

Cloquet Public Schools

Regular Meeting

Monday, March 20, 2023 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. Monday, March 20, 2023 School Board Agenda

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IV. Consider Approval of School Board Minutes

1. Monday, February 27, 2023 School Board Meeting Minutes

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

1. Building and Department Reports

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VI. Claims, Hand Checks and Food Service Reports

1. Claims, March 16, 2023
2. Hand Checks, March 10, 2023
3. Hand Checks, March 16, 2023
4. Food Service Report, February 2023

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VII. Consent Items

1. *Retirement Letters*

- a. 1.0 FTE Third Grade Teacher at Churchill Elementary School (Janet Husby)
- b. 1.0 FTE Kindergarten Teacher at Washington Elementary (Shelly Kallis)

2. *Recommendations for Employment*

- a. 1.0 FTE Long Term Substitute Special Education Teacher (Kylie Barthel) pending appropriate licensure
- b. Homebound Teacher at Cloquet High School (Rhonda Card)
- c. 6.5 hrs/day Check and Connect Paraprofessionals at Cloquet High School for the Remainder of 2022-2023 School Year (Chloe Danielson)
- d. 6.5 hrs/day Check and Connect Paraprofessionals at Cloquet High School for the Remainder of 2022-2023 School Year (Joesph Backus)
- e. 6.75 hrs/day Paraprofessional at NLA (Andrea Clark)
- f. Program Assistant at Kids Corner (Lauren McCollum)
- g. Program Assistant at Kids Corner (Katherine Johnson)
- h. Program Aide with Community Education (Allison Ringat)

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3. *Extra Service Contracts*

- a. Rescind and Reissue Boys' Hockey Coach - Activity Funded (Jake Boehse)
- b. Spring 3 Act Play Helpers - Activity funded (See attached)
- c. Cloquet High School Spring Break Academy Teachers for 2023 (See Attached)
- d. Baseball Volunteer (Joe Backus)

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4. Internal Transfer of 6.75 hrs/day Paraprofessional to 1:1 Autism Classroom
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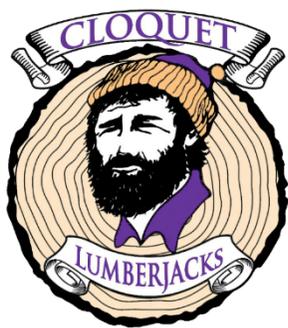
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XIV. Upcoming Meetings/Events

1. Tuesday, March 21, 2023 - Equity Committee Meeting - 3:45 p.m. - Washington Elementary School
2. Tuesday, March 21, 2023 - Wellness Committee Meeting - 3:45 p.m. - Boardroom
3. Tuesday, March 21, 2023 - Community Education Advisory Meeting - 5:30 p.m - CE Conf. Room
4. Wednesday, March 22, 2023 - JOM/LIEC Committee Meeting - 5:30 p.m - TBD
5. Monday, March 27, 2023- Friday, March 31, 2023 - Spring Break
6. Monday, April 10, 2023 - Curriculum Committee Meeting - 4 p.m. - Boardroom
7. Monday, April 10, 2023 - Regular School Board Meeting
5:30 p.m. Working Session
6:00 p.m. Regular Meeting

XV. Adjournment

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- 2. March 7, 2023 Health, Safety and Crisis Team Meeting Summary

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XI. Superintendent's Report

- 1. Outdoor Physical Education and Activities Complex Update
- 2. Negotiations
 - a. Legislative Impact/Update
- 3. Employee Code of Conduct Policy Update
- 4. 2023-2024 School Immunizations

XII. Consider Moving to Closed Session: Superintendent Mid-Year Review

XIII. For Your Information

- 1. Corrected Carlton Green Grant Agreement for Churchill Elementary
- 2. Washington Elementary March Newsletter
- 3. Internal Transfer of 1.0 Multi-Categorical Special Education Teacher at Cloquet Middle School to 1.0 FTE EBD Setting III Special Education Teacher at Cloquet High School (Kyle Wordelman) Starting the 2023-24 School Year
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7. Monday, April 10, 2023 - School Board Meeting - 5:30 p Working Session/6:00 p Regular Meeting

XV. Adjournment

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February 27, 2023

Board Chair N. Sandman called the working session to order at 5:30 p.m.

Topics discussed:

Dr. Cary gave an update on the physical education and activities complex project and timelines. The board added a special meeting on Friday, March 10, 2023, at 11 a.m. to approve the required items for the project. Dr. Cary presented the option of having the board meetings rebroadcast on CAT-7. The board approved this option. Candace Nelis, Business Manager, gave an update on the 2023-24 budget planning process. The board decided to move discussion topics of board communication and 2023-24 board priorities to the working sessions in April. Dr. Cary gave an update to the policy under review #422. Chair Sandman informed the board that at the next meeting they would hold a closed session to do the mid-year review of Dr. Cary. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:22 p.m.

February 27, 2023

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on February 27, 2023, was called to order by Board Chair N. Sandman at 6:23 p.m.

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

- Nate Sandman, Board Chair
- Melissa Juntunen, Board Clerk
- David Battaglia, Board Treasurer
- Sarah Buhs
- Gary Huard
- Ken Scarbrough

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Dylan Carlson, Director of Buildings and Grounds
- Teresa Angell, Director of Indian Education
- Ashlee Lennartson, EMC Teacher Representative
- Bill Bauer, Technology Support Specialist
- Jana Peterson, Pine Knot Newspaper Rep.

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

APPROVAL OF BOARD AGENDA

- RESOLVED by G. Huard to approve the February 27, 2023, regular board agenda, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by N. Sandman to approve the February 13, 2023, school board meeting minutes, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- No Public comment was taken.
- Building and Department Reports were reviewed.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS, AND FOOD SERVICE REPORTS

- RESOLVED by N. Sandman to approve Claims, February 21, 2023; Hand Checks, February 13, 2023; Food Service Report, January 2023, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

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

1. Retirements:

- a. Yvonne Steenbakker Davis, 1.0 EBD Setting III Teacher, at Cloquet High School, effective June 7, 2023

2. Resignations:

- a. Erin Dando, 0.5 FTE Art Teacher at Washington Elementary School, effective June 7, 2023
- b. Claire Miller, 1.0 FTE Special Education Teacher, effective June 7, 2023

3. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Kevin Keely	6.75 hrs/day LT AIE at Washington	Extension of LT Sub to April 13, 2023	
b. Crystal Holland	6.5 hrs/day LT Sub Para at Washington	\$17.93/hr	March 1, 2023
c. Kim Marciniak	6.5 hrs/day Para at Washington	\$17.93/hr	February 28, 2023
d. Brenda Gigliotti	Homebound Teacher	\$32.66/hr	ASAP

4. Extra Services Contracts

a. Kandis Chalberg	EXCEL Targeted Services Paraprofessional	Current Rate	2/21-3/23/23
b. Dave Esse	Girls' Basketball Weight Room	\$2,000 through student activities	
c. Tyler Korby	Girls' Basketball Statistician	\$450 (rescind initial \$600 contract)	
d. Lance Horvat	ESY Summer 2023 Coordinator (up to 180 hrs)	\$35.38/hr.	3/1-7/31/23

5. Permission to Post

1. 6.5 hrs/day Paraprofessional at Washington Elementary School
2. Two (2) 6.5 hrs/day Check and Connect Paraprofessional at Cloquet High School through the end of 22/23 SY
3. FTE EBD Special Education Teacher at Cloquet High School Starting 23/24 SY
4. FTE Special Education Teacher at Washington Elementary School Starting 23/24 SY
5. 0.5 FTE Art Teacher at Washington Elementary School Starting 23/24 SY

6. Grant Applications

- a. MDE Culturally Responsive Art Education Program Grant Application

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

SCHOOL BOARD COMMITTEE REPORTS

- Student enrollment report from February 22, 2023, was reviewed.

AGENDA ADDENDUMS

- None were presented at this time.

NEW BUSINESS

- RESOLVED by K. Scarbrough to approve the annual compliance documentation with American Indian Parent Advisory Committee (AIPAC), as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the request to negotiate with Education Minnesota-Cloquet, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by M. Juntunen to approve the 2022-2023 NLSEC contract for early childhood programming for students in special education at Our Redeemer ECSE/Preschool, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve the preliminary request to send game worker pay to EM-C Schedule D committee, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- Policies 422, 423.1 and 722 were reviewed in a 2nd reading.

SUPERINTENDENT'S REPORT

Dr. Cary covered the items in the working session.

