Section 1, Benefits Subd.1. For employees retiring after July 1, 1991, hospitalization, medical and surgical future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until reaching 65 years of age.

The application of the premium to be paid by the school district shall be for the employees' coverage which was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired employee between 55 and 65 years of age changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

Subd. 2. Custodial Severance Pay: Effective July 1, 2022, custodial persons who have been full-time employees (i.e., 8 hours per day, 12 months per year) in Independent School District No. 94 for ten (10) consecutive years prior to retirement, and who are at least 55 years of age shall, upon retirement, receive in the form of severance pay, one hundred (\$100) dollars for each day of unused sick leave, not to exceed 120 days.

Subd 3. Beneficiary or Beneficiaries to Receive Earned Severance: Any employee who meets the qualifications for retirement severance pay may designate a beneficiary or beneficiaries who will receive the employee's severance should that employee meet the contract qualifications for severance but die prior to retirement. In order for this payment to be received, it will be the employee's responsibility to designate a beneficiary with the district's business office.

Section 3. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Mileage Reimbursement: Actual mileage for work related travel will be paid to custodial personnel on a monthly basis at the federal rate on the appropriate district form and approved by the building administrator.

ARTICLE VII -- LEAVES OF ABSENCE

Section 1. Emergency Leave: Three (3) working days per year may be granted with pay with the approval of the building principal. All such leaves shall be deducted from sick leave.

Section 2. Sick Leave: Full-time custodial personnel shall be allowed fifteen (15) days of current sick leave annually for the first five years of employment with the District. After five years of employment with the district, full-time custodial personnel shall be allocated thirteen (13) days of sick leave annually. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children,

or parent. Employees initially employed after July 1, shall be allowed one (1) and one-quarter (1/4) days of sick leave for each month or (173) hours of continuous employment during the first year but not to exceed fifteen (15) days.

- Example: Continuing employees will be credited with their yearly allocation of sick leave days on July 1 of each year.
- Example: A custodial employee initially employed on November 1 will immediately be credited with ten (10) days of sick leave which is equivalent of one (1) and one-quarter (1/4) days times eight (8) months.

Note: The 2013 and 2014 Legislature amended a sick leave law. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

An employer may limit the use of personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

Section 3. Misuse of Sick Leave: If misuse of sick leave is suspected, the building administrator and exclusive representative will meet with the custodian and at the custodian's option, another representative. After this meeting, the building administrator may ask the custodian for a medical certificate from a qualified physician at such time as the custodian requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Section 4. Accumulated Sick Leave: There shall be no limit on accumulation of unused sick leave.

Section 5. Sick Leave Bank: At the beginning of the 1995-96 school year and for the next one (1) year thereafter (1996-97), full-time custodians shall contribute one (1) day of sick leave allowance to a common sick leave bank to be administered by the superintendent. The total at the end of this two-year period shall constitute the maximum for the bank. No further deductions shall be made until the balance in the bank is reduced to less than the total number of full-time custodians employed for that school year. In the event that this action becomes necessary, one (1) day will be deducted from each full-time custodian's sick leave during any month the balance in the bank is reduced to less than the total number of full-time custodians employed for that school year. Although the total may not equal the beginning maximum, no further deductions shall be made until the total is again reduced to less than the number of full-time custodians employed for that school year. Full-time custodians shall not be eligible to draw from the sick leave bank until they have exhausted their own sick leave and have had six (6) days of continuous absence without sick pay. In any year in which a full-time custodian has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank shall be one (1) day and a physician's note certifying the custodian's inability to return to work will be required. Full-time custodians may draw sick leave days from the sick leave bank until they are eligible for long-term disability benefits. Participation in the sick leave bank is limited to custodians working full-time.

Section 6. Sick Leave for Childbirth, and/or Pregnancy, and/or Adoption – Sick leave for childbirth and/or pregnancy, and/or adoption is granted according to one of the following conditions:

- A. Following the birth of a child, the mother will be granted sick leave for any school days during the next six (6) calendar weeks. Standard practice is six (6) weeks for regular delivery and eight (8) weeks for a C-Section accompanied by a physician's orders. Thereafter, a statement from a doctor which verifies the need for additional leave for medical reasons will be needed in order for the mother to qualify for additional leave due to the birth of a child.
- B. During a pregnancy, a doctor's written statement will be needed to verify the need for extended leave due to complications with a pregnancy.
- C. If a custodian requests additional FMLA leave due to the birth of a child, the FMLA leave and sick leave shall run concurrently – starting at the same time.
- D. Paid sick leave is dependent upon the number of sick days a custodian has accumulated.
- E. Sick leave for adoption shall be granted for up to five (5) days.

Section 7. Bereavement Leave: Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee's spouse, parents, step-parents, children, step-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. The bereavement leave shall not 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 but less than 800 miles one way; or 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 case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

Section 8. Personal Leave: Each full-time custodian has three (3) working days with pay per year, non-accumulative, for personal reasons. Personal leave is not deducted from sick leave. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

Employees who use two or fewer sick leave days in a school year, will have one additional personal leave credited to their leave time the following school year. This additional personal leave day must be used during the year in which it is credited, or it will be lost.

ARTICLE VIII -- VACATIONS

Section 1. Custodial Vacation Time: Ten (10) days of paid vacation time shall be allowed all full-time custodial personnel after twelve months of continuous service. Fifteen (15) days of paid vacation time shall be allowed each full-time custodian after five (5) years of continuous employment in the district. Twenty (20) days of paid vacation time shall be allowed each full-time custodian after ten (10) years of continuous employment in the district. Twenty-five (25) days of paid vacation time shall be allowed each full-time custodian after fifteen (15) years of continuous employment in the district. Thirty (30) days of paid vacation time shall be allowed each full-time custodian after twenty-five (25) years of continuous employment in the district.

All requests for vacation must be submitted, in writing or through the appropriate district system, ten (10) calendar days prior to the first day being requested.

Effective July 1, 1977, one (1) day additional vacation shall be allowed for each two (2) years of service beyond twenty-five (25) years.

Vacation time shall not accrue while an employee is off the job and being compensated through Workers' Compensation.

For employees hired after May 1, 2008, the maximum vacation benefit that can be obtained will be 28 days, and this benefit shall accumulate at experience intervals defined above.

Section 2. Computation: Vacation time shall be computed as of July 1 each year. When an employee reaches his or her 5th, 10th, 15th, 25th, 27th, 29th, etc., employment anniversary date, their additional vacation time will be granted as of that date.

Example: A custodian employed on October 15, 1971 will be granted ten (10) days of vacation on July 1, 1976. When he/she reach his/her anniversary date of October 15, 1976, he/she will have completed five (5) years of continuous service with the school district. Five (5) additional days of vacation will be granted to that employee on his/her employment anniversary date. Custodial personnel first employed after July 1 shall receive one (1) day of paid vacation for each month of continuous service from the time of employment to July 1, but not to exceed ten (10) days.

Example: A custodian employed on March 1 would be allowed four (4) days of paid vacation on July 1.

Section 3. Separation: In the event of separation before July 1, vacation time shall be computed at the rate of one (1) day per month of continuous service but not to exceed ten (10) days. Employees whose longevity entitles them to more than ten (10) days yearly vacation shall have vacation time prorated from July 1 to the separation date.

Section 4. Scheduling: Custodial personnel will be given every reasonable and practical choice of vacation periods possible. Personnel with greater seniority shall be given preference in scheduling vacations provided these vacations are scheduled at least 30 days in advance. Custodial personnel may schedule vacations anytime during the contract year (July 1 through June 30) upon request and agreement from the superintendent, director of facilities, or lead district custodian. No more than 50% of the custodians may be on vacation at any one time.

Custodians shall be able to carry over from one year to the next a maximum of 5 vacation days. Accrued vacation time above 5 days not used by June 30 will be forfeited unless alternate vacation time is mutually agreed upon prior to June 30. Vacation days shall not be forfeited if custodians attempt to schedule their remaining vacation days by May 1st but are unable to do so.

ARTICLE IX -- HOLIDAYS

Section 1. Paid Holidays: Full-time custodial personnel shall be granted the following holidays with pay: New Year's Day, President's Day, Good Friday, Memorial Day, July 4, July 3 or 5, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas, Christmas Day, and the day before New Year's Day. At least two weeks before July 4th, the adjustment committee will discuss with the administration which additional day will be taken with the Fourth of July Holiday.

When a paid holiday falls on a non-working day, the employee will be granted one (1) additional vacation day. If the employee is off the job and being compensated by Workers' Compensation, no additional vacation days will be granted.

ARTICLE X -- HOURS OF SERVICE

Section 1. Work Week: Forty (40) hours shall constitute a regular work week.

Section 2. Building Hours: The specific work hours at any individual building may vary according to the needs of the school district. The specific work hours for each employee will be designated by the building principal.

ARTICLE XI -- PART-TIME CLEANING PERSONNEL—BENEFITS

Section 1. Definition: Part-time is defined as less than eight (8) hours per day, 167 days per year but more than fourteen (14) hours per week, 67 days per year.

Section 2. Sick Leave: Effective September 1, 1992, part-time cleaning personnel shall be allowed fifteen (15) days of current sick leave annually for the first five years of employment with the District. After five years of employment with the District, sick leave shall accumulate at a rate of thirteen (13) sick leave days per year. A sick day is defined as the number of hours of assigned work. Employees initially employed between October 1 and January 31 shall receive six (6) days of sick leave. Employees initially employed between February 1 and June 30 shall receive three (3) days of sick leave for that year. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, or parent.

Note: The 2013 and 2014 Legislature amended a sick leave law. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

An employer may limit the use of personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

- a. **Verification of Sick Leave:** If misuse of sick leave is suspected, the building administrator and executive representative will meet with the employee, and at the employee's option, another representative. After this meeting, the administrator may ask the employee for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Section 3. Accumulated Sick Leave: There shall be no limit on accumulation of unused sick leave.

Section 4. Building Lock-up: Effective July 1, 2010, the part-time cleaning person at Washington Elementary School, Churchill Elementary School, Middle School, Senior High School and Garfield School, who is responsible for locking that building at night, shall receive an additional seventy (\$.70) cents per hour.

Section 5. Personal Leave: Each part-time cleaning person has three (3) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave is not deducted from sick leave. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

Employees who use two or fewer sick leave days in a school year, will have one additional personal leave day credited to their leave time the following school year. This additional personal leave day must be used during the year in which it is credited, or it will be lost.

Section 6. Summer Work: When the number of summer work hours is allocated in the spring, part-time cleaning personnel shall be given first opportunity based on building seniority, excluding lawn mowing, as authorized by the superintendent. Should additional hours become available during the summer, they will be allocated on a district seniority basis to part-time cleaning personnel not working.

Section 7. Paid Holidays: Part-time cleaning personnel shall be granted Christmas Day, President's Day, Good Friday, Memorial Day and Labor Day with pay on a prorated basis. Effective July 1, 2002, Thanksgiving Day and New Year's Day with pay on a prorated basis. For example: An employee working four (4) hours per day shall receive five (5) four (4) hour holiday days per year.

Effective July 1, 2016, part-time cleaners who work in the summer are eligible for a paid holiday on July 4. In order to be eligible for the July 4 holiday pay, the employee must be "regularly scheduled" in the summer months, unless on an excused illness. "Regularly scheduled" shall be determined in advance by the director of facilities or lead district custodian.

Section 8. Emergency Leave: Three (3) prorated working days per year may be granted with pay with the approval of the building principal. All such leaves shall be deducted from sick leave.