FOR YOUR INFORMATION

- Cloquet Education Foundation Blue Jean Ball Highlights

UPCOMING MEETINGS/EVENTS

- Monday, March 6, 2023 - Equity Committee - 3:45 p.m. - Washington Elementary
- Tuesday, March 7, 2023 - Health and Safety Committee Meeting - 3:45 p.m. - Boardroom
- Tuesday, March 14, 2023 - DAC Meeting - 3:45 p.m. - Boardroom
- Monday, March 20, 2023 - Technology Committee Meeting - 3:45 p.m. - Boardroom
- Monday, March 20, 2023 - Regular School Board Meeting, 5:30 p.m. Working Session/6:00 p.m. Regular Meeting
- Tuesday, March 21, 2023 - Equity Committee - 3:45 p.m. - Washington Elementary
- Tuesday, March 21, 2023 - Community Education Advisory Meeting - 5:30 p.m - CE Conf. Room
- Monday March 27 - 31, 2023 - Spring Break

ADJOURNMENT

There being nothing further to discuss, Board Chair Nate Sandman adjourned the meeting at 6:35 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Churchill hosted Kindergarten Round-Up Thursday, March 16th. We always look forward to seeing our new and returning families. Second-trimester conferences were a big success. Churchill had a 94% family attendance.

Planning for MCA testing is well underway. MCA testing will begin following spring break for grades 3 and 4. Ripsaw Robotics visited and presented a fun assembly for our students. Churchill hosted the Loon Opera on Friday, 3/10. Many grades 3 and 4 students participated. Churchill families were invited to the school performance. Grade Two students will participate in a school music program on Friday, March 17th. Churchill's PIE group will meet Tuesday, 3/21. A Family Literacy Night is scheduled at the Cloquet Library on Thursday, 3/23.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

- Winter Wonderland Tri-2 PBIS reward week of 3/6 with many outdoor fun activities for classes and cookies and hot cocoa after! The weather cooperated and we enjoyed sledding, tug-a-war, hippity-hops, and lots of fresh air.
- Kindergarten Music Programs over the past few weeks during the day (all other grades at night). Receptions followed.
- Conferences - Tues 2/28 and Thurs 3/2 evening and Fri 3/3 am. 92% of families attended!
- Robotics Team Robot Reveal 3/3. Lot of fun to see and the RipSaw team did an excellent job presenting!
- Wilderness Readers throughout the year; Washington Night at the Wilderness Game 3/17.
- First Grade Music Program - 3/9. Ms. Holte and the kids did a great job. Reception followed.
- Kindergarten Round-Up was hosted at Washington on Tuesday, 3/14. It went really well, and hats off to Tara Fast who does the lion's share of the planning to get us ready each year. She did an outstanding job, as usual!
- Makoons Club and EXCEL will both wrap up before spring break. A big thanks to the staff who made both opportunities a reality for our students – thank you/Miigwich!
- Congratulations to our 4th graders on earning the honor of selecting our spirit day for Friday, March 24th! Can't wait to see what they decide, and keep showing great purple pride, students!
- Finally, many thanks are due to the multitude of staff who helped navigate our evacuation and school-day on Wednesday the 15th! First of all, thank you to our Head Custodian, Trevor Neff, for going above and beyond to handle the situation as efficiently and responsively as possible! Thank you to the outstanding team of staff who helped run logistics at our evacuation site: serving lunch off-site to 500 students, managing parent pick-ups safely and efficiently, overseeing station activities to keep the day engaging and controlled, managing bussing and parent pick-up at the end of the day, staying with students the entire day to keep them safe and feeling supporting, returning to clean the church after the day ended, and being incredibly flexible and helpful as a team!!! I feel blessed to work with such amazing staff!!! Lastly, enormous thanks are also due to the staff at Our Savior's Lutheran Church. They were so helpful and accommodating to our school on less than 30 minutes notice!!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

CMS band teacher, Ryan Hanson, took Jr. High Honor Band at UMD. The day began at 8:30 am and culminated in a free concert at 4:00 pm in the Marshall Performing Arts Center by the Junior High Honor Bands. The Junior High Honor Bands are composed predominately of outstanding seventh, eighth, and ninth-grade students from the area.

The CMS 6th-grade teachers organized the annual 6th-grade ski trip to Mont Du Lac on March 2. The weather was great, and the students and staff enjoyed the slopes. For many of our students, this is their first experience with skiing.

CMS celebrated "Words Matter" on February 28 to show our support for the Cloquet Unified School Engagement campaign. Students and staff celebrated the importance of inclusion and pledged to combat exclusion's hurtful and dehumanizing effects. Inclusion week included - WORDS MATTER Day, Unified PE Students at the State Capitol, Unified Halftime Show at a Boys Basketball Game, and the Minneapolis Cool School Polar Plunge.

On March 3rd, 12 teachers from CMS and CHS volunteered to be lead learners as part of our professional development day. The staff that volunteered presented lesson using best practices as the teachers played the role of students. We thank our building leadership team for working hard to create this wonderful experience for the CMS and CHS staff.

During middle school conferences, the Scholastic Book Fair, run by media specialist Rachel Hill, did very well with total sales of \$3,420.42. This money raised goes to purchase books and equipment for the CMS media center.

CMS Math Counts, led by Arne Maijala, attended the state meet on March 9, finishing in the top 20 out of 32 teams. Congratulations to Patrick Radosevich, Adriana Mondati, Matthew Mangan, and Devin Cary for their hard work and a strong showing at the state meet.

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- Our students took the Positive Community Norms (PCN) survey on March 8th
- Our First Robotics team competed in the Duluth Regional on March 3rd and 4th
- CHS Choirs held a concert in the auditorium on March 6th
- Our BIPOC student group held a dinner on Feb. 28th celebrating Black History month. The event was catered by two Black owned businesses and the featured speaker was Dr. Verna Thornton from Community Memorial Hospital.
- Cloquet Community Scholarship interviews were on March 15th
- A group of students took a field trip to participate in the UMD Business Day
- 50+ students attended the College and Career Fair at FDLTCC on March 15th
- We continue to work with partners to enhance our CTE offerings – we're working on a large grant with the FDL Ojibwe School. Updates will be forthcoming.
- Spring Break Academy will held March 28-30 at CHS. The is a credit recovery option for students needing to make up a failing grade.
- Winter sports are done - Girls Basketball made it to the Section Final before losing to Grand Rapids
- Spring sports kicked off the week of March 13th
- Upcoming student trips
 - Spanish Class Student trip to Spain
 - Band trip to St. Louis/Nashville
 - U.S. Government Student trip to Washington DC

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP has started MCA testing with our Jr. High Students. The Math, Reading and Science testing will be completed by spring break. The High School students will start the MCA testing when we return from spring break.

Mr. Syck with assistance from Mrs. Laughlin, will be hosting spring break academy Tuesday ~ Thursday from 8 am – 4pm in the school board room. This is always a great opportunity for students to do some credit recovery prior to the start of the 4th and final quarter for the school year.

We will be welcoming some new students into our CAAEP Crew for 4th quarter. We look forward to working with them. Mr. Perry and his RP ambassadors will be hosting a new student circle to assist in acclimating the new students to the circle process here at CAAEP.

The Aquatics class had a fabulous trip to the Twin Cities where they got to attend the aquarium, three different fish dealers and other sites that pertained. The week of March 10th holds 3 different opportunities for students to attend various Career Fairs throughout the area.

Frankly, we are all sick of the snow and hopeful for sunshine and warmer days.

Submitted by Connie Hyde, CAAEP Principal

Community Education

SACC: Kids Corner

Registration for the summer program will open on April 10 for current families and April 17th for new families. For school year 23-24, registration will open on July 1 for current families, July 7th for families that attend Li'l Lumberjacks, Li'l Thunder or School Readiness, and July 17th for new families.

School Readiness

Registration for the 23-24 school year will open up on April 10th for current families, April 17th for current ECFE families, and on April 24th for the public.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will be attending in person.

American Indian Education Department:

Greetings School Board Members,

MIEA (Minnesota Indian Education Association) Conference is being held at Mystic Lake April 18-21st. This annual conference is a networking opportunity to connect with statewide professionals servicing American Indian students. Keynote speakers, breakout sessions and honoring indigenous communities display a united celebration in education. Cloquet Schools will have a quiz bowl team competing and attending the student track.

Tribal Consultation is scheduled for March 21, 2023. This yearly meeting is a requirement of federal Title funds and is also a great opportunity to engage in data sharing and communication directly with the Fond du Lac tribal council. Tribal Consultation is also a necessary component to State Aid and all school districts within 50 miles of a Tribal Nation and servicing American Indian students are required to participate in Tribal Consultation.

This week in Makoons is our Family Engagement events. Increasing engagement is an Achievement and Integration strategy. We will be wrapping up Makoons Club the week of March 20th. Participation data and summary of programming will be shared at a later date.

Cloquet Schools AIE Powwow will be held Saturday April 29th at the Middle School. Grand entries are at 1pm and 6pm with a feast at 4:30pm. This is a community event and ALL are welcome. Vendors, royalty contest and specials throughout the event. Come celebrate and honor our students and program.