Section 9. Other Positions within the District: Part-time personnel may be employed in other part-time positions in the District but can be eligible for benefits only under the agreement where a majority of the time is worked.

Section 10. Leaves of Absence without Pay/Benefits: Part-time custodians may be granted a leave of absence without pay/benefits by the School Board for a period of time not to exceed six (6) months. This leave may be granted only once regardless of length.

Section 11. Severance Pay: Part-time custodians who have been employed for a minimum of six (6) hours per day, nine (9) months per year, in Independent School District No. 94 for ten (10) years and who are at least fifty-five (55) years of age, shall upon retirement receive in the form of severance pay for each day of unused sick leave, not to exceed 120 days as follows: a) Seventy (\$70) effective July 1, 2022.

Effective July 1, 2015, part-time cleaners who have worked for ten (10) years, are at least fifty-five (55) years of age, but who do not qualify for severance pay as per the qualifications listed above, shall receive severance pay of \$40 for each day of unused sick leave, not to exceed 120 days.

Section 12. Life Insurance: All part-time cleaners who meet the minimum employment standards of the school district's insurance carrier shall receive a \$10,000 life insurance policy. As of July 1, 2008, the minimum employment standard is to be employed a minimum of 20 hours per week.

Section 13. Dental Insurance: Employees working a minimum of 5 hours per day and 170 days per year or a minimum of 220 days per year at 4 hours per day will be eligible to participate in the dental insurance plan. The district will cover the full premium for employees selecting single coverage under the district selected plan. The district will cover 50% of the premium for employees selecting the family/dependent coverage.

Section 14. Bereavement Leave: Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee's spouse, parents, step-parents, children, step-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. The bereavement leave shall not 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 but less than 800 miles one way; or 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 case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

ARTICLE XII -- WORKERS' COMPENSATION

Section 1. Reporting Injuries: All injuries sustained, no matter how trivial they appear to be, must be reported to the superintendent's office within twenty-four (24) hours of the time of the accident.

Section 2. Compensation: Any employee who is injured in the line of duty shall receive such compensation and expenses prescribed by the Workers' Compensation Law of the State of Minnesota. Such compensation shall be supplemented with an amount sufficient to maintain the employee's regular salary for a period not to exceed accumulated sick leave. Sick leave shall be charged only for that portion in excess of the Workers' Compensation payment. Compensation will be based on the salary rate at time of injury and shall not increase during the period of time the employee is receiving Workers' Compensation.

ARTICLE XIII -- RETIREMENT

Section 1. Health and Physical Disability: The School Board reserves the right to retire an employee if said employee is unable to perform the duties satisfactorily because of poor health or physical disability.

Section 2. Pensions: All custodial employees of the school district are required to become members of retirement funds under the Laws of the State of Minnesota.

Section 3. Benefits: See Article VI, Section 2 of this Agreement for retirement benefits.

ARTICLE XIV -- MEDICAL EXAMINATION

Section 1. Physical Examination:

- a. The school board may require a physical examination of any employee at such time as deemed necessary. The cost of the examination shall be paid by the district.
- b. An employee who is not able to return to duty on the day following two (2) weeks of illness or injury shall present a certificate of ableness from a physician to the superintendent upon his return to work.
- c. An employee who has been absent from work because of a nervous disorder must present a satisfactory report from a physician to the superintendent before returning to work.
- d. An employee must have the permission of the superintendent to return to work if it is necessary for said employee to use crutches or if portions of the employee's body are bandaged or in slings or if the condition of the body is of such a nature as to attract undue attention.

ARTICLE XV -- REQUEST TO SCHOOL BOARD

Section 1. Procedure: All employees are encouraged and shall be given opportunities to express their wishes to the school board. However, all complaints and requests shall be made through appropriate channels. There are two (2) appropriate channels through which the wishes of the employees may reach the superintendent of schools and the School Board.

1. Through an authorized committee or president of an official recognized employee organization.
2. Through the line of authority.
3. If employees wish to express a concern about a supervisor, they may speak directly with the following supervisor in the line of authority – director of facilities or lead district custodian, building administrator, or superintendent. They may bring a union representative with them if they so choose.

ARTICLE XVI -- MAINTENANCE OF MEMBERSHIP

Employees occupying positions covered by this Agreement, after thirty (30) days beyond the probationary period, must become members of Local 545 and must remain members in good standing thereafter.

ARTICLE XVII – DISCIPLINE

The disciplinary process described herein is designed to utilize progressive steps and, where appropriate, to produce positive corrective action.

Section 1. No call, no show – Any custodian/cleaner who does not report to work on three (3) consecutive days and fails to adequately notify the director of facilities of their absence will be subject to immediate termination pending final approval by the school board. Employees who have a medical excuse which prohibits them from notifying the director of facilities must provide it to the District within 5 days of the incident for the provision not to lead to termination.

Section 2. Upon completion of the probationary period, an employee shall be disciplined and discharged only for just cause. Disciplinary action shall be progressive and follow the steps listed below:

1. Oral warning;
2. Written warning;
3. Suspension (paid or unpaid) and/or demotion, and
4. Discharge

In cases of serious misconduct or incompetence, discipline need not be progressive and may, for a first offence, involve an appropriate suspension or discharge. Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct.

Section 3. Procedures for Administering – In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency of conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

Section 4. During an investigative process, employees have the right to request to have a union representative present during an interview when the employee reasonably believes that the interview is likely to result in disciplinary action (Weingarten Rights). Management is not required to inform the employee of these rights; but once an employee requests representation, management has three options:

1. Grant the request and delay questioning until the union representative arrives and (prior to the interview continuing), the representative has a chance to consult privately with the employee;
2. Deny the request and end the interview immediately; or
3. Give the employee a clear and voluntary choice between having the interview without representation or ending the interview.

Section 5. A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. A record of an oral reprimand may be entered into the personnel record. An employee shall receive a copy of all evaluative and disciplinary entries into their own personnel record and shall be entitled to provide a written response to those entries which shall be placed with the entry in the employee's record. The employee must provide that written response within 15 calendar days from the time the employee is notified of the record.

ARTICLE XVIII - - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean a disagreement between the employee and the school board as to the interpretation of any terms of any contract required under PELRA.

Section 2. Representative: The employee, superintendent, or school board may be represented during any step of the procedure by a person designated to act in their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Variation from Procedure: The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits will result in a forfeit of the grievance, or, in the case of the employer, shall constitute a denial of the grievance.

Subd. 2. Days: "Days" mean calendar days excluding Saturday, Sunday and legal holidays as defined by Minnesota Statutes, or non-duty days during the school year.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, legal holiday, or non-duty day during the school year, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, legal holiday, or non-duty day during the school year.

Subd. 4. Filing or Service: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period or is received within the time period through personal service.

Section 4. Step One: Any grievance must first be submitted in writing to the superintendent within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the employee and the parties. The superintendent will answer the employee in writing within fifteen (15) days of receipt of the written grievance.

Section 5. Step Two: In the event the grievance is not resolved in Section 4, the employee may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. The school board will set a date, which is mutually agreeable for hearing the appeal within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved.

Section 6. Arbitration Procedures: Any controversy or dispute which has been submitted to the grievance procedure and not there resolved may be submitted to arbitration as defined herein.

Subd. 1. The employee must submit his request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision.

Subd. 2. Selection of the Arbitrator: The school board, the employee and his/her representative will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the school board and the employee are unable to agree on an arbitrator, they will request from the Director of BMS a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

Subd. 3. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 4. Decision: Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971 as amended.

Subd. 5. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses and any other expenses which the party incurs in connection with presenting its case in arbitration. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 6. Jurisdiction: The arbitrator shall not have the power to add, subtract from, or to modify in any way, the terms of the existing Agreement.

Subd. 7. Processing of Grievance: Processing of all grievances shall be during the normal work day whenever possible and employees shall not lose wages due to their necessary participation. For purposes of this paragraph, employees entitled to wages during their participation in a grievance proceeding is as follows:

- A. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or
- B. If the number of persons participating on behalf of the public employer is less than three (3), three (3) employees may still participate in the proceedings without loss of wages.

SCHEDULE A – CLASSIFICATION AND WAGES FOR CUSTODIAL PERSONNEL: 2022-2024

Wages will increase 3.0% in 2022-23, "Me-too" same increase as put on the teachers' salary schedule in 2023-2024.

Custodial Classifications Hourly Wage	3.00%	Me-Too
	2022-2023	2023-2024
Custodian - Step 1	\$ 26.75	TBD
Custodian - Step 2	\$ 28.34	TBD
G Custodian - Head Pool Operator	\$ 28.83	TBD
H Head Elementary and Garfield Custodians	\$ 31.22	TBD
K Head Custodian(s) - Cloquet Middle School and Senior High School	\$ 32.26	TBD

Custodial Classifications Monthly Wage	3.00%	Me-Too
	2022-2023	2023-2024
Custodian - Step 1	\$ 4,654.54	TBD
Custodian - Step 2	\$ 4,931.79	TBD
G Custodian - Head Pool Operator	\$ 5,016.25	TBD
H Head Elementary and Garfield Custodians	\$ 5,433.05	TBD
K Head Custodian(s) - Cloquet Middle School and Senior High School	\$ 5,612.98	TBD

To be in compliance with the Fair Labor Standards Act, custodians are hourly paid employees. Therefore, and for accounting purposes, both hourly and monthly salaries are listed in the above table.

*Increase in Salaries for the 2023-2024 school year will be based on the percent of increase granted in the Teachers' Salary Schedule for the 2023-2024 school year.

Longevity Pay. Longevity pay is based on years of service as a custodian or part-time cleaner in the school district (adjusted for full year leaves of absence), is effective July 1, 2017, and will be paid according to the chart listed below. Employees hired between July 1 and December 31 will have their first year of service credited July 1 following their hire. Employees hired between January 1 and June 30 will have their first year of service credited the second July 1 following their hire.

Longevity pay for part-time cleaners will begin in September of the year in which the part-time cleaner begins their 25th year of service. Longevity pay for custodians will begin July 1, of the year in which they begin their 25th year of service. Employees who change classification from part-time cleaner to custodian or from custodian to part-time cleaner will have their years of service in the custodial employees' union credited towards longevity pay. Monthly, longevity pay will be paid for full months worked in a school year. For instance, part-time cleaners usually will receive their longevity pay September through May. Projected longevity pay may be prorated over the 12 months of a school year.

Years of Service	Monthly Payment
10 - 14 Years	\$30.00/Month
15 – 19 Years	\$55.00/Month
20 – 25 Years	\$80.00/Month
26+ Years	\$105.00/Month

- Step one (1) is for year one (1) and year two (2) of experience as a custodian. Step two (2) is more than two (2) years of experience as a custodian. At the discretion of the school board, custodial experience may be granted for experience outside of the Cloquet School District.

2. Any custodian, other than the head pool operator, who receives a pool operator’s license and is asked to be available to work with the pool as part of that custodian’s regular assignment, will receive an additional \$.25 per hour in their base salary.
3. Any person who is charged with the responsibility of operating a boiler in a building must hold a license that is equivalent to or not less than one (1) level lower than the license required for that boiler.
4. Head custodians must hold a license, that, at a minimum, qualifies them for supervising operation of the boiler horsepower in their building.