Submitted by Teresa Angell, American Indian Education

Building and Grounds

Dylan Carlson, Building and Grounds Director, will be attending in person.

Technology

Since the last board meeting I attended the BrainStorm Conference in Wisconsin from March 12th to March 14th 2023. The conference was an excellent opportunity for me to learn about cyber-security and other technology topics that are relevant for our district. This year I focused on Cyber Security and I attended several trainings on Microsoft Defender for Endpoint, MS-ISAC, and other cyber-security related tools and best practices. The grim reality of the situation is that it is no longer a matter of "if" schools will be hit with a cyber security incident, but "when". Just this month Minneapolis Public School District was hit with a ransomware attack and they still haven't fully recovered from it. At the beginning of the school year Los Angeles Unified School District was also hit. What we've known for a long time, others are just finding out that schools need to do more to protect against and recover from cyber security incidents. This is why Dr. Cary and I wrote a letter to the Minnesota State Legislature to implore them to give schools more funding to help pay for additional cyber security measures. If you have the opportunity, please talk to your state and federal elected representatives about this important matter. While at Brainstorm, I networked with other educational leaders and vendors who shared their insights and experiences on how technology can enhance teaching and learning. I've come back from the conference with new knowledge and skills that I plan to implement in our district.

While I was at the conference, the rest of the IT department was supporting the students and staff in day-to-day activities. Since the last board meeting, we've handled 154 tickets which is a slight uptick from normal trends, but this is probably because we've seen an increase in phishing email reports. The IT department has been vigilant in educating our users on how to identify and report phishing emails and how to protect their accounts and data. We have also been proactive in updating our devices and software, troubleshooting issues, installing new equipment, and providing training and assistance as needed. The IT department has been working hard to ensure that our technology infrastructure is secure, reliable, and effective for our district's needs. We appreciate your support and feedback as we continue to improve our services.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$172,388.43
02	Food Services	\$68,064.11
03	Transportation	\$107,377.07
04	Community Services	\$9,843.46
05	Capital Expenditure	\$11,033.67
12	Activities	\$46,434.04
45	OPEB Irrevocable Trust	\$819.87
Report Total		\$415,960.65

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	99853	19904	Check	1	3819		3D CONSTRUCTION	Yes	No	No	USD	03/21/2023	6,008.00
			99766	19905	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	USD	03/21/2023	100.00
			99771	19906	Check	1	10159		ADVANCED SERVICES, INC	Yes	No	No	USD	03/21/2023	110.00
			99790	19907	Check	1	10771		AIKEY ELECTRIC	Yes	No	No	USD	03/21/2023	1,549.68
			99895	19908	Check	1	7573		AIRE SERV HEATING & AIR CONDITI	Yes	No	No	USD	03/21/2023	2,046.22
			99891	19909	Check	1	7142		ANDERSON, LISA	Yes	No	No	USD	03/21/2023	256.00
			99926	19910	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	03/21/2023	60.00
			99769	19911	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	03/21/2023	323.10
			99897	19912	Check	1	7701	p1	ATLAS PEN & PENCIL CORP	Yes	No	No	USD	03/21/2023	80.80
			99787	19913	Check	1	10692		AUTOZONE STORE 3947	Yes	No	No	USD	03/21/2023	17.80
			99767	19914	Check	1	03250		B & B MARKET	Yes	No	No	USD	03/21/2023	330.00
			99913	19915	Check	1	8268		BATES, ERIN	Yes	No	No	USD	03/21/2023	225.06
			99917	19916	Check	1	8486		BATTAGLIA, SCOTT M	Yes	No	No	USD	03/21/2023	161.00
			99937	19917	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	03/21/2023	175.96
			99768	19918	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	03/21/2023	2,744.64
			99933	19919	Check	1	9274		BIG FROG CUSTOM T-SHIRTS & MOF	Yes	No	No	USD	03/21/2023	417.00
			99939	19920	Check	1	9540		BIRMAN, LAURA	Yes	No	No	USD	03/21/2023	271.63
			99811	19921	Check	1	10930		BOLTON & MENK	Yes	No	No	USD	03/21/2023	8,175.00
			99807	19922	Check	1	10927		BRAATEN ANNELIESE	Yes	No	No	USD	03/21/2023	100.00
			99922	19923	Check	1	8734		BRAUN INTERTEC CORPORAITON	Yes	No	No	USD	03/21/2023	11,660.00
			99914	19924	Check	1	8310		BREEZY POINT	Yes	No	No	USD	03/21/2023	150.00
			99940	19925	Check	1	9548		BRENNER MARK	Yes	No	No	USD	03/21/2023	35.00
			99935	19926	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	03/21/2023	175.96
			99893	19927	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	03/21/2023	7,922.50
			99782	19928	Check	1	10582		BYSTROM ZOE	Yes	No	No	USD	03/21/2023	53.73
			99798	19929	Check	1	10865		CARD RHONDA	Yes	No	No	USD	03/21/2023	76.33
			99847	19930	Check	1	3029		CARLTON COUNTY AUDITOR	Yes	No	No	USD	03/21/2023	2,408.95
			99877	19931	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	03/21/2023	554.41
			99812	19932	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	03/21/2023	5,693.45
			99813	19933	Check	1	11011		CLOQUET SENIOR HIGH	Yes	No	No	USD	03/21/2023	24.00
			99814	19934	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	03/21/2023	105,463.11
			99949	19935	Check	1	9800		COCA-COLA BEVERAGES OF DULUT	Yes	No	No	USD	03/21/2023	739.05
			99815	19936	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	03/21/2023	2,195.50
			99817	19937	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	03/21/2023	1,644.00
			99785	19938	Check	1	10638		CONCORD THEATRICALS CORP C/O	Yes	No	No	USD	03/21/2023	450.00
			99791	19939	Check	1	10775		CPG	Yes	No	No	USD	03/21/2023	5,640.00
			99822	19940	Check	1	14301		DEMCO INC	Yes	No	No	USD	03/21/2023	2,576.59
			99915	19941	Check	1	8415		DETERS, CHEYENNE	Yes	No	No	USD	03/21/2023	378.03
			99875	19942	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	03/21/2023	60.00
			99795	19943	Check	1	10806		DULUTH EAST ACTIVITIES DEPT	Yes	No	No	USD	03/21/2023	225.00
			99954	19944	Check	1	9914		EDEN PRAIRIE HIGH SCHOOL	Yes	No	No	USD	03/21/2023	450.00

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0094		2	99802	19945	Check	1	10922		EDINA HIGH SCHOOL	Yes	No	No	USD	03/21/2023	400.00
			99885	19946	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/21/2023	266.89
			99773	19947	Check	1	10243		ERICKSON AUSTIN	Yes	No	No	USD	03/21/2023	72.00
			99825	19948	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	03/21/2023	67.79
			99910	19949	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	03/21/2023	432.30
			99855	19950	Check	1	3900		FRABONIS	Yes	No	No	USD	03/21/2023	539.39
			99809	19951	Check	1	10929		G2 IMPLEMENT LLC	Yes	No	No	USD	03/21/2023	1,700.00
			99950	19952	Check	1	9833		GAGNER JENNIFER	Yes	No	No	USD	03/21/2023	73.86
			99905	19953	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	03/21/2023	202.00
			99821	19954	Check	1	1362		GOODIN CO	Yes	No	No	USD	03/21/2023	425.77
			99818	19955	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	03/21/2023	3,179.67
			99801	19956	Check	1	10917		GYDESEN RACHEL	Yes	No	No	USD	03/21/2023	74.66
			99883	19957	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	03/21/2023	3,904.00
			99887	19958	Check	1	6608		HANSON, RYAN	Yes	No	No	USD	03/21/2023	330.00
			99924	19959	Check	1	8780		HANSON, WILLA	Yes	No	No	USD	03/21/2023	14.87
			99830	19960	Check	1	24005		HIBBING HIGH SCHOOL	Yes	No	No	USD	03/21/2023	270.00
			99879	19961	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	03/21/2023	408.91
			99884	19962	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/21/2023	964.82
			99793	19963	Check	1	10790		HUSETH KEVIN	Yes	No	No	USD	03/21/2023	319.97
			99951	19964	Check	1	9840		INNOVATIONAL WATER SOLUTIONS	Yes	No	No	USD	03/21/2023	359.60
			99928	19965	Check	1	9072	P1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	03/21/2023	40.96
			99810	19966	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	03/21/2023	1,201.59
			99831	19967	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	03/21/2023	2,390.76
			99832	19968	Check	1	25420		ISD #0095 CROMWELL	Yes	No	No	USD	03/21/2023	2,773.35
			99833	19969	Check	1	25460		ISD #0099 ESKO PUBLIC SCHOOLS	Yes	No	No	USD	03/21/2023	7,730.09
			99834	19970	Check	1	25480		ISD #0100 WRENSHALL	Yes	No	No	USD	03/21/2023	733.55
			99823	19971	Check	1	1527		ISD #0381 LAKE SUPERIOR SCHOOL	Yes	No	No	USD	03/21/2023	5,927.27
			99838	19972	Check	1	2709		ISD #0577 WILLOW RIVER	Yes	No	No	USD	03/21/2023	3,070.31
			99902	19973	Check	1	8027		ISD #0625	Yes	No	No	USD	03/21/2023	1,845.12
			99835	19974	Check	1	25820		ISD #0700 HERMANTOWN	Yes	No	No	USD	03/21/2023	3,987.21
			99836	19975	Check	1	25840		ISD #0704 PROCTOR PUBLIC SCHOC	Yes	No	No	USD	03/21/2023	3,390.25
			99860	19976	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	03/21/2023	53.76
			99803	19977	Check	1	10923		JENNISSEN JAQUELINE	Yes	No	No	USD	03/21/2023	40.00
			99848	19978	Check	1	3036		JOHNSON, HEATHER	Yes	No	No	USD	03/21/2023	1,869.79
			99864	19979	Check	1	4792		JOSTEN'S	Yes	No	No	USD	03/21/2023	496.00
			99776	19980	Check	1	10308		JUNCTION TIRE	Yes	No	No	USD	03/21/2023	49.96
			99862	19981	Check	1	4672		JUNIOR LIBRARY GUILD	Yes	No	No	USD	03/21/2023	1,055.12
			99896	19982	Check	1	7658		KACKMAN, SHANNON	Yes	No	No	USD	03/21/2023	146.45
			99841	19983	Check	1	28656		KALLIS, SHELLY	Yes	No	No	USD	03/21/2023	87.75
			99901	19984	Check	1	8020		KARNAS, JAMES	Yes	No	No	USD	03/21/2023	90.00
			99916	19985	Check	1	8418		KEMPS LLC	Yes	No	No	USD	03/21/2023	6,457.76

Cloquet Public Schools Check Register by Bank and Check

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0094		2	99842	19986	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	03/21/2023	49.90
			99943	19987	Check	1	9599		KMECIK BRIAN	Yes	No	No	USD	03/21/2023	72.00
			99923	19988	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	03/21/2023	93.34
			99911	19989	Check	1	8234		KNUTSEN, STEVEN J	Yes	No	No	USD	03/21/2023	90.00
			99941	19990	Check	1	9563		KOLANCZYK RICHARD	Yes	No	No	USD	03/21/2023	83.00
			99828	19991	Check	1	2076		KO LODGE, JENNIFER	Yes	No	No	USD	03/21/2023	70.80
			99918	19992	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	03/21/2023	180.00
			99948	19993	Check	1	9793		KWIK TRIP, FUNDRAISING	Yes	No	No	USD	03/21/2023	11,400.00
			99844	19994	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	03/21/2023	690.49
			99845	19995	Check	1	29895		LAKE SUPERIOR COLLEGE	Yes	No	No	USD	03/21/2023	13,421.65
			99947	19996	Check	1	9792		LEAF	Yes	No	No	USD	03/21/2023	37.78
			99942	19997	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	03/21/2023	111.12
			99945	19998	Check	1	9784		LINDAMOOD-BELL LEARNING PROC	Yes	No	No	USD	03/21/2023	4,577.10
			99852	19999	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	03/21/2023	369.50
			99892	20000	Check	1	7161		LINE MICHELLE	Yes	No	No	USD	03/21/2023	424.00
			99794	20001	Check	1	10798		LUMBERJACK DESIGN AND FABRIC	Yes	No	No	USD	03/21/2023	322.50
			99788	20002	Check	1	10699		MARSHALL W ALWORTH PLANETARI	Yes	No	No	USD	03/21/2023	50.00
			99921	20003	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	03/21/2023	327.83
			99851	20004	Check	1	35902		MCEA	Yes	No	No	USD	03/21/2023	209.00
			99824	20005	Check	1	1614		MCTM	Yes	No	No	USD	03/21/2023	550.00
			99804	20006	Check	1	10924		MDBA	Yes	No	No	USD	03/21/2023	400.00
			99850	20007	Check	1	34186		MENARDS	Yes	No	No	USD	03/21/2023	262.11
			99826	20008	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	03/21/2023	1,794.00
			99881	20009	Check	1	5743		MIDAMERICA ADMINISTRATIVE	Yes	No	No	USD	03/21/2023	55.00
			99786	20010	Check	1	10672		MRI SOFTWARE LLC	Yes	No	No	USD	03/21/2023	2.00
			99839	20011	Check	1	2714		MSBA	Yes	No	No	USD	03/21/2023	775.00
			99854	20012	Check	1	38552		MUSIC IN MOTION	Yes	No	No	USD	03/21/2023	89.95
			99925	20013	Check	1	8784		NELIS, CANDACE	Yes	No	No	USD	03/21/2023	90.39
			99927	20014	Check	1	8972		NIESEN, PAMELA	Yes	No	No	USD	03/21/2023	70.00
			99856	20015	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	03/21/2023	595.00
			99789	20016	Check	1	10743		NORTHERN ACRYLICS INC	Yes	No	No	USD	03/21/2023	81.20
			99938	20017	Check	1	9494		NORTHERN LIGHTS SPECIAL EDUC	Yes	No	No	USD	03/21/2023	6,454.90
			99774	20018	Check	1	10245		NORTHEY CARTER	Yes	No	No	USD	03/21/2023	61.00
			99857	20019	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	03/21/2023	220.37
			99779	20020	Check	1	10456		NOVAK JANICE	Yes	No	No	USD	03/21/2023	20.00
			99888	20021	Check	1	6974		OJANEN, JEFF	Yes	No	No	USD	03/21/2023	121.63
			99904	20022	Check	1	8070		OJANEN, NICOLE	Yes	No	No	USD	03/21/2023	11.95
			99770	20023	Check	1	10132		OLIN, TYLEE	Yes	No	No	USD	03/21/2023	98.90
			99849	20024	Check	1	3249		PACK & MAIL STATION	Yes	No	No	USD	03/21/2023	25.55
			99898	20025	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	03/21/2023	1,482.98
			99820	20026	Check	1	1326		PAN O GOLD	Yes	No	No	USD	03/21/2023	1,164.44

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0094		2	99819	20027	Check	1	1289		PARK AVE FITNESS	Yes	No	No	USD	03/21/2023	832.50
			99886	20028	Check	1	6501		PARK AVENUE THERAPIES	Yes	No	No	USD	03/21/2023	2,666.00
			99783	20029	Check	1	10625		PEQUOT LAKES HIGH SCHOOL BOY	Yes	No	No	USD	03/21/2023	225.00
			99792	20030	Check	1	10778		PER MAR SECURITY SERVICES	Yes	No	No	USD	03/21/2023	322.15
			99903	20031	Check	1	8038		PERICH, GREGG	Yes	No	No	USD	03/21/2023	90.00
			99908	20032	Check	1	8197		PETERSON, GARY E	Yes	No	No	USD	03/21/2023	216.00
			99775	20033	Check	1	10302		PETTY CASH ATTN: CANDACE NELIE	Yes	No	No	USD	03/21/2023	64.00
			99912	20034	Check	1	8248		PILON, MICHAEL	Yes	No	No	USD	03/21/2023	112.00
			99827	20035	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	03/21/2023	2,464.00
			99870	20036	Check	1	5087		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	03/21/2023	957.84
			99873	20037	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	03/21/2023	2,020.99
			99953	20038	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	03/21/2023	819.87
			99952	20039	Check	1	9849		POLKOWSKI STEVE	Yes	No	No	USD	03/21/2023	134.01
			99805	20040	Check	1	10925		PORTER JOSHUA	Yes	No	No	USD	03/21/2023	272.12
			99861	20041	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	03/21/2023	385.00
			99796	20042	Check	1	10830		PRING JILL	Yes	No	No	USD	03/21/2023	214.91
			99865	20043	Check	1	4822		PROSEN, TIM	Yes	No	No	USD	03/21/2023	83.84
			99784	20044	Check	1	10627		RANDALL MAUREEN	Yes	No	No	USD	03/21/2023	40.00
			99936	20045	Check	1	9288		RASMUSSEN, BRENDA	Yes	No	No	USD	03/21/2023	120.52
			99890	20046	Check	1	7069		REED, MEGAN	Yes	No	No	USD	03/21/2023	44.32
			99772	20047	Check	1	10177		REGION 7AA	Yes	No	No	USD	03/21/2023	5,225.00
			99858	20048	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	03/21/2023	28.82
			99780	20049	Check	1	10542		RNR YARDWORKS LLC	Yes	No	No	USD	03/21/2023	3,450.00
			99956	20050	Check	1	9935		ROBB MARILYN	Yes	No	No	USD	03/21/2023	106.71
			99837	20051	Check	1	2611		ROEMHILD, REGINA	Yes	No	No	USD	03/21/2023	55.85
			99919	20052	Check	1	8631		RUPP, ANDERSON, SQUIRES & WALL	Yes	No	No	USD	03/21/2023	1,057.50
			99900	20053	Check	1	8010		SALO, CODY	Yes	No	No	USD	03/21/2023	122.11
			99829	20054	Check	1	2087		SAMMY'S PIZZA	Yes	No	No	USD	03/21/2023	604.10
			99906	20055	Check	1	8134		SAWYER, ROBERT	Yes	No	No	USD	03/21/2023	97.33
			99866	20056	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	03/21/2023	171.60
			99868	20057	Check	1	48801		SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	03/21/2023	209.75
			99867	20058	Check	1	48761		SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	03/21/2023	3,257.38
			99781	20059	Check	1	10557		SCHOMMER PETER	Yes	No	No	USD	03/21/2023	72.00
			99808	20060	Check	1	10928		SECTION 5A/MSHSL	Yes	No	No	USD	03/21/2023	929.00
			99899	20061	Check	1	7858		SEWELL, ABBI	Yes	No	No	USD	03/21/2023	44.79
			99800	20062	Check	1	10891		SEWING UNLIMITED OF CLOQUET	Yes	No	No	USD	03/21/2023	12.00
			99909	20063	Check	1	8213		SILJENDAHL, ERIC	Yes	No	No	USD	03/21/2023	97.33
			99907	20064	Check	1	8185		SISLO, ANDREW	Yes	No	No	USD	03/21/2023	112.00
			99859	20065	Check	1	4297		SKI HUT	Yes	No	No	USD	03/21/2023	210.00
			99931	20066	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	03/21/2023	60.00
			99806	20067	Check	1	10926		SOUNDS UNLIMITED	Yes	No	No	USD	03/21/2023	500.00