All custodians are to make reasonable progress towards possessing a 1st Class License. Required progress shall be as follows:

- 1.5 years for a Special Boiler Operator’s License
- Five years for a First-Class License

Custodians not meeting this schedule will have their salaries frozen until obtaining the proper license. A custodian whose salary is frozen will remain on the classification rate for which the custodian is assigned, but at the amount designated for that classification during the year in which they were frozen.

SENIORITY LIST – FULL TIME CUSTODIAL PERSONNEL: AS OF OCTOBER 12, 2022

EMPLOYEE	STARTING DATE
1. Matthew Montgomery	February 1, 2001
2. Gary Hughes	February 1, 2004
3. James Kersting	December 22, 2010
4. Stephen Martin	March 14, 2011
5. Trevor Neff	December 12, 2017
6. Gary Beck	December 14, 2017
7. Christopher Marciniak	December 26, 2017
8. Tim Housley	January 20, 2020

SCHEDULE B: PART-TIME CLEANER CLASSIFICATIONS AND WAGES: 2022-2024

PT Cleaner Classifications	3.00%	Me-Too
	2022-2023	2023-2024
Elementary/Secondary/Garfield Cleaner Step 1	\$ 16.79	TBD
Elementary/Secondary/Garfield Cleaner Step 2	\$ 17.54	TBD
Custodial Substitute (1st 30 days subbed in school year)	\$ 18.37	TBD
Custodial Substitute (31 or more days subbed in school year)	\$ 19.78	TBD
On-Call Cleaner: Up to 20 Hours/Week - Step 1	\$ 15.10	TBD
On-Call Cleaner: Up to 20 Hours/Week - Step 2	\$ 15.85	TBD
On-Call Cleaner: Over 20 Hours/Week to 30 Hours/Week - Step 1	\$ 16.78	TBD
On-Call Cleaner: Over 20 Hours/Week to 30 Hours/Week - Step 2	\$ 17.53	TBD

*Increase in Salaries for the 2023-2024 school year will be based on the percent of increase granted in the Teachers' Salary Schedule for the 2023-2024 school year.

SENIORITY LIST – PART-TIME CLEANING PERSONNEL: AS OF October 12, 2022

EMPLOYEE	STARTING DATE
1. Mark Frey	June 17, 2013
2. James Belden	September 13, 2016
3. Tony Branning	October 16, 2017
4. Joseph Kersting	December 12, 2017
5. Alan Clairmont	May 14, 2018
6. Joan Dahlen	April 2, 2019
7. Marlyn Ninneman	September 10, 2019
8. Darren Johnson	August 24, 2021
9. Jacob Belden	September 7, 2021
10. Jimmy Housley	September 28, 2021
11. Keith Johnson	November 4, 2021
12. Reese Kolodge	December 22, 2021
13. Joyel Peterson	January 12, 2022

APPENDIX A

**ISD #94 2020 Insurance Plan Year Effective September 1, 2022
(Based on a 1.0 FTE Calculation)**

INSURANCE INFORMATION - NEW HIRES

2022-2023 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	\$10,750	\$10,200	\$550	\$500* (Only HRA Available)	\$500	\$1,000
1,000 Family	\$29,943	\$18,132	\$11,811		\$1,000	\$1,000 per person/ \$2,000 per Family
<p>\$500/\$1,000 Plans - On a Single plan the deductible is \$500 and then 80/20 up to ab \$1,000 out of pocket max. On a Family plan the deductible is \$1,000 and then 80/20 up to a \$2,000 out of pocket max.</p>						
HDHP 1,400 Single	\$9,554	\$9,243	\$311	\$1,200	\$1,400	\$1,400
HDHP 2,800 Family	\$26,610	\$17,302	\$9,308		\$2,800	\$2,800
<p>\$1,400/\$2,800 HDHP Plans - This deductible is \$1,400 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of \$2,800. Note, individuals on the family plan could account for more than \$1,400 until the family \$2,800 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.</p>						
HDHP 3,500 Single	\$8,207	\$8,166	\$41	\$2,100	\$3,500	\$3,500
HDHP 7,000 Family	\$22,860	\$16,532	\$6,328		\$7,000	\$3,500 per person/ \$7,000 per Family
<p>\$3,500/\$7,000 HDHP Plans - This deductible is \$3,500 per person/\$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$3,500 deductible per person. If it's a family plan, the family will pay no more than the \$7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						
HDHP 5,000 Single	\$7,336	\$7,336	\$0	\$3,000	\$5,000	\$5,000
HDHP 10,000 Family	\$20,433	\$16,714	\$3,719		\$10,000	\$5,000 per person/ \$10,000 per Family
<p>\$5,000/\$10,000 HDHP Plans - This deductible is \$5,000 per person/\$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$5,000 deductible per person. If it's a family plan, the family will pay no more than the \$10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						
HDHP 6,750 Single	\$6,556	\$0	\$6,556		\$6,750	\$6,750
HDHP 13,500 Family	\$18,261	\$0	\$18,261		\$13,500	\$6,750 per person/ \$13,500 per Family
<p>\$6,750/\$13,500 HDHP Plans - This deductible is \$6,750 per person/\$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$6,750 deductible per person. If it's a family plan, the family will pay no more than the \$13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						



CUSTODIAL EMPLOYEES AGREEMENT

CLOQUET PUBLIC SCHOOLS
CLOQUET, MINNESOTA

AND

AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)
MINNESOTA COUNCIL NO. 65
LOCAL UNION NO. 545

July 1, 202~~0~~ – June 30, 202~~2~~

ATTEST:

AFSCME LOCAL NO. 545

CLOQUET SCHOOL BOARD
Independent School District No. 94

Bargaining Unit - Custodial Staff

School Board Chair

Bargaining Unit – Custodial Staff

School Board Clerk

Bargaining Unit – Custodial Staff

Superintendent of Schools

AFSCME Council No. 65 Representative

Dated: Board Approved ~~November 9, 2020~~ October 24, 2022
~~November 9, 2020~~ October 24, 2022

Dated: Board Approved



INDEX

<u>DESCRIPTION</u>	<u>PAGE</u>
ARTICLE I - Purpose	1
ARTICLE II - Adjustment Committee.....	1
ARTICLE III - Duration	1
ARTICLE IV - Assignment - Priorities - Seniority.....	1
ARTICLE V - Basic Schedules and Rates of Pay	4
ARTICLE VI - Benefits	6
ARTICLE VII - Leaves of Absence.....	7
ARTICLE VIII - Vacations.....	9
ARTICLE IX - Holidays.....	10
ARTICLE X - Hours of Service	10
ARTICLE XI - Part-Time Cleaning Personnel - Benefits	10
ARTICLE XII - Workers Compensation	12
ARTICLE XIII - Retirement	12
ARTICLE XIV - Medical Examination.....	13 13 ²
ARTICLE XV - Request to School Board.....	13
ARTICLE XVI - Maintenance of Membership	13
ARTICLE XVII - Discipline	13
ARTICLE XVIII - Grievance Procedure.....	14
SCHEDULE A - Classifications - Wages - Salaries - Full Time.....	16
- Seniority List - Full Time Custodial Personnel	17 17 ⁸
SCHEDULE B - Classifications and Wages - Part Time	18 18 ⁶
- Seniority List - Part Time Cleaning Personnel	18
<u>APPENDIX A</u> - <u>2022 Insurance Plans</u>	128 22

ARTICLE I -- PURPOSE

The general purpose of this Agreement is to promote the mutual interests of the custodial employees, administration and school board of the Cloquet Public Schools and to provide for the fullest and most efficient operation of the schools in regard to custodial duties. A copy shall be provided each employee affected by this Agreement.

ARTICLE II – RECOGNITION AND ADJUSTMENT COMMITTEE

Section 1. Recognition. Pursuant to the certification of the State of Minnesota, Bureau of Mediation Services, Case No. 78PR-917-A, and in accordance with PELRA, the school district recognizes AFSCME Council 65 as sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and all other conditions of employment for:

All custodians and part-time cleaners employed by Independent School District No. 94, Cloquet, Minnesota, who are Public employees within the meaning of Minnesota Statute 179A, Subd. 14, excluding supervisory, confidential, and all other employees.

Said exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provision of this agreement.

Section 2. The Employer shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of the Agreement or with the role of the exclusive representative as sole representative for said employees.

Section 3. That if the Employer and exclusive representative are unable to agree to the exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

Section 4. Adjustment Committee. The custodial employees, through their union organization, shall elect an Adjustment Committee of two members. The clerk of the school board shall be notified in writing by Local 545 as to the members of this committee. A committee of the School Board shall work with this committee in adjusting salaries or revising policies that affect the working conditions and welfare of the staff.

ARTICLE III -- DURATION

The period of the custodial employee Agreement shall be from July 1, 202~~0~~ – June 30, 202~~4~~.

ARTICLE IV – ASSIGNMENT/PRIORITIES/SENIORITY

Section 1. Assignment: Number and assignment of custodial personnel shall rest with the superintendent and the school board.

Subd. 1. Staffing: When the school board determines the number and assignment of custodial personnel, they shall be paid according to the salary code indicated in Schedule A.

Section 2. Seniority:

Subd. 1. Definition: Seniority for both full-time custodians and part-time cleaning personnel shall be defined as length of continuous service with the school district. Upon completion of the probationary period, the seniority date of the employee shall include the probationary period.

Seniority shall be determined according to the following order of priority:

1. The first day of work for the District after the school board has approved the employee's hire.
2. The date at which the school board approved the employee's hire.
3. If two or more employees have the same seniority date, their seniority ranking shall be determined on the basis of the employee with the most time actually working for the District (i.e., time worked as a substitute).
4. If a tie still remains, the District superintendent, in consultation with the District's principals, will determine who is most qualified and should be placed higher on the seniority list.

Each employee shall receive a copy of the seniority list.

Subd. 2. Seniority List:

A. Full-Time Custodian:

The superintendent shall maintain a seniority list, which shall show the names of all custodial personnel, initial date of employment and seniority rank. If a part-time employee becomes full-time, his/her seniority date shall become the initial date of regular full-time employment.

B. Part-Time Cleaner:

The superintendent shall maintain a seniority list, which shows the names of all part-time cleaning personnel, initial date of employment and seniority rank.

C. On-Call Cleaner:

This position may be hired to be on-call when additional help is needed for building cleaning or to fill in for a part-time cleaner. Only two people may be hired within this job classification, and each person hired can work no more than 30 hours per week. People hired in this position may accrue seniority only within this job classification and they are not entitled to any other benefits than FICA, PERA, and Workers' Compensation. The pay shall be listed in Schedule B, except that any hours worked between 20 hours and 30 hours per week shall be paid at the part-time cleaner rate.

Subd. 3. Loss of Seniority: A custodial and/or part-time cleaning employee will lose seniority for the following reasons only: a) resignation, b) involuntary termination, or c) failure to return to work when recalled from lay-off as contained in Subd. 6. below.

Subd. 4. Temporary Incapacity: Inability of custodial personnel covered by this Agreement to work due to illness or injury shall not result in loss of position. Said personnel shall be entitled to return to regularly assigned positions after sufficient recovery to perform usual and ordinary duties. Maximum length of temporary incapacity shall not exceed 18 months. After 18 months, but prior to 24 months, an employee may petition the superintendent for reinstatement. The decision to reinstate an employee returning from temporary incapacity status shall rest solely with the superintendent and will not be subject to appeal. If making room for the employee requires lay-off(s), the procedures outlined in this contract for seniority determinations, layoffs, bumping, and filling of vacancies shall be followed.

See Article XIII, Section 1, regarding employee who is unable to perform the duties satisfactorily because of poor health or physical disability.