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0094	2	99871	20068	Check	1	51968		STACK BROTHERS MECHANICAL CC	Yes	No	No	USD	03/21/2023	174.36
		99872	20069	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	03/21/2023	235.40
		99843	20070	Check	1	2960		STEVENS, CRAIG	Yes	No	No	USD	03/21/2023	3,900.00
		99944	20071	Check	1	9626		STRICKLAND ADRIENNE	Yes	No	No	USD	03/21/2023	271.17
		99874	20072	Check	1	53551		SUPER ONE	Yes	No	No	USD	03/21/2023	963.93
		99930	20073	Check	1	9137		SUPERIOR HIGH SCHOOL	Yes	No	No	USD	03/21/2023	160.00
		99846	20074	Check	1	3020		SWANSON, CHRIS	Yes	No	No	USD	03/21/2023	13,040.73
		99894	20075	Check	1	7518		SYCK, RODERICK	Yes	No	No	USD	03/21/2023	603.19
		99955	20076	Check	1	9923		TAFS WILLIAM	Yes	No	No	USD	03/21/2023	97.33
		99869	20077	Check	1	4910		THE LIBRARY STORE	Yes	No	No	USD	03/21/2023	2,144.36
		99863	20078	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	03/21/2023	528.87
		99876	20079	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	03/21/2023	1,534.14
		99946	20080	Check	1	9791		TYSON FOODS INC	Yes	No	No	USD	03/21/2023	666.00
		99932	20081	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	03/21/2023	12,072.16
		99878	20082	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	03/21/2023	53,825.20
		99797	20083	Check	1	10851		UW-SUPERIOR CAMPUS RECREATIC	Yes	No	No	USD	03/21/2023	250.00
		99799	20084	Check	1	10885		VALINE EMILY	Yes	No	No	USD	03/21/2023	125.00
		99778	20085	Check	1	10403		VANTAGE FINANCIAL LLC	Yes	No	No	USD	03/21/2023	16,097.00
		99934	20086	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	03/21/2023	104.99
		99777	20087	Check	1	10319		VIRGINIA HIGH SCHOOL ACTIVITIES	Yes	No	No	USD	03/21/2023	600.00
		99880	20088	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	03/21/2023	144.10
		99889	20089	Check	1	7042		WATSON COMPANY	Yes	No	No	USD	03/21/2023	389.25
		99816	20090	Check	1	1160		WENGER CORPORATION	Yes	No	No	USD	03/21/2023	132.99
		99882	20091	Check	1	58008		WEST MUSIC	Yes	No	No	USD	03/21/2023	1,406.37
		99929	20092	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	03/21/2023	1,348.50
		99920	20093	Check	1	8634		WKLK WMOZ	Yes	No	No	USD	03/21/2023	120.00
		99840	20094	Check	1	2731		YOUNG, HEATHER	Yes	No	No	USD	03/21/2023	339.84
Bank Total: 2													\$415,960.65	
Report Total:													\$415,960.65	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$1,103.20
12	Activities	\$1,543.27
Report Total		\$2,646.47

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	99765	19901	Check	1	9756	LYRIC OPERA OF THE NORTH INC	Yes	No	No	USD	03/10/2023	750.00
		99763	19902	Check	1	10302	PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	03/10/2023	125.00
		99764	19903	Check	1	2267	WALMART CAPITAL ONE	Yes	No	No	USD	03/10/2023	1,771.47
Bank Total: 2												\$2,646.47	
Report Total:												\$2,646.47	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$81,823.86
02	Food Services	\$37.28
04	Community Services	\$44.30
12	Activities	\$1,031.00
Report Total		\$82,936.44

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	99964	20095	Check	1	6134	AT&T MOBILITY	Yes	No	No	USD	03/14/2023	1,017.44
		99966	20096	Check	1	9301	CARMENS RESTAURANT	Yes	No	No	USD	03/14/2023	2,695.00
		99957	20097	Check	1	10401	CITY OF CLOQUET	Yes	No	No	USD	03/14/2023	5,550.60
		99962	20098	Check	1	4073	CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	03/14/2023	87.41
		99959	20099	Check	1	10932	CRAYOLA EXPERIENCE	Yes	No	No	USD	03/14/2023	221.00
		99961	20100	Check	1	38650	MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	03/14/2023	8,708.16
		99963	20101	Check	1	5675	MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	03/14/2023	4,708.02
		99967	20102	Check	1	9628	MINNESOTA LIFE INSURANCE COMF	Yes	No	No	USD	03/14/2023	13,038.75
		99960	20103	Check	1	36651	MINNESOTA POWER	Yes	No	No	USD	03/14/2023	46,007.67
		99958	20104	Check	1	10931	MIN STATE NASP	Yes	No	No	USD	03/14/2023	810.00
		99965	20105	Check	1	6299	NELSON, BETH	Yes	No	No	USD	03/14/2023	92.39
Bank Total: 2												\$82,936.44	
Report Total:												\$82,936.44	

FOOD SERVICE REPORT

MONTH	February	2023
TOTAL INCOME		\$130,906.15
TOTAL COSTS		\$130,286.95
NET		\$619.20
TOTAL INCOME PER MEAL		\$4.21
TOATL COST PER MEAL		\$4.19
NET		\$0.02
MEALS		31,122 YTD - 187,869

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS
SENIOR HIGH	13.95	271.65	39%
MIDDLE SCHOOL	6.36	493.53	67%
WASHINGTON	0.36	311.95	70%
CHRUCHILL	0.65	231.3	68%
QUEEN OF PEACE	0	56.24	58%
CAAEP	0.65	41.77	61%
LIL' LUMBERJACKS	0	26.36	76%
NLA	0.18	11.53	75%
OUR SAV. NLA	0	5.65	85%

FOOD SERVICE REPORT

MONTH	February	2020
TOTAL INCOME		\$134,223.24
TOTAL COSTS		\$119,844.42
NET		\$14,378.82
TOTAL INCOME PER MEAL		\$3.54
TOTAL COST PER MEAL		\$3.16
NET		\$0.38
MEALS		37,916 YTD -211,503

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS
SENIOR HIGH	20.64	306.21	48%
MIDDLE SCHOOL	9.27	504.95	64%
WASHINGTON	11.11	349.11	71%
CHURCHILL	11.32	227.32	65%
QUEEN OF PEACE	0.43	38.69	66%
CAAEP	2.16	44.27	69%
LIL' LUMBERJACKS	0	36.74	91%
NLA	0.43	16.69	80%
OUR SAV. NLA	0	6.32	90%

Totals	22.15	1449.98	60% 75% Total program	TOTALS	55.36	1530.3	62% 81% Total Program
enrollment			2717	enrollment			2783
attendance			2448	attendance			2482