Subd. 5. Replacement of Absent Custodial Personnel:

When the custodian of a building is absent from work, the director of facilities, lead district custodian (LDC) or school administration shall appoint or authorize a substitute. First priority will be to fill a custodian position with a custodian (who is not the LDC).

Custodians substituting for other custodial personnel shall receive their own rate of pay or the person's rate of pay for whom they are substituting, whichever is greater. The replacement for custodial personnel will be notified in advance, if possible. District administration, director of facilities, or the LDC shall determine if a substitute is needed for absences occurring during the summer (non-regular student school year).

Subd. 6. Posting and Filling of Vacancies: If a vacancy is determined by the superintendent to exist within the custodial category, notice of this vacancy shall be advertised in the local newspapers and posted internally. Employees within the department (i.e. custodian or part-time cleaner) shall be given five (5) working days to apply for said open position. Given due regard to reliability, efficiency, ability, and overall qualifications relative to the job description, appropriate candidates will be selected by the building administrator. The most qualified candidate will be recommended to the superintendent for employment. Final authority for hiring rests with the school board.

Subd. 7. Lay-Offs: In the event of a custodial lay-off or reduction of hours, substitutes and/or probationary personnel shall be laid off prior to part-time cleaning personnel. Part-time cleaning personnel, based on their inverse order of seniority, shall be laid off prior to any full-time custodial personnel. Employees to be laid off for an indefinite period will have at least two (2) calendar weeks notice.

In the event of lay-off, custodial personnel who have completed their probationary period, shall within a period of two (2) years from their last regular working day, be the first custodian rehired and upon said employee being rehired shall be restored with their seniority, years of service, vacation and sick leave.

Subd.8. Bumping: In the event of a reduction of force, a reduction in hours worked, or the elimination of a position, a senior custodial/part-time cleaning employee may exert his/her seniority preference over a less senior employee, provided he/she has the necessary qualifications to perform the duties of the job involved.

Subd. 9. Transfers: When a custodial employee voluntarily transfers to a newly posted position, said employee shall have fifteen (15) calendar days in which to decide whether to keep the position. If the employee does not want to keep the position, said employee may return to the original assignment with no loss of seniority.

Section 3. Probationary Period for Custodial Personnel: The probationary period for custodial/part-time cleaning personnel shall be for twelve (12) months. During the probationary period, an employee may be subject to dismissal without recourse. Qualified custodial/part-time cleaning personnel may be promoted by administrative recommendations to a position with a higher rate of pay at any time. The probationary period, as described in this section, is also applicable to all job transfers or promotions. Should the administration, within the probationary period, determine the transferred or promoted employee is incapable of performing the duties of the new job in a satisfactory manner, the employee will be returned to the former position without loss of seniority. Leaves of absence, including sick leave and vacation days, will not be counted toward the probationary period.

Section 4. School Bus Driving: Released time, during the working day for school bus driving, shall be determined by the School Board before a custodian is placed in a higher position on the wage scale.

Section 5. Saturday Assignment: At the secondary buildings (Middle and Senior High) during the school year there shall be a custodian on duty for a period of eight (8) hours each Saturday from 7:00 a.m. to 12:00 noon and from 12:30 p.m. to 3:30 p.m. except during vacation periods. ~~At the elementary buildings (Churchill and Washington) during the school~~

~~year, there shall be a custodian on duty one Saturday per month (assigned by the building principal) for a period from 7:00 a.m. to 12:00 and from 12:30 p.m. to 3:30 p.m.~~

For the high school and middle school, full-time custodians will be assigned by the superintendent to Saturday duty on a rotation basis and shall be custodians regularly assigned to the secondary buildings or the Garfield School.

Elementary custodians may be assigned to Saturday work at the discretion of the superintendent.

Section 6. Outside Employment: A full-time custodial employee who wishes to accept regular outside employment must file an application with the school board for permission to accept such employment--casual and self-employment accepted.

Section 7. Use of Student Workers: The head building custodians are authorized to sign off for the Union and accept student workers within their building providing this does not result in the reduction of existing custodial time.

Section 8. Lead District Custodian (LDC)

Subd. 1. Lead District Custodian. The District will create a Lead District Custodian position which will be placed in the custodial bargaining unit and be filled effective on or after July 1, 2013. The District may annually review if the position of Lead District Custodian should be continued. The school district reserves the right to discontinue the position of Lead District Custodian at any time. The school district also reserves the right to add the position of Director of Buildings and Grounds at any time, and such position would not be placed in the custodial bargaining unit.

Subd. 2. Job Description. The job description for the Lead District Custodian position will include duties related to supervision of custodians and cleaners, including making recommendations for hiring, assignment of work, creation of work schedules, evaluation of work performance, handling grievances at Step One, and other duties as assigned, which may include health and safety duties. The school district will give AFSCME a copy of the job description for the Lead District Custodian position after it has been finalized. The school district reserves the right to change the job description for the Lead District Custodian position at any time.

Subd. 3. Additional Compensation. The Lead District Custodian shall be paid an hourly rate of \$4.30 in addition to whatever hourly wage he would earn as a head custodian under the Master Agreement.

Subd. 4. Additional Benefits. The Lead District Custodian shall receive five (5) days of vacation per year in addition to the number of days of vacation he would earn under the Master Agreement, provided that the total number of days of vacation a District Lead Custodian shall earn per year shall not exceed thirty (30).

Subd. 5. Posting and Filling the Lead District Custodian Position in Future School Years. The school district will annually decide at its sole discretion whether the individual assigned to the Lead District Custodian position will continue in that position for the following school year or be reassigned to another position in the custodial bargaining unit with the same pay and benefits the Lead District Custodian previously held prior to being assigned the Lead District Custodial position. The school district's decision to reassign the individual holding the Lead District Custodian position to another position in the custodial bargaining unit shall not be subject to the grievance procedure. If the school district decides to reassign the individual who is serving as the District's Lead Custodian, the District Lead Custodian position will be deemed to be open and the position will be posted.

ARTICLE V -- BASIC SCHEDULES AND RATES OF PAY

Section 1. Custodial Personnel: The classifications, wages and salaries of custodial personnel reflected in Schedule A,

attached hereto, shall be a part of the Agreement for the period commencing July 1, 202~~0~~²⁰ – June 30, 202~~2~~²².

Section 2. Overtime Pay: Overtime shall be paid at one and one-half times the regular pay rate for all work in excess of the regular full time work week of forty (40) hours, except Sundays and holidays. Overtime on Sundays and holidays shall be paid at double the regular pay rate. Overtime shall be paid at the pay rate of the individual who is working and shall be offered to full-time custodians based on building seniority first and district seniority next. Overtime must be authorized by the superintendent.

Subd. 1. Computation: Computation of custodial overtime pay shall be in accordance with the following formula:

Annual Wage of Employee

Hourly wage x 1.5 for time over 40 hours per week or 2.0 for overtime worked on Sundays or Holidays. Employees shall have the option of taking overtime as paid time, as stated above, or as compensatory time off with one and one-half (1½) hour off for each hour of overtime worked, and two hours off for double time worked. Compensatory time off may be accrued to a maximum of forty (40) hours.

Section 3. Night Assignment: Effective July 1, 2015, all full-time custodial personnel with night assignments shall receive an additional \$77.00 per month (\$3.50 per day). All full-time custodial personnel with night assignments, who are temporarily working the day shift during the regular teacher school year as reflected in the school calendar, will be deducted at the rate of \$3.50 each day. Night assignment shall be defined as an eight (8) hour shift beginning between the hours of 2:30 p.m. and 11:30 p.m.

Section 4. Firing and Inspection: The head custodian of each building shall be responsible for firing and general inspection of the building when not attended by another custodian on a weekend or a holiday during the school year. For this section, a school year is defined as when the teachers start their first day through the teachers' last day in the spring, including professional days.

Subd. 1. Elementary: Effective July 1, 2007, the rate of pay for firing and inspection of elementary and secondary buildings shall be \$62.50 for each day of the weekend and \$65.00 for each holiday.

Subd. 2. Holidays -- Defined: The holidays referred to in this Section are: Labor Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Year's Day, New Year's Day, President's Day, Good Friday and Memorial Day.

Subd. 3. Duties: Duties to be performed on the occasion of each firing and inspection shall be listed on a checkout form which is to be completed by the custodian and delivered to the building principal on the day following the weekend or holiday.

Section 5. Call Time: There shall be a call time for full-time custodial personnel of two (2) hours at a time and one-half (1½) rate. Call time is in addition to the regular or overtime wage rates.

Section 6. Payday: Effective with the September 2000 payroll, custodian personnel will be paid according to District Policy #423.10 - Employee Payroll.

Section 7. Payroll Deductions: Upon authorization of the employee, union dues will be deducted from the employee's monthly salary and the school board shall make payment of such deductions to the treasurer of Local 545.

Section 8. Payroll PEOPLE Deductions: The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an

itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 9. Pay Equity Orders: Any increases in salaries due to pay equity orders shall be negotiated with the exclusive bargaining representative.

ARTICLE VI -- BENEFITS

Section 1. Benefits: The school district shall make available to all custodial employees covered by this Agreement, subject to the limitations set forth in Subd. 5 of this section, the following benefits:

Subd. 1. Hospitalization, Medical and Surgical Insurance:

A. ~~Employee/School District Premium Share: - Effective July 1, 1995, h~~Hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees with the District bearing the costs as listed in the District's adopted health insurance plan. See Appendix A. See Article VI, Section 1, Subd. 5 for "eligible employee" definition.~~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.~~

B. ~~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.~~In the event the single or dependent premium increase/decreases (from September 1, 2022 premium), the district and employee will share the insurance plan increase/decreases according to the Education Minnesota Cloquet premium increase/decrease language in the collective bargaining agreement under Article X, Section 2, Subd. 2, Items a-c.

- a. ~~For reference only, the current (July 2021-June 2023) Education Minnesota Cloquet contract states:~~
 - i. ~~Dependent coverage: The district and employee will share the increase or decreases in premiums equally (50% district, 50% employee).~~
 - ii. ~~Single Coverage: For any amount of premium over \$8,000, increases or decreases in premium shall be 80% district responsibility and 20% employee responsibility.~~
 - iii. ~~Employees may opt for different plan coverage during the open enrollment period each year.~~

Subd. 2. Term Life Insurance: Life insurance shall be provided at school district expense in the amount of \$50,000 to each eligible employee.

Subd. 3. Long-Term Disability: Long-term disability benefits will be provided at employee expense up to 66 2/3% of the employee's basic salary to maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days.

- A. All eligible employees shall be required to participate in the group at their own expense.
- B. The salary of each employee shall be increased by the cost of their long-term disability premium.
- C. (A) and (B) will take effect with the January 1996 payroll, which pays the February 1, 1996 long-term disability premium.

~~**Subd. 4. Dental Insurance:** Effective October 1, 2005, dental benefits will be paid by the school district at a premium rate of \$26.80 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at a premium rate of \$46.78 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay for the additional cost of premiums for the term of this contract only. If the total premium rate exceeds the dependent rate as stated above, the school district~~

~~and the employee shall share the premium increase equally. Employees working a minimum of 5 hours per day and 170 days per year or a minimum of 220 days per year at 4 hours per day will be eligible to participate in the dental insurance plan. The district will cover the full premium for employees selecting single coverage under the district selected plan. The district will cover 50% of the premium for employees selecting the family/dependent coverage.~~

Subd. 5. Eligibility: To be eligible to receive benefits as provided in this section, i.e., hospitalization, medical and surgical, term life, long-term disability and dental insurance, the custodial employee must be assigned to a position requiring a minimum of eight (8) hours work per day for 167 days per year.

Custodial/part-time cleaning personnel currently receiving benefits shall continue to be eligible for the benefits.

Effective September 1, 1992, hospitalization, medical and surgical insurance coverage only, shall also be made available to custodial employees assigned to a position requiring a minimum of seven (7) hours work per day for 167 days per year. For custodial employees working seven (7) hours per day or more, but less than eight (8) hours per day, the school district shall contribute a pro rata portion of the school district contribution of this benefit for custodial employees working eight (8) hours per day for 167 days per year as set forth in Subd. 1 of this section.

Subd. 6. Duration: Benefits described in Subds. 1, 2, and 4 above shall be in effect on a twelve (12) month basis. However, all benefits shall cease upon termination of employment.

Section 2. Retirement Benefits: Benefits provided in Section 1, Subds. 1 and 2 of this Agreement shall be provided to eligible employees who retire from employment with the school district, provided the employee: 1) has been employed as a full-time employee (eight hours per day 52 weeks per year) in Independent School District No. 94 for ten (10) consecutive years prior to retirement, and 2) is fifty-five (55) years of age.

Subd. 1. Costs: The full cost of retirement benefits, for employees who retired prior to June 30, 1989, shall be paid by the school district for eligible retired employees beginning on their 55th birthday and shall continue until the eligible employee's 65th birthday.

Employees who retire after July 1, 1991, the hospitalization, medical and surgical benefit paid by the school district and the retired employee shall be the same rates as per contract stated in Article VI, Section 1, Benefits Subd.1. For employees retiring after July 1, 1991, hospitalization, medical and surgical future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until reaching 65 years of age.

The application of the premium to be paid by the school district shall be for the employees' coverage which was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired employee between 55 and 65 years of age changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

Subd. 2. Custodial Severance Pay: Effective July 1, ~~2022~~~~10~~, custodial persons who have been full-time employees (i.e., 8 hours per day, 12 months per year) in Independent School District No. 94 for ten (10) consecutive years prior to retirement, and who are at least 55 years of age shall, upon retirement, receive in the form of severance pay, ~~ninety one hundred~~ (~~\$10090~~) dollars for each day of unused sick leave, not to exceed 120 days.

Subd 3. Beneficiary or Beneficiaries to Receive Earned Severance: Any employee who meets the qualifications for retirement severance pay may designate a beneficiary or beneficiaries who will receive the employee's severance should that employee meet the contract qualifications for severance but die prior to retirement. In order for this payment to be received, it will be the employee's responsibility to designate a beneficiary with the district's business office.

Section 3. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Mileage Reimbursement: Actual mileage for work related travel will be paid to custodial personnel on a monthly basis at the federal rate on the appropriate district form and approved by the building administrator.

ARTICLE VII -- LEAVES OF ABSENCE

Section 1. Emergency Leave: Three (3) working days per year may be granted with pay with the approval of the building principal. All such leaves shall be deducted from sick leave.

Section 2. Sick Leave: Full-time custodial personnel shall be allowed fifteen (15) days of current sick leave annually for the first five years of employment with the District. After five years of employment with the district, full-time custodial personnel shall be allocated thirteen (13) days of sick leave annually. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, or parent. Employees initially employed after July 1, shall be allowed one (1) and one-quarter (1/4) days of sick leave for each month or (173) hours of continuous employment during the first year but not to exceed fifteen (15) days.

Example: Continuing employees will be credited with their yearly allocation of sick leave days on July 1 of each year.

Example: A custodial employee initially employed on November 1 will immediately be credited with ten (10) days of sick leave which is equivalent of one (1) and one-quarter (1/4) days times eight (8) months.

Note: The 2013 and 2014 Legislature amended a sick leave law. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

An employer may limit the use of personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

Section 3. Misuse of Sick Leave: If misuse of sick leave is suspected, the building administrator and exclusive representative will meet with the custodian and at the custodian's option, another representative. After this meeting, the building administrator may ask the custodian for a medical certificate from a qualified physician at such time as the custodian requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Section 4. Accumulated Sick Leave: There shall be no limit on accumulation of unused sick leave.

Section 5. Sick Leave Bank: At the beginning of the 1995-96 school year and for the next one (1) year thereafter (1996-97), full-time custodians shall contribute one (1) day of sick leave allowance to a common sick leave bank to be administered by the superintendent. The total at the end of this two-year period shall constitute the maximum for the bank. No further deductions shall be made until the balance in the bank is reduced to less than the total number of full-time custodians employed for that school year. In the event that this action becomes necessary, one (1) day will be deducted from each full-time custodian's sick leave during any month the balance in the bank is reduced to less than the total number of full-time custodians employed for that school year. Although the total may not equal the beginning maximum, no further deductions shall be made until the total is again reduced to less than the number of full-time custodians employed for that school year. Full-time custodians shall not be eligible to draw from the sick leave bank until

they have exhausted their own sick leave and have had six (6) days of continuous absence without sick pay. In any year in which a full-time custodian has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank shall be one (1) day and a physician's note certifying the custodian's inability to return to work will be required. Full-time custodians may draw sick leave days from the sick leave bank until they are eligible for long-term disability benefits. Participation in the sick leave bank is limited to custodians working full-time.

Section 6. Sick Leave for Childbirth, and/or Pregnancy, and/or Adoption – Sick leave for childbirth and/or pregnancy, and/or adoption is granted according to one of the following conditions:

- A. Following the birth of a child, the mother will be granted sick leave for any school days during the next six (6) calendar weeks. Standard practice is six (6) weeks for regular delivery and eight (8) weeks for a C-Section accompanied by a physician's orders. Thereafter, a statement from a doctor which verifies the need for additional leave for medical reasons will be needed in order for the mother to qualify for additional leave due to the birth of a child.
- B. During a pregnancy, a doctor's written statement will be needed to verify the need for extended leave due to complications with a pregnancy.
- C. If a custodian requests additional FMLA leave due to the birth of a child, the FMLA leave and sick leave shall run concurrently – starting at the same time.
- D. Paid sick leave is dependent upon the number of sick days a custodian has accumulated.
- E. Sick leave for adoption shall be granted for up to five (5) days.

Section 7. Bereavement Leave: Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee's spouse, parents, step-parents, children, step-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. The bereavement leave shall not 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 but less than 800 miles one way; or 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 case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

Section 8. Personal Leave: Each full-time custodian has ~~twethree~~ (23) working days with pay per year, non-accumulative, for personal reasons. Personal leave is not deducted from sick leave. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

Employees who use two or fewer sick leave days in a school year, will have one additional personal leave credited to their leave time the following school year. This additional personal leave day must be used during the year in which it is credited, or it will be lost.

ARTICLE VIII -- VACATIONS

Section 1. Custodial Vacation Time: Ten (10) days of paid vacation time shall be allowed all full-time custodial personnel after twelve months of continuous service. Fifteen (15) days of paid vacation time shall be allowed each full-time custodian after ~~seven (7) five (5)~~ years of continuous employment in the district. Twenty (20) days of paid vacation time shall be allowed each full-time custodian after ~~twelve (12) ten (10)~~ years of continuous employment in the district. Twenty-five (25) days of paid vacation time shall be allowed each full-time custodian after ~~eighteen (18) fifteen (15)~~ years of continuous employment in the district. Thirty (30) days of paid vacation time shall be allowed each full-time custodian after twenty-five (25) years of continuous employment in the district.

All requests for vacation must be submitted, in writing or through the appropriate district system, ten (10) calendar days

prior to the first day being requested.

Effective July 1, 1977, one (1) day additional vacation shall be allowed for each two (2) years of service beyond twenty-five (25) years.

Vacation time shall not accrue while an employee is off the job and being compensated through Workers' Compensation.

For employees hired after May 1, 2008, the maximum vacation benefit that can be obtained will be 28 days, and this benefit shall accumulate at experience intervals defined above.

Section 2. Computation: Vacation time shall be computed as of July 1 each year. When an employee reaches his or her ~~75th, 1210th, 1815th~~, 25th, 27th, 29th, etc., employment anniversary date, their additional vacation time will be granted as of that date.

Example: A custodian employed on October 15, 1971 will be granted ten (10) days of vacation on July 1, 197~~68~~. When he/she reach his/her anniversary date of October 15, 197~~68~~, he/she will have completed ~~seven (7)~~ five (5) years of continuous service with the school district. Five (5) additional days of vacation will be granted to that employee on his/her employment anniversary date. Custodial personnel first employed after July 1 shall receive one (1) day of paid vacation for each month of continuous service from the time of employment to July 1, but not to exceed ten (10) days.

Example: A custodian employed on March 1 would be allowed four (4) days of paid vacation on July 1.

Section 3. Separation: In the event of separation before July 1, vacation time shall be computed at the rate of one (1) day per month of continuous service but not to exceed ten (10) days. Employees whose longevity entitles them to more than ten (10) days yearly vacation shall have vacation time prorated from July 1 to the separation date.

Section 4. Scheduling: Custodial personnel will be given every reasonable and practical choice of vacation periods possible. Personnel with greater seniority shall be given preference in scheduling vacations provided these vacations are scheduled at least 30 days in advance. Custodial personnel may schedule vacations anytime during the contract year (July 1 through June 30) upon request and agreement from the superintendent, director of facilities, or lead district custodian. No more than 50% of the custodians may be on vacation at any one time.

Custodians shall be able to carry over from one year to the next a maximum of 5 vacation days. Accrued vacation time above 5 days not used by June 30 will be forfeited unless alternate vacation time is mutually agreed upon prior to June 30. Vacation days shall not be forfeited if custodians attempt to schedule their remaining vacation days by May 1st but are unable to do so.

ARTICLE IX -- HOLIDAYS

Section 1. Paid Holidays: Full-time custodial personnel shall be granted the following holidays with pay: New Year's Day, President's Day, Good Friday, Memorial Day, July 4, July 3 or 5, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas, Christmas Day, and the day before New Year's Day. At least two weeks before July 4th, the adjustment committee will discuss with the administration which additional day will be taken with the Fourth of July Holiday.

When a paid holiday falls on a non-working day, the employee will be granted one (1) additional vacation day. If the employee is off the job and being compensated by Workers' Compensation, no additional vacation days will be granted.

ARTICLE X -- HOURS OF SERVICE

Section 1. Work Week: Forty (40) hours shall constitute a regular work week.

Section 2. Building Hours: The specific work hours at any individual building may vary according to the needs of the school district. The specific work hours for each employee will be designated by the building principal.

ARTICLE XI -- PART-TIME CLEANING PERSONNEL—BENEFITS

Section 1. Definition: Part-time is defined as less than eight (8) hours per day, 167 days per year but more than fourteen (14) hours per week, 67 days per year.

Section 2. Sick Leave: Effective September 1, 1992, part-time cleaning personnel shall be allowed fifteen (15) days of current sick leave annually for the first five years of employment with the District. After five years of employment with the District, sick leave shall accumulate at a rate of thirteen (13) sick leave days per year. A sick day is defined as the number of hours of assigned work. Employees initially employed between October 1 and January 31 shall receive six (6) days of sick leave. Employees initially employed between February 1 and June 30 shall receive three (3) days of sick leave for that year. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, or parent.