FOOD SERVICE REPORT

MONTH February 2023

MONTH TO DATE

6

TOTAL INCOME \$130,906.15
TOTAL COSTS \$130,286.95
NET \$619.20

TOTAL INCOME PER MEAL \$4.21
TOTAL COST PER MEAL \$4.19
NET \$0.02

MEALS 31,122 YTD = 187,869

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS	
SENIOR HIGH	13.95	271.65	39%	
MIDDLE SCHOOL	6.36	493.53	67%	
WASHINGTON	0.36	311.95	70%	
CHURCHILL	0.65	231.3	68%	
QUEEN OF PEACE	0	56.24	58%	
CAAEP	0.65	41.77	61%	
Lii' LUMBERJACKS	0	26.36	76%	
NLA	0.18	11.53	75%	
OUR SAV.NLA	0	5.65	85%	
TOTALS	22.15	1449.98	60%	75% Total program
	enrollment		2717	
	attendance		2448	

	LUNCH				SNACKS							
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	\$2,032.80	\$1,390.95	\$3,500.00	\$73.20	\$6,996.95	\$1,600.07	\$2,192.94	\$321.50	\$9,169.20	\$1,681.02	\$2,959.45	\$17,924.18
NOV	\$2,011.90	\$2,455.20	\$3,869.35	\$75.00	\$8,411.45	\$1,854.42	\$2,178.15	\$296.50	\$9,120.00	\$1,672.00	\$2,959.45	\$18,080.52
DEC	\$1,040.30	\$1,291.95	\$2,120.85	\$42.00	\$4,495.10	\$2,235.06	\$1,201.59	\$222.00	\$5,179.20	\$949.52	\$1,869.12	\$11,656.49
JAN	\$2,015.60	\$2,202.75	\$3,832.75	\$71.50	\$8,122.60	\$1,929.37	\$2,144.97	\$517.50	\$8,863.20	\$1,624.92	\$2,959.45	\$18,039.41
FEB	\$1,553.40	\$1,861.20	\$3,349.60	\$89.25	\$6,853.45	\$1,969.89	\$1,875.14	\$375.00	\$7,316.40	\$1,341.34	\$2,492.16	\$15,369.93
MAR												
APR												
May-June												
TOTAL	\$10,417.80	\$9,989.10	\$19,833.00	\$410.45	\$39,102.15	\$11,435.36	\$11,646.53	\$1,950.00	\$46,981.20	\$8,613.22	\$16,043.31	\$96,669.62

MONTH February 2023 FOOD SERVICE REPORT

General Journal Entries Allocation of Ala Carte

INCOME		DEBIT	CREDIT
02-005-000-000-701-601	Sales of Lunches	\$6,853.45	
02-005-000-000-705-601	Student Breakfast		\$1,553.40
02-005-000-000-701-606	Adult Lunches		\$1,861.20
02-005-000-000-707-601	Student Ala Carte		\$3,349.60
02-005-000-000-707-606	Adult Ala Carte		\$89.25
 EXPENSES			
02-005-770-000-707-1770	Salaries Ala Carte	\$1,969.89	
02-005-770-000-707-490	Food Other	\$1,875.14	
02-005-770-000-707-495	Milk Other	\$375.00	
02-005-770-000-705-490	Food Breakfast	\$7,316.40	
02-005-770-000-705-495	Milk Breakfast	\$1,341.34	
02-005-770-000-705-1770	Salaries Breakfast	\$2,492.16	
02-005-770-000-701-1770	Cooks Asst. Salaries		\$4,462.05
02-005-770-000-701-490	Food Type A		\$9,191.54
02-005-770-000-701-495	Milk Type A		\$1,716.34



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: March 16, 2023
RE: Recommendation for Employment

I am recommending the employment of Kylie Barthel for the 1.0 FTE Long Term Substitute Teacher for Special Education, to begin on April 17th due to a FMLA request. This Long-Term Substitute position will continue the remainder of the school year, and will also encompass professional days at the end of the year. Hire pending appropriate licensure.

RATE OF PAY:	Per contract BA1
HOURS TO BE WORKED:	8 hours/day (Monday – Friday)
START DATE:	April 17, 2023
LENGTH OF CONTRACT:	6/7/23
BUDGETED CURRENT YEAR:	yes
POSTED:	Posted internally and externally
RATIONALE FOR HIRE:	Ms. Barthel is familiar with Washington Elementary School as she student taught in one of our Kindergarten classrooms this past fall. She comes with applicable experience and will be a great fit as our long-term substitute.
STAR CODE:	

(Employment is contingent upon Cloquet School Board approval.)

RM/BA



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Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: March 15, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment for **Rhonda Card** to provide homebound instruction for a student at the Cloquet High School.

RATE OF PAY: \$32.66

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

STARTING DATE: As soon as possible

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

BUDGETED CURRENT YEAR: Yes

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

(Employment is contingent upon Cloquet School Board approval)

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Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: March 1, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of **Chloe Danielson and Joseph Backus** as a 6.5 hours/day Check and Connect Paraprofessional at the Cloquet High School for the remainder of the 2022-2023 school year. Our SPDG grant fully covers this expenditure.

RATE OF PAY: Step 1

TOTAL COST: Per Contract

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

STARTING DATE: March 14, 2023

LENGTH OF CONTRACT: 2022-2023 School year

POSTED: Yes

REASON FOR HIRE: Temporary positions to fill the gap from our Social Worker resigning mid-year. Positions only exist for the remainder of the 22-23 school year.

(Employment is contingent upon Cloquet School Board approval)

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: March 1, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of **Chloe Danielson and Joseph Backus** as a 6.5 hours/day Check and Connect Paraprofessional at the Cloquet High School for the remainder of the 2022-2023 school year. Our SPDG grant fully covers this expenditure.

RATE OF PAY: Step 1

TOTAL COST: Per Contract

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

STARTING DATE: March 14, 2023

LENGTH OF CONTRACT: 2022-2023 School year

POSTED: Yes

REASON FOR HIRE: Temporary positions to fill the gap from our Social Worker resigning mid-year. Positions only exist for the remainder of the 22-23 school year.

(Employment is contingent upon Cloquet School Board approval)

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



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

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

TO: Dr. Michael Cary, Cloquet Superintendent
FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director
DATE: March 13, 2023
RE: Recommendation for Employment

I am recommending the employment of Ms. Andrea Clark for the posted paraprofessional positions at Northern Lights Academy Cooperative #6096-52 at the Garfield location for the 2022-2023 school year.

RATE OF PAY: Step 1 of the 2022-2024 Paraprofessionals' Master Agreement
TOTAL COST: \$17.93 per hour
HOURS TO BE WORKED: 6.75 hours/day (Monday-Friday)
START DATE: March 21, 2023
LENGTH OF CONTRACT: On going
BUDGETED CURRENT YEAR: Yes
POSTED: Yes, internally and externally.
RATIONALE FOR HIRE:

NLA is recommending Ms. Clark to fill the open paraprofessional position at the Northern Lights Academy at the Garfield building. Ms. Clark has been filling in as a substitute paraprofessional for the last 2 weeks and has life experiences which qualify her for the position. We are excited to have her work with our students! There were no other applicants for the position.

(Employment is contingent upon Cloquet School Board approval.)

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: February 28th, 2023
RE: Hiring of Lauren McCollum

I am recommending that Lauren McCollum be hired as a Program Assistant for Kids Corner.

RATE OF PAY: \$15.97
HOURS TO BE WORKED: 25-40 (full time in the summer)
STARTING DATE: 02/28/2023
LENGTH OF CONTRACT: ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Resignation of Morgan Tope-Yates
QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: March 7th, 2023
RE: Hiring of Katherine Johnson

I am recommending that Katherine Johnson be hired as a Program Assistant for Kids Corner.

RATE OF PAY: \$15.15
HOURS TO BE WORKED: 25-40 (full time in the summer)
STARTING DATE: 03/07/2023
LENGTH OF CONTRACT: ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Resignation of Morgan Tope-Yates
QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: March 9, 2023

FROM: Erin Bates, Community Education Director

RE: I am recommending that Allison Ringat be hired as a Program Aide for Cloquet Community Education.

RATE OF PAY: \$11.28 per hour

HOURS TO BE WORKED: Up to 20 hours week

STARTING DATE: April 1, 2023

LENGTH OF CONTRACT: Ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Opening

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Rescind and reissue boys hockey coach contract

Please rescind the \$3000 contract to Jake Boehse for his work with the boys hockey team and reissue it for \$3500. This amount, in addition to any taxes and benefits, will be paid from the boys hockey booster club. There is no cost to the school district.

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: Spring 3 act play help

Please approve the stipends listed below. This is for individuals who will be helping with our spring 3 act play. This amount, in addition to any taxes and benefits, will be paid out of the spring 3 act play activity account. There is no cost to the school district.