Note: The 2013 and 2014 Legislature amended a sick leave law. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

An employer may limit the use of personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

- a. **Verification of Sick Leave:** If misuse of sick leave is suspected, the building administrator and executive representative will meet with the employee, and at the employee's option, another representative. After this meeting, the administrator may ask the employee for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Section 3. Accumulated Sick Leave: There shall be no limit on accumulation of unused sick leave.

Section 4. Building Lock-up: Effective July 1, 2010, the part-time cleaning person at Washington Elementary School, Churchill Elementary School, Middle School, Senior High School and Garfield School, who is responsible for locking that building at night, shall receive an additional seventy (\$.70) cents per hour.

Section 5. Personal Leave: Each part-time cleaning person has ~~twethree~~ (23) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave is not deducted from sick leave. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

Employees who use two or fewer sick leave days in a school year, will have one additional personal leave day credited to their leave time the following school year. This additional personal leave day must be used during the year in which it is credited, or it will be lost.

Section 6. Summer Work: When the number of summer work hours is allocated in the spring, part-time cleaning personnel shall be given first opportunity based on building seniority, excluding lawn mowing, as authorized by the superintendent. Should additional hours become available during the summer, they will be allocated on a district seniority basis to part-time cleaning personnel not working.

Section 7. Paid Holidays: Part-time cleaning personnel shall be granted Christmas Day, President’s Day, Good Friday, Memorial Day and Labor Day with pay on a prorated basis. Effective July 1, 2002, Thanksgiving Day and New Year’s Day with pay on a prorated basis. For example: An employee working four (4) hours per day shall receive five (5) four (4) hour holiday days per year.

Effective July 1, 2016, part-time cleaners who work in the summer are eligible for a paid holiday on July 4. In order to be eligible for the July 4 holiday pay, the employee must be “regularly scheduled” in the summer months, unless on an excused illness. “Regularly scheduled” shall be determined in advance by the director of facilities or Lead District Custodian.

Section 8. Emergency Leave: Three (3) prorated working days per year may be granted with pay with the approval of the building principal. All such leaves shall be deducted from sick leave.

Section 9. Other Positions within the District: Part-time personnel may be employed in other part-time positions in the District but can be eligible for benefits only under the agreement where a majority of the time is worked.

Section 10. Leaves of Absence without Pay/Benefits: Part-time custodians may be granted a leave of absence without pay/benefits by the School Board for a period of time not to exceed six (6) months. This leave may be granted only once regardless of length.

Section 11. Severance Pay: Part-time custodians who have been employed for a minimum of six (6) hours per day, nine (9) months per year, in Independent School District No. 94 for ten (10) years and who are at least fifty-five (55) years of age, shall upon retirement receive in the form of severance pay for each day of unused sick leave, not to exceed 120 days as follows: a) ~~SeventySixty~~ (\$~~670~~) effective July 1, 20~~22~~~~10~~.

Effective July 1, 2015, part-time cleaners who have worked for ten (10) years, are at least fifty-five (55) years of age, but who do not qualify for severance pay as per the qualifications listed above, shall receive severance pay of \$~~340~~ for each day of unused sick leave, not to exceed 120 days.

Section 12. Life Insurance: All part-time cleaners who meet the minimum employment standards of the school district’s insurance carrier shall receive a \$10,000 life insurance policy. As of July 1, 2008, the minimum employment standard is to be employed a minimum of 20 hours per week.

Section 13. Dental Insurance: Employees working a minimum of 5 hours per day and 170 days per year or a minimum of 220 days per year at 4 hours per day will be eligible to participate in the dental insurance plan. The district will cover the full premium for employees selecting single coverage under the district selected plan. The district will cover 50% of the premium for employees selecting the family/dependent coverage.

Section 143. Bereavement Leave: Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee’s spouse, parents, step-parents, children, step-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. The bereavement leave shall not 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 but less than 800 miles one way; or 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 case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

ARTICLE XII -- WORKERS' COMPENSATION

Section 1. Reporting Injuries: All injuries sustained, no matter how trivial they appear to be, must be reported to the superintendent's office within twenty-four (24) hours of the time of the accident.

Section 2. Compensation: Any employee who is injured in the line of duty shall receive such compensation and expenses prescribed by the Workers' Compensation Law of the State of Minnesota. Such compensation shall be supplemented with an amount sufficient to maintain the employee's regular salary for a period not to exceed accumulated sick leave. Sick leave shall be charged only for that portion in excess of the Workers' Compensation payment. Compensation will be based on the salary rate at time of injury and shall not increase during the period of time the employee is receiving Workers' Compensation.

ARTICLE XIII -- RETIREMENT

Section 1. Health and Physical Disability: The School Board reserves the right to retire an employee if said employee is unable to perform the duties satisfactorily because of poor health or physical disability.

Section 2. Pensions: All custodial employees of the school district are required to become members of retirement funds under the Laws of the State of Minnesota.

Section 3. Benefits: See Article VI, Section 2 of this Agreement for retirement benefits.

ARTICLE XIV -- MEDICAL EXAMINATION

Section 1. Physical Examination:

- a. The school board may require a physical examination of any employee at such time as deemed necessary. The cost of the examination shall be paid by the district.
- b. An employee who is not able to return to duty on the day following two (2) weeks of illness or injury shall present a certificate of ableness from a physician to the superintendent upon his return to work.
- c. An employee who has been absent from work because of a nervous disorder must present a satisfactory report from a physician to the superintendent before returning to work.
- d. An employee must have the permission of the superintendent to return to work if it is necessary for said employee to use crutches or if portions of the employee's body are bandaged or in slings or if the condition of the body is of such a nature as to attract undue attention.

ARTICLE XV -- REQUEST TO SCHOOL BOARD

Section 1. Procedure: All employees are encouraged and shall be given opportunities to express their wishes to the school board. However, all complaints and requests shall be made through appropriate channels. There are two (2) appropriate channels through which the wishes of the employees may reach the superintendent of schools and the School Board.

1. Through an authorized committee or president of an official recognized employee organization.
2. Through the line of authority.
3. If employees wish to express a concern about a supervisor, they may speak directly with the following supervisor in the line of authority — director of facilities or lead district custodian, building administrator, or superintendent. They may bring a union representative with them if they so choose.

ARTICLE XVI -- MAINTENANCE OF MEMBERSHIP

Employees occupying positions covered by this Agreement, after thirty (30) days beyond the probationary period, must become members of Local 545 and must remain members in good standing thereafter.

ARTICLE XVII – DISCIPLINE

The disciplinary process described herein is designed to utilize progressive steps and, where appropriate, to produce positive corrective action.

Section 1. No call, no show – Any custodian/cleaner who does not report to work on three (3) consecutive days and fails to adequately notify the director of facilities of their absence will be subject to immediate termination pending final approval by the school board. Employees who have a medical excuse which prohibits them from notifying the director of facilities must provide it to the District within 5 days of the incident for the provision not to lead to termination.

Section. 12. – Upon completion of the probationary period, an employee shall be disciplined and discharged only for just cause. Disciplinary action shall be progressive and follow the steps listed below:

1. Oral warning;
2. Written warning;
3. Suspension (paid or unpaid) and/or demotion, and
4. Discharge

In cases of serious misconduct or incompetence, discipline need not be progressive and may, for a first offence, involve an appropriate suspension or discharge. Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct.

Section 23. Procedures for Administering – In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency of conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

Section 34. During an investigative process, employees have the right to request to have a union representative present during an interview when the employee reasonably believes that the interview is likely to result in disciplinary action (Weingarten Rights). Management is not required to inform the employee of these rights; but once an employee requests representation, management has three options:

1. Grant the request and delay questioning until the union representative arrives and (prior to the interview continuing), the representative has a chance to consult privately with the employee;
2. Deny the request and end the interview immediately; or
3. Give the employee a clear and voluntary choice between having the interview without representation or ending the interview.

Section 54. A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. A record of an oral reprimand may be entered into the personnel record. An employee shall receive a copy of all evaluative and disciplinary entries into their own personnel record and shall be entitled to provide a written response to those entries which shall be placed with the entry in the employee's record. The employee must provide that

written response within 15 calendar days from the time the employee is notified of the record.

ARTICLE XVIII - - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean a disagreement between the employee and the school board as to the interpretation of any terms of any contract required under PELRA.

Section 2. Representative: The employee, superintendent, or school board may be represented during any step of the procedure by a person designated to act in their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Variation from Procedure: The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits will result in a forfeit of the grievance, or, in the case of the employer, shall constitute a denial of the grievance.

Subd. 2. Days: "Days" mean calendar days excluding Saturday, Sunday and legal holidays as defined by Minnesota Statutes, or non-duty days during the school year.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, legal holiday, or non-duty day during the school year, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, legal holiday, or non-duty day during the school year.

Subd. 4. Filing or Service: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period or is received within the time period through personal service.

Section 4. Step One: Any grievance must first be submitted in writing to the superintendent within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the employee and the parties. The superintendent will answer the employee in writing within fifteen (15) days of receipt of the written grievance.

Section 5. Step Two: In the event the grievance is not resolved in Section 4, the employee may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. The school board will set a date, which is mutually agreeable for hearing the appeal within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved.

Section 6. Arbitration Procedures: Any controversy or dispute which has been submitted to the grievance procedure and not there resolved may be submitted to arbitration as defined herein.

Subd. 1. The employee must submit his request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision.

Subd. 2. Selection of the Arbitrator: The school board, the employee and his/her representative will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the school board and the employee are unable to agree on an arbitrator, they will request from the Director of BMS a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. If the parties are

unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

Subd. 3. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 4. Decision: Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971 as amended.

Subd. 5. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses and any other expenses which the party incurs in connection with presenting its case in arbitration. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 6. Jurisdiction: The arbitrator shall not have the power to add, subtract from, or to modify in any way, the terms of the existing Agreement.

Subd. 7. Processing of Grievance: Processing of all grievances shall be during the normal work day whenever possible and employees shall not lose wages due to their necessary participation. For purposes of this paragraph, employees entitled to wages during their participation in a grievance proceeding is as follows:

- A. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or
- B. If the number of persons participating on behalf of the public employer is less than three (3), three (3) employees may still participate in the proceedings without loss of wages.

SCHEDULE A – CLASSIFICATION AND WAGES FOR CUSTODIAL PERSONNEL: 20220-20242

Wages will increase 23.0% in 20220-234, "Me-too" same increase as put on the teachers' salary schedule in 20234-20242.

	3.00%	Me-Too
Custodial Classifications Hourly Wage	2022-2023	2023-2024
Custodian - Step 1	\$ 26.75	TBD
Custodian - Step 2	\$ 28.34	TBD
G Custodian - Head Pool Operator	\$ 28.83	TBD
H Head Elementary and Garfield Custodians	\$ 31.22	TBD
K Head Custodian(s) - Cloquet Middle School and Senior High School	\$ 32.26	TBD

	3.00%	Me-Too
Custodial Classifications Monthly Wage	2022-2023	2023-2024
Custodian - Step 1	\$ 4,654.54	TBD
Custodian - Step 2	\$ 4,931.79	TBD
G Custodian - Head Pool Operator	\$ 5,016.25	TBD
H Head Elementary and Garfield Custodians	\$ 5,433.05	TBD
K Head Custodian(s) - Cloquet Middle School and Senior High School	\$ 5,612.98	TBD

	2020-21 HR SAL	2021-2022 HR SAL
Custodial Classifications Hourly Wage		-
-		
Custodian - Step 1	\$25.35	TBD
Custodian - Step 2	\$26.86	TBD
G Custodian - Head Pool Operator	\$27.32	TBD
H Head Elementary and Garfield Custodians	\$29.59	TBD
K Head Custodian(s) - Cloquet Middle School and Senior High School	\$30.57	TBD

	2020-2021 MO SAL	2021-2022 TBD* MO SAL
Custodial Classifications Monthly Wage		
-	-	
Custodian - Step 1	\$4,410.90	—TBD
Custodian - Step 2	\$4,673.64	—TBD
G Custodian - Head Pool Operator	\$4,753.68	—TBD

H – Head Elementary and Garfield Custodians	\$5,148.66	—TBD
K – Head Custodian(s) – Cloquet Middle School and Senior High School	\$5,319.18	—TBD

To be in compliance with the Fair Labor Standards Act, custodians are hourly paid employees. Therefore, and for accounting purposes, both hourly and monthly salaries are listed in the above table.