- Dennis Francisco-\$700
- John Justad- \$600
- Audrey Beryl- \$400
- Lonna Witte- \$400

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

PR



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Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet Senior High

DATE: March 6, 2023

RE: Extended Day High School Staffing (Spring Break Academy)

I recommend that the following staff be hired for Spring Break Academy (Credit Recovery) for the 2022-2023 school year:

<u>Teacher</u>	<u>Total Hours – (03/27/22 – 03/29/22)</u>	<u>Rate of Pay</u>	<u>School Site</u>
Shelly Ross	27 Hours	\$35.38/Hour	CHS
Andrew Miller	27 Hours	\$35.38/Hour	CHS
Kevin Brenner	27 Hours	\$35.38/Hour	CHS
Erin Streblow	27 Hours	\$35.38/Hour	CHS

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Credit Recovery

(Employment is subject to Cloquet School Board Approval)

From the Desk of:

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

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

Please approve the individual below to volunteer to help with our baseball team

- Joe Backus

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

PR



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Cloquet, Minnesota 55720

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Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Churchill Elementary Principal

DATE: March 3, 2023

RE: Permission to Post for 1.0 FTE Learning Disabilities Special Education Teacher

I am requesting permission to post for a 1.0 FTE Learning Disabilities Special Education Teacher at Churchill Elementary starting the 2023-2024 school year, due to retirement.

(Employment is contingent upon Cloquet School Board approval.)



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

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

To: Dr. Michael Cary
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: March 13, 2023
Re: Permission to Post

The Northern Lights Academy is requesting permission to post for a 1.0 Special Education Teacher (EBD licensure preferred) for the 2023-2024 school year. The current teacher is licensed as a Tier 1 teacher, therefore, we need to post it. The current teacher is aware that the posting is required. Please let me know if you have any questions.



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: March 15, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE Kindergarten Teacher at Washington Elementary. This position would start in the fall of 2023, and is due to the upcoming retirement of one of our current Kindergarten teachers.

RM/BA

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



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: March 15, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE Dean of Students to serve our K-4 students at Washington Elementary. The posting is due to a current teacher leaving after this school year ends. This position would begin fall of 2023.

RM/BA

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal

DATE: 3/16/2023

Re: Permission to Post

I am requesting permission to post for 1.0 FTE Multi-Categorical Special Education Teaching Position at Cloquet Middle School for the 2023-2024 school year and continuing. This request is due to a staff member transferring to CHS.

TB:KP

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

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

DATE: March 7, 2023

RE: Permission to Post for Targeted Services Summer Staffing

I am asking for permission to post for the following positions for our 2023 Summer Targeted Services Programming to take place Session 1: June 12-15, June 19-22 & June 26-29, 2023; Session 2: July 31-August 3, August 7-10 & August 14- 17, 2023.

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

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

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
From: Lance Horvat, ESY coordinator
Date: March 13, 2023
RE: Permission to Post

I am asking for authorization to hire the following positions that will be needed for the summer 2023 Extended School Year (ESY) program:

- Special Ed. Teacher DCD – 12 sessions at 5 hrs./session. (June 12, 13,14,15,19,20,21,22,26,27,28,29) + 8 hours training and prep
- Special Ed. Teacher SLD - 12 sessions at 3.5 hrs. / session (dates same as above) + 8 hours training and prep
- (10) Paraprofessional positions - 12 sessions at 4.5 hrs./session (June 12, 13,14,15,19,20,21,22,26,27,28,29) + 8 hrs training

●
DCD/ASD High School & Middle School held at high school

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

Elementary SLD held at high school

- One (1) Teacher SLD up to 42 hrs. (plus 8 hrs for training and prep)

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

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

District-wide Support

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



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Memorandum

To: Cloquet School Board Members

From: Dylan Carlson
Director of Facilities and Grounds

Date: March 15th, 2023

RE: Summer Maintenance Hours 2023

I am requesting the board to authorize the Director of Facilities and Grounds to approve up to 5,780 hours for 2023 summer maintenance and cleaning as listed below. This is the same amount of maintenance hours that was requested and approved last summer.

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



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: March 1, 2023

RE: **Permission to Post**

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



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: March 8, 2023

RE: **Permission to Post**

I am requesting permission to post for two homebound teachers for the Cloquet High School. This request is for 5 hours per week of instruction and 1 hour per week of prep per student. This is necessary as the students are at home for medical reasons.



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal

DATE: March 1, 2023

Re: Permission to Post

I am requesting permission to post for One Homebased Teacher position for Cloquet Middle School for the remaining 2022-2023 school year.

TB:KP



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To: Dr. Michael Cary
From: Connie Hyde, CAAEP Principal
Date: March 20, 2023
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:mrt

2022-2023 Student Enrollment Report

5/27/2022	Dates	9/8	9/21	10/5	10/17	11/9	11/22	12/7	1/4	1/17	2/8	2/21	3/15						
	CHURCHILL																		
18	Handicap Kindergarten	17	20	20	20	20	20	21	20	20	20	20	20						
15	Early Five/Dev Kindergarten	22	22	22	22	22	22	21	21	21	21	21	21						
70	Kindergarten - All Day	66	62	61	61	61	61	61	61	62	61	61	62						
53	First Grade	71	72	71	71	71	71	71	71	71	71	71	71						
71	Second Grade	49	46	45	45	45	45	45	45	46	46	46	46						
69	Third Grade	80	79	79	79	79	79	79	79	79	76	76	77						
71	Fourth Grade	78	78	78	78	77	77	77	77	76	74	74	74						
367	TOTAL CHURCHILL	383	379	376	376	375	375	375	374	375	369	369	371	0	0	0	0	0	0
	WASHINGTON																		
20	Handicap Kindergarten	17	19	18	18	17	17	18	19	19	19	18	18						
81	Kindergarten - All Day	80	80	81	81	82	83	82	81	81	82	83	83						
78	First Grade	107	108	107	107	106	106	106	105	105	105	106	106						
106	Second Grade	89	89	88	88	88	88	87	86	86	86	86	86						
114	Third Grade	104	104	104	103	102	102	102	101	101	102	101	101						
106	Fourth Grade	103	102	102	102	101	102	102	102	102	102	102	102						
505	TOTAL WASHINGTON	500	502	500	499	496	498	497	494	494	496	496	496	0	0	0	0	0	0
872	TOTAL ELEMENTARY	883	881	876	875	871	873	872	868	869	865	865	867	0	0	0	0	0	0
	Open Enrollment-Elementary																		
	MIDDLE SCHOOL																		
191	Fifth Grade	184	183	182	182	181	181	182	181	184	183	183	183						
192	Sixth Grade	199	199	200	198	199	200	196	199	201	202	201	200						
204	Seventh Grade	195	193	191	190	190	190	190	190	188	190	190	191						
203	Eighth Grade	208	209	209	209	210	211	211	211	211	211	210	209						
790	TOTAL MIDDLE SCHOOL	786	784	782	779	780	782	779	781	784	786	784	783	0	0	0	0	0	0
	Open Enrollment-CMS																		
	HIGH SCHOOL																		
215	Ninth Grade	208	206	206	204	203	203	200	200	200	198	196	194						
205	Tenth Grade	215	213	210	209	209	209	209	209	208	206	205	204						
175	Eleventh Grade	214	214	210	209	206	204	202	202	202	200	199	195						
159	Twelfth Grade	180	177	177	177	177	175	177	175	175	175	176	176						
754	TOTAL HIGH SCHOOL	817	810	803	799	795	791	788	786	785	779	776	769	0	0	0	0	0	0
	Open Enrollment-CHS																		
2416	TOTAL HK-12	2486	2475	2461	2453	2446	2446	2439	2435	2438	2430	2425	2419	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	75	74	77	75	78	81	80						
10	Junior High (grades 6-8)	9	9	10	10	9	9	9	8	9	9	11	10						
89	TOTAL CAAEP-Full-Time	84	86	88	85	82	84	83	85	84	87	92	90	0	0	0	0	0	0
	** CAAEP - PART-TIME																		
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2539	GRAND TOTAL	2570	2561	2549	2538	2528	2530	2522	2520	2522	2517	2517	2509	0	0	0	0	0	0

** NOT included in totals.

DISTRICT HEALTH & SAFETY, AND CRISIS COMMITTEE MEETING SUMMARY

TUESDAY, MARCH 7, 2023
3:45 P.M., GARFIELD BOARD ROOM

Committee Members:

- Committee Chair - Tim Prosen, CHS Asst. Principal
- Executive Assistant - Mary Marciniak
- Garfield School - David Perry
- Middle School - Mike Bushey
- Churchill School - Chris Esse
- Washington School - Scott Carlson
- High School - Sarah Ellena
- Director of Facilities & Grounds - Dylan Carlson
- School Board Representative - Ken Scarbrough
- School Board Representative - Gary Huard
- School Board Representative – Sarah Buhs
- SRO, Jared Braveheart - Absent

I. **Approval of January 10, 2022, Meeting Summary**

S. Ellena made a motion to approve the January 10, 2022, meeting summary as presented. D. Perry seconded the motion, and it was approved by unanimous yeas of all members present at roll call.