*Increase in Salaries for the 202~~31~~-202~~42~~ school year will be based on the percent of increase granted in the Teachers' Salary Schedule for the 202~~31~~-202~~42~~ school year.

Longevity Pay. Longevity pay is based on years of service as a custodian or part-time cleaner in the school district (adjusted for full year leaves of absence), is effective July 1, 2017, and will be paid according to the chart listed below. Employees hired between July 1 and December 31 will have their first year of service credited July 1 following their hire. Employees hired between January 1 and June 30 will have their first year of service credited the second July 1 following their hire.

Longevity pay for part-time cleaners will begin in September of the year in which the part-time cleaner begins their 25th year of service. Longevity pay for custodians will begin July 1, of the year in which they begin their 25th year of service. Employees who change classification from part-time cleaner to custodian or from custodian to part-time cleaner will have their years of service in the custodial employees' union credited towards longevity pay. Monthly, longevity pay will be paid for full months worked in a school year. For instance, part-time cleaners usually will receive their longevity pay September through May. Projected longevity pay may be prorated over the 12 months of a school year.

<u>Years of Service</u>	<u>Monthly Payment</u>
<u>25 – 29 Years</u>	<u>\$25.00/Month</u>
<u>30 – 34 Years</u>	<u>\$50.00/Month</u>
<u>35 – 39 Years</u>	<u>\$75.00/Month</u>
<u>40+ Years</u>	<u>\$100.00/Month</u>

<u>Years of Service</u>	<u>Monthly Payment</u>
<u>10 - 14 Years</u>	<u>\$30.00/Month</u>
<u>15 – 19 Years</u>	<u>\$55.00/Month</u>
<u>20 – 25 Years</u>	<u>\$80.00/Month</u>
<u>26+ Years</u>	<u>\$105.00/Month</u>

1. Step one (1) is for year one (1) and year two (2) of experience as a custodian. Step two (2) is more than two (2) years of experience as a custodian. At the discretion of the school board, custodial experience may be granted for experience outside of the Cloquet School District.
2. Any custodian, other than the head pool operator, who receives a pool operator's license and is asked to be available to work with the pool as part of that custodian's regular assignment, will receive an additional \$.25 per hour in their base salary.
3. Any person who is charged with the responsibility of operating a boiler in a building must hold a license that is equivalent to or not less than one (1) level lower than the license required for that boiler.
4. Head custodians must hold a license, that, at a minimum, qualifies them for supervising operation of the boiler horsepower in their building.

All custodians are to make reasonable progress towards possessing a 1st Class License. Required progress shall be as follows:

- 1.5 years for a Special Boiler Operator’s License
- Five years for a First-Class License

Custodians not meeting this schedule will have their salaries frozen until obtaining the proper license. A custodian whose salary is frozen will remain on the classification rate for which the custodian is assigned, but at the amount designated for that classification during the year in which they were frozen.

SENIORITY LIST – FULL TIME CUSTODIAL PERSONNEL: AS OF OCTOBER ~~12²⁹~~, 202~~20~~

EMPLOYEE	STARTING DATE
1. Matthew Montgomery	February 1, 2001
2. Gary Hughes	February 1, 2004
3. James Kersting	December 22, 2010
4. Stephen Martin	March 14, 2011
5. Trevor Neff	December 12, 2017
6. Gary Beck	December 14, 2017
7. Christopher Marciniak	December 26, 2017
8. Tim Housley	January 20, 2020

SCHEDULE B: PART-TIME CLEANER CLASSIFICATIONS AND WAGES: 2022-2024

	3.00%	Me-Too
PT Cleaner Classifications	2022-2023	2023-2024
<u>Elementary/Secondary/Garfield Cleaner Step 1</u>	\$ <u>16.79</u>	TBD
<u>Elementary/Secondary/Garfield Cleaner Step 2</u>	\$ <u>17.54</u>	TBD
<u>Custodial Substitute (1st 30 days subbed in school year)</u>	\$ <u>18.37</u>	TBD
<u>Custodial Substitute (31 or more days subbed in school year)</u>	\$ <u>19.78</u>	TBD
<u>On-Call Cleaner: Up to 20 Hours/Week - Step 1</u>	\$ <u>15.10</u>	TBD
<u>On-Call Cleaner: Up to 20 Hours/Week - Step 2</u>	\$ <u>15.85</u>	TBD
<u>On-Call Cleaner: Over 20 Hours/Week to 30 Hours/Week - Step 1</u>	\$ <u>16.78</u>	TBD
<u>On-Call Cleaner: Over 20 Hours/Week to 30 Hours/Week - Step 2</u>	\$ <u>17.53</u>	TBD

CLASSIFICATIONS	2020-21 2.0%	2021-22 TBD*
<u>Elementary/Secondary/Garfield Cleaner</u>	<u>15.91</u>	—TBD
<u>Custodial Substitute (1st 30 days subbed in school year)</u>	<u>17.44</u>	—TBD
<u>Custodial Substitute (31 or more days subbed in school year)</u>	<u>18.74</u>	—TBD
<u>On-Call Cleaner: Up to 20 Hours/Week</u>	<u>14.31</u>	—TBD
<u>On-Call Cleaner: Over 20 Hours/Week to 30 Hours/Week</u>	<u>15.90</u>	—TBD

*Increase in Salaries for the 20231-20242 school year will be based on the percent of increase granted in the Teachers' Salary Schedule for the 20231-20242 school year.

SENIORITY LIST – PART-TIME CLEANING PERSONNEL: AS OF October 1229, 2020

EMPLOYEE	STARTING DATE
1. Mark Frey	June 17, 2013
2. James Belden	September 13, 2016
3. Tony Branning	October 16, 2017
4. Joseph Kersting	December 12, 2017
5. Alan Clairmont	May 14, 2018
6. Joan Dahlen	April 2, 2019
7. Marlyn Ninneman	September 10, 2019
8. Darren Johnson	August 24, 2021
9. Jacob Belden	September 7, 2021
10. Jimmy Housley	September 28, 2021
11. Keith Johnson	November 4, 2021
12. Reese Kolodge	December 22, 2021
13. Joyel Peterson	January 12, 2022

EMPLOYEE	STARTING-DATE
<u>1.—Denise Couture</u>	<u>September 5, 2006</u>
<u>2.—Julie Ketola-Gustafson</u>	<u>December 17, 2012</u>

3. Mark Frey	June 17, 2013
4. Kanyapat Baker	September 8, 2015
5. James Belden	September 13, 2016
6. Jason Morrisroe	October 9, 2017
7. Tony Branning	October 16, 2017
8. Jesh Keledge	October 19, 2017
9. Joseph Kersting	December 12, 2017
10. Alan Clairmont	May 14, 2018
11. Jean Dahlen.	April 2, 2019 * 1 year covid position for 2020-21
12. Joy Herron	September 9, 2020 1 year covid position for 2020-21
13. Marlyn Ninneman	September 9, 2020 1 year covid position for 2020-21
14. Erik Johnson	September 30, 2020 1 year covid position for 2020-21

APPENDIX A

**ISD #94 2022 Insurance Plan Year Effective September 1, 2022
(Based on a 1.0 FTE Calculation)**

INSURANCE INFORMATION - NEW HIRES

2022-2023 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	\$10,750	\$10,200	\$550	\$500* (Only HRA Available)	\$500	\$1,000
1,000 Family	\$29,943	\$18,132	\$11,811		\$1,000	\$1,000 per person/ \$2,000 per Family
<p>\$500/\$1,000 Plans - On a Single plan the deductible is \$500 and then 80/20 up to ab \$1,000 out of pocket max. On a Family plan the deductible is \$1,000 and then 80/20 up to a \$2,000 out of pocket max.</p>						
HDHP 1,400 Single	\$9,554	\$9,243	\$311	\$1,200	\$1,400	\$1,400
HDHP 2,800 Family	\$26,610	\$17,302	\$9,308		\$2,800	\$2,800
<p>\$1,400/\$2,800 HDHP Plans - This deductible is \$1,400 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of \$2,800. Note, individuals on the family plan could account for more than \$1,400 until the family \$2,800 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.</p>						
HDHP 3,500 Single	\$8,207	\$8,166	\$41	\$2,100	\$3,500	\$3,500
HDHP 7,000 Family	\$22,860	\$16,532	\$6,328		\$7,000	\$3,500 per person/ \$7,000 per Family
<p>\$3,500/\$7,000 HDHP Plans - This deductible is \$3,500 per person/\$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$3,500 deductible per person. If it's a family plan, the family will pay no more than the \$7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						
HDHP 5,000 Single	\$7,336	\$7,336	\$0	\$3,000	\$5,000	\$5,000
HDHP 10,000 Family	\$20,433	\$16,714	\$3,719		\$10,000	\$5,000 per person/ \$10,000 per Family
<p>\$5,000/\$10,000 HDHP Plans - This deductible is \$5,000 per person/\$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$5,000 deductible per person. If it's a family plan, the family will pay no more than the \$10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						
HDHP 6,750 Single	\$6,556	\$0	\$6,556		\$6,750	\$6,750
HDHP 13,500 Family	\$18,261	\$0	\$18,261		\$13,500	\$6,750 per person/ \$13,500 per Family
<p>\$6,750/\$13,500 HDHP Plans - This deductible is \$6,750 per person/\$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$6,750 deductible per person. If it's a family plan, the family will pay no more than the \$13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</p>						

Review of Extracurricular Positions - Schedule C

I. Request for Review is being made by:

Name: Cheyenne Deters Job Title: science teacher / Robotics Coach

II. Title of Position: Asst. Coach CHS Robotics

III. Check One:

- 1. This position is being reviewed for possible addition to Schedule C
- 2. This position is being reviewed for possible removal of Schedule C
- 3. This position is being reviewed for possible expansion.
- 4. This position is being reviewed for possible reduction.

IV. Rationale for Action Being Requested:

Attach an explanation if more room is needed.

Growth of Program, over 30+ participant each year. Program is at time split between 2-3 Rooms (Logistics, Build, Driving) → Safety of having 2nd responsible adult. Highly successful Program - Awards won each year.

V. Action Taken:

1. Principal
 Request Approved Request Denied

Principal Signature *Tom* Date: _____

2. Superintendent
 Request Approved Request Denied

Superintendent Signature *Melinda* Date: _____

3. School Board
 Request Preliminarily Approved Request Denied

Board Chair Signature _____ Date: _____

4. Schedule C Committe
 Request Approved Request Denied

Committe C Chair _____ Date: _____

VI. Final School Board Action (if needed):

Request Approved Request Denied

Board Chair Signature _____ 151 _____ Date: _____

Review of Extracurricular Positions - Schedule C

I. Request for Review is being made by:

Name: Julian Kitto Job Title: Ojibwe Teacher

II. Title of Position: Quiz bowl Team Coach

III. Check One:

- 1. This position is being reviewed for possible addition to Schedule C
- 2. This position is being reviewed for possible removal of Schedule C
- 3. This position is being reviewed for possible expansion.
- 4. This position is being reviewed for possible reduction.

IV. Rationale for Action Being Requested:

Attach an explanation if more room is needed.

We have 3 levels of ojibwe at CHS and this would compliment that. We competed last year & got 3rd at two matches. I have a number of students interested in joining Ojibwe Quiz bowl.

V. Action Taken:

1. Principal

Request Approved Request Denied

Principal Signature Tom [Signature] Date: _____

2. Superintendent

Request Approved Request Denied

Superintendent Signature Melinda [Signature] Date: 11/05/2008

3. School Board

Request Preliminarily Approved Request Denied

Board Chair Signature _____ Date: _____

4. Schedule C Committee

Request Approved Request Denied

Committee Chair _____ Date: _____

VI. Final School Board Action (if needed):

Request Approved Request Denied

Board Chair Signature _____ Date: _____



November 10, 2022

Michael Cary, Superintendent
Cloquet School District
302 14th Street
Cloquet, MN 55720

Superintendent Cary,

For month end bank reconciliation, ARCC has a set rate of \$100 per hour. We are working with the district office to get some processes in place that should allow us to reconcile the bank statement in no more than 4-5 hours each month, but I cannot guarantee a time cap at this time.

Feel free to contact me if you have any questions!

Cindy Lee Olson

Cindy Lee Olson
Executive Director, ARCC
4884 Miller Trunk Hwy, Suite 300
Hermantown, MN 55811
218-723-1700 x101
Cell 218-591-6317

November 7, 2022

Dear Dr. Cary and Member of the ISD #94 School Board:

Once again, we are in the planning stages of the 2023 All Night Graduation Party. This event will take place on Friday, May 26, 2023, and will continue into the morning hours of Saturday, May 27.

We are asking for assistance from our school district in the preparation and completion of the All Night Grad Party. The services we ask of you are the same as requested in previous years and include:

- Senior High School facilities to include, but not limited to the following: gyms {new, old large, old small), kitchen/cafeteria, auditorium, locker rooms, classrooms, staff lounge, concessions, lobby area, etc.
- Senior High Custodial services
- Insurance for the evening
- Postage
- Copying Print Shop services
- Secretarial services

Your support in the past has been greatly appreciated and we hope we can count on your continuing support this year.

Thank you for your time and consideration!

Sincerely,



Lindsay Smith
2023 All Night Graduation Party Co-Chair



Stefanie Gunelson
2023 All Night Graduation Party Co-Chair



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>

November 3, 2022

The Cloquet High School Concert Band will be taking 46 travelers on a trip from March 18-22. We are going to St. Louis and Nashville and are participating in the following exciting activities:

- Afternoon at the City Museum in St. Louis
- Tour of the National Blues Museum in St. Louis
- Tour of the National African American Music Museum in Nashville
- Clinic with University Music faculty in Nashville (University is TBD)
- Performance on the Plaza of the Grand Ol Opry
- Tour and a Show at the Grand Ol Opry
- Recording Session at Studio B in Nashville

The students are really excited for this opportunity.

Please let me know if you have any questions

Kevin Huseth (he/him/his)
Instrumental Music
Cloquet High School
khuseth@isd94.org
218-879-3393 x.1226





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
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
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Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX -879-6941
<http://www.cloquet.k12.mn.us>

November 8, 2022

Superintendent and School Board,

After a 3-year Covid-19 hiatus, Cloquet High School Social Studies requests approval to take a group of 10-15 Seniors on a Washington DC study trip from April 15 to April 19, 2023.

Since the mid-1980s, CHS has regularly sent students on this spring trip that features visits to our Congressional offices at the US Capitol, US Supreme Court, National Archives, Library of Congress, Smithsonian Institution, US Holocaust Memorial Museum, White House, Mount Vernon and theatrical performances at the Kennedy Center for Performing Arts. Embassies, neighborhoods, and the Cherry Blossom Festivities are likely to round out the schedule. The goal of this trip is to encourage increased awareness of civic institutions and engagement leading to more active participation in government and study of political science. In fact, this trip has been a nudge over the years for several of our students to pursue careers in government service, public office, the field of law, and social studies education.

There is much interest and eagerness to get back to pre-Covid activities like this. Feel free to contact me with any questions.

Thank you.

Chris Swanson
CHS Social Studies



13



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
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302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill School Principal
DATE: October 28, 2022
RE: Internal Transfer

I am recommending an internal transfer of ECSE paraprofessional Katelynn Mann-Krom from 24.5 h/wk to the 31 h/wk ECSE consistent support paraprofessional at Churchill Elementary for the 22-23 SY.

DW:mb



Special Olympics Minnesota

2022
Unified Bocce
Division C Champion

District Wellness Policy Committee Meeting Summary

Tuesday, October 25, 2022
3:45 p.m., Garfield Board Room

Committee Members:

- ❖ Beth Dohnansky, Chair - Food Service Director
- ❖ Sarah Ellena, High School
- ❖ Kriston Clark, Washington Elementary
- ❖ Jill Brenner, Washington Elementary
- ❖ Heidi Mattinen, Churchill Elementary
- ❖ Jeremiah Haynes, Cloquet Area Alternative Education Programs (CAAEP)
- ❖ Katherine Nistler, Cloquet Middle School/Community Education
- ❖ Mary Marciniak, Executive Assistant, District

I. Welcome

II. District Level

- a. Committee Pay – Beth explained the approved committee pay structure approved by the Schedule D committee and School Board
- b. Discuss District Issues/Concerns or Achievements for Upcoming School Year
Beth said that since we will be full in person and without any restrictions, the policy should be similar to pre-COVID versions. Beth will bring district wide goals and activities to the next meeting for the committee to review.
- c. Committee membership
 - Building representation – each building is represented
 - Parent representation – will we have any parents involved this year

III. Building Level

- a. Prepare 2022-2023 Building Goals – Each committee members were asked to bring to the January meeting goals and ideas of what is being implemented in each of the buildings.
- b. Implement Goals into 2022-2023 Wellness Policy – Also discussed how these can be inserted into the district policy. Things to consider when implementing these activities:
 - How they have been achieved?
 - How they have been assessed?

IV. Continued Programs District Level

- a. Create School Support for Healthy Eating and Smart Snacks
- b. Active School Day Activities
- c. Safe Routes for School
- d. Review and Update

V. Other

- a. Upcoming Meetings:
 - Tuesday, January 17th at 3:45 p.m.
 - Tuesday, March 21st at 3:45 p.m.
 - Tuesday, May 2nd at 3:45 p.m.

VI. Adjournment

There being nothing further to discuss, the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Mary Marciniak
Executive Assistant to the Superintendent
Cloquet Public Schools

Washington News

Washington gikinoo'amaadiiwigamig biidaajimowin



Upcoming Dates to Remember:

- Nov. 1, 2, & 4 – Conferences
- Nov. 4 – Professional Day (No School for Students)
- Nov. 11 – MPR Class Notes Concert: Lyz Jaakola
- Nov. 15 – Partners In Education Meeting (6:30pm @ Media Center)
- Nov. 16 – Superhero Family Literacy Night (6:00pm @ Media Center)
- Nov. 23 – PBIS Spirit Day
- Nov. 24 & 25 – Thanksgiving Break (No School students & staff)
- Nov. 28 – November Birthday Lunch
- Nov. 29 – Excel Targeted Services Begins



Positive Behavioral Interventions and Supports (P.B.I.S.)

Welcome to November!! Our P.B.I.S. team has been busy doing some planning to launch us into a great month of November.

Students and staff really enjoyed our first spirit week before MEA break. Students have been working to see which grade could earn the most Purple P.R.I.D.E. slips with the winning grade earning the opportunity to choose the theme for our spirit day. As a result of their hard work and good decision making, **3rd Grade chose Pajama, Stuff and a Movie Day!** Our next spirit day will be November 23.

In November we are busy at work with our Student Advisory Team (SAT). Third and fourth grade

students from each class were chosen by their peers to be representatives on the SAT. We are excited for our student leaders to contribute their ideas and time to the building!!

Finally, our Character Education Theme and Teaching this month is **Humility**, which is the quality of not being arrogant, recognizing when we make mistakes, trying to do better in the future, and realizing that we do not know everything and that we are always learning and growing. Please discuss this important character trait with your child. From all of us at P.B.I.S. —have a great month!!



Native American Heritage Month
Washington Elementary

In celebration of Native American Heritage Month, Native American music will be played over the intercom on the last day of each week this month. Culturally-appropriate resources related to Thanksgiving will be shared with our school staff. Indigenous Pride Days are November 21-23. Informational Flyer to come.

Northern Lights Community Action

Thanksgiving Meal Boxes

If you are in need of assistance with Thanksgiving, Northern Lights will be distributing free meal boxes with all of the ingredients needed to prepare a Thanksgiving meal. **FOOD IS NOT COOKED**
Serving 4-5

Distribution is November 22nd @ Northern Lights Thrift Store at 6:00 pm
Delivery available upon request

To register please visit Northern Lights Thrift Store at 901 Cloquet Ave, or call 218-879-2501

FOR MORE INFO CONTACT
CAREN @ 218-879-2501
CARLTON COUNTY RESIDENTS / LIMIT 1 BOX PER HOME



Fall Ball (see next page for more fun pics!)

READERS ASSEMBLE!

SUPERHERO FAMILY LITERACY NIGHT!

Come in Costume!

6-8pm

@Churchill: Thur., Nov. 10th
@Washington: Wed., Nov 16th

Read, Read, Read

CRACKS

SAMS

Washington News

Fall Ball Fun!



Counselor's Corner:

November is already upon us and this month I would like to touch on Gratitude: The quality of being thankful. Gratitude has shown to have many benefits to our physical and mental health. People who find ways to be thankful for what they have rather than searching for more, tend to be happier. Being thankful also can improve your health and relationships with others. Practicing gratitude and thankfulness is something the whole family can do together. Below is a list of ways you and your family can practice gratitude:

1. Start your day by writing down one thing that

went well the day before. This helps us look back on the good things. 2. Positive Self-talk (You can ask your child to share what this is and how we can use positive self-talk) 3. Have a gratitude jar, or have everyone go around the dinner table and share what they are thankful for. These are just a few ideas you can do together. I hope you all have a great November!

-Mrs. Sewell



Save the Date! The **3rd Grade Music Program** will be December 15th at 6:30 pm, in the Washington Gym. More info to follow in the next Newsletter.



Roller Skating in P.E.



Kindness in Chalk



NOVEMBER IS NATIONAL LITERACY MONTH!

This month we will highlight activities your family already does that build literacy! Watch for more information!

- Nov. 1-4 Storytelling Builds Literacy
- Nov. 7-11 Activities Around The House Build Literacy
eg. cooking, painting, baking, building things together
- Nov. 14-18 Playing Games Builds Literacy
- Nov. 21-25 Conversations Build Literacy
- Nov. 28-30 Learning About Our Community Builds Literacy

CLOQUET PUBLIC SCHOOLS



4th Grade field trip to Hartley Nature Center

Reminder

-Please dress your child appropriately for the weather—winter is coming soon! If your family could use help with acquiring gear, please contact our school social worker, Misha Alaspa at malaspa@isd94.org or call 879-3369 x5014