II. **Old Business**

- Required 2022-2023 Building Drills (5 Lockdown Drills, 5 Fire Drills, 1 Evacuation Drill, 1 Tornado Drill). Mary will resend the Google link to the report.
- CPR/AED Recertification was held on Friday, March 3, 2023. A large number (26 staff members) were certified. Ask admin if paraprofessionals should be certified next school year.

III. **New Business**

- Building Accident Reports for Students were reviewed by S. Ellena
- Building Accident Reports for Staff were reviewed by T. Prosen

IV. **Building Level Reports**

Health, Safety & Crisis Building Reports

- Garfield- Nothing to report.
- CHS – Issues with overflowing urinals, paper towels shredding and better cleaning of the men’s bathroom on first floor mid-day. Parking lots are really icy and can they be salted/sanded? Dylan said they are looking to fix the plumbing for the urinals and hope to replace paper towels with hand dryers if the budgets allow.
- CMS – Nothing to report.
- Churchill – Light cover is hanging by playground door. Dylan said they need to get the lift out there to fix it.
- Washington – Nothing to report.
- Sarah Buhs asked a couple follow up questions from last meeting. The first questions was regarding emergency lights in the middle school band room and if they were ever installed. Dylan said he would look into it. Also, she asked for an update on student jumping incident at the high school. Gary Huard asked if anything was going to be done with the current windows to prevent it from happening again. Dylan said they are looking at options to limit clearance, but there is no plan in the budget to replace the windows.

V. **Next Meeting**

- Wednesday, May 10, 2023

VI. **Adjournment**

There being nothing further to discuss, the meeting adjourned at 4:14 p.m.

Respectfully submitted,

Mary Marciniak
Executive Assistant to the Superintendent
Cloquet Public Schools

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: March 13, 2023
FROM: Erin Bates, Community Education Director
RE: Increase School Readiness tuition for FY24

We are proposing increasing tuition for School Readiness for FY24 due to increases in teacher and assistant payroll as well as other costs. Tuition is on a sliding scale in relation to family income.

Current tuition:

4 yo 3 full day/week: \$160/month
4 yo 2 full day/week: \$115/month
4 yo 3 half day/week: \$107/month
3 yo 2 half day/week: \$45.50/month

Proposed tuition:

4 yo 3 full day/week: \$180/month
4 yo 2 full day/week: \$130/month
4 yo 3 half day/week: \$120/month
3 yo 2 half day /week: \$53/month

“Employment is subject to Cloquet School Board Approval”

To: Dr. Cary, Superintendent of Cloquet Schools
Ms. Dena Hagen, Director of Special Education

From: Barb Mackey, Assistant Special Education Director



Date: March 8, 2023

Re: Intent to Negotiate

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

Thank you.

March 8, 2022

Dear Cloquet Public School Board Members,

My name is Haley Kachinske and I am currently the MARSS/Data Information Specialist and Homeless Liaison for the district. My current contract will expire on June 30, 2023. I would like to submit my intent to negotiate for the upcoming contract.

Sincerely,

Haley Kachinske

A handwritten signature in black ink, appearing to read "Haley Kachinske". The signature is fluid and cursive, with the first name "Haley" being more prominent and the last name "Kachinske" written in a more compact, connected style.



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7 March 2023

To: Dr. Michael Cary and Cloquet School Board
From: Teresa Angell, President of the Cloquet Non-Certified Administrative Support Association
Re: Request to Negotiate

Dr. Cary and the Cloquet School Board,

On behalf of the Cloquet Non-Certified Administrative Support Association, I would like to convey the association's request to negotiate our current contract which expires on June 30, 2023.

Please let us know when we can schedule a time to start negotiations.

Sincerely,

Teresa Angell

Teresa Angell
President

To: Dr. Cary, Superintendent
Cloquet School Board

From: Beth Nelson, Central Printing

Date: March 13, 2022

Re: Intent to Negotiate

Dear Dr. Cary and Cloquet Public School Board Members,

Please accept this memo as my intent to negotiate the next contract for my position in Central Printing. My current contract will expire on June 30, 2023.

Sincerely,

Beth Nelson

March 14, 2023

Dr. Michael Cary
Superintendent
Cloquet Public Schools ISD 94
302 14th Street, Cloquet, MN 55720

Dear Dr. Cary,

This letter serves as official notice of intent to negotiate the Cloquet Information Technology Support Association contract. The unit's current contract expires on June 30, 2023; therefore, we wish to meet with you at the earliest opportunity in order to negotiate the contract that will take effect on July 1, 2023. Please inform us as to a convenient date to arrange a meeting for this purpose.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "William Bauer".

William Bauer
Secretary
Cloquet Information Technology Support Association

cc: Brett Gibson, Association President
Mark Brenner, Association Treasurer
MN Bureau of Mediation Services

Adopted: 12/5/95

Revised: 8/12/86, 10/27/87, 9/26/89, 11/12/91, 2/22/94, 4/9/96, 10/26/09, 10/25/10

#423.1 INSURANCE BENEFITS NON-UNION EMPLOYEES

I. HEALTH INSURANCE FOR FULL-TIME EMPLOYEES:

A. Full-Time, Nine (9) to Twelve (12) Month Employees:

1. Full-time personnel shall receive the same health insurance benefits package as established in the Teacher Master Contract in article X, section 2a while employed with the district. The employee is not eligible for continued contributions towards healthcare after severing with the district.

II. DENTAL INSURANCE FOR FULL-TIME NINE (9) TO TWELVE (12) MONTH EMPLOYEES:

- A.** Full-time personnel shall receive the same dental benefit package as established in the Teacher Master Contract in article X, section 2e while employed with the district. The employee is not eligible for continued contributions towards dental insurance after severing with the district.

III. LIFE INSURANCE FOR FULL-TIME NINE (9) TO TWELVE (12) MONTH EMPLOYEES:

- A.** Qualified employees (see Policy #423.0) shall also receive term life insurance in an amount of \$50,000 at school district expense.

IV. LONG-TERM DISABILITY BENEFITS:

- A.** Qualified employees (see Policy #423.0) long-term disability benefits will be provided, according to the terms of the District's Long-Term Disability Policy at employee expense up to 66 2/3 % of the employee's basic salary to a maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days.

1. All eligible employees shall be required to participate in the group at their own expense.
2. The salary of each employee shall be increased by the cost of their long-term disability premium.

V. UNION PERSONNEL

- A.** Employees, who qualify for membership in one of the District's employee unions, shall not have their union employment days or hours included in the benefits qualification calculations listed in this policy.

VI. Community Education employees are excluded from this policy.

VII. 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.

Adopted: 10/14/19

Revised: 10/14/19

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

- (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
- 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
- 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district’s website.

Data Practices Contacts

Responsible Authority:

Dr. Michael Cary
 Superintendent
 Cloquet Public Schools
 302 14th Street
 Cloquet, MN 55720
mcary@isd94.org
 218-879-6721, ext. 6202

Data Practices Compliance Official:

Dr. Michael Cary
 Superintendent
 Cloquet Public Schools
 302 14th Street
 Cloquet, MN 55720
mcary@isd94.org
 218-879-6721, ext. 6202

Data Practices Designee(s):

Dr. Michael Cary
 Superintendent
 Cloquet Public Schools
 302 14th Street
 Cloquet, MN 55720
mcary@isd94.org
 218-879-6721, ext. 6202

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.01 (Government Data)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.025 (Government Entity Obligation)
- Minn. Stat. § 13.03 (Access to Government Data)
- Minn. Stat. § 13.04 (Rights of Subjects to Data)
- Minn. Stat. § 13.05 (Duties of Responsible Authority)
- Minn. Stat. § 13.32 (Educational Data)
- Minn. Rules Part 1205.0300 (Access to Public Data)
- Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**INDEPENDENT SCHOOL DISTRICT NO. 94
PUBLIC DATA REQUEST FORM**

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS: *	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: 5/27/03

Revised: 4/28/03

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or member of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have a access to school district policies~~copy of the policy manual, and a copy shall be placed in the office of each school attendance center~~. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies on a timely basis. The superintendent shall be responsible for developing a system of periodic review. In addition, the school board shall review the following policies annually: 506 Student Discipline, 722 Public Data and Data Subject Requests, and 806 Crisis Management Policy.
- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.09, Subd. 1 (School District Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Adopted: 11/13/18, 11/10/08, 5/27/03

Revised: 5/9/22, 11/13/18, 11/10/08, 4/28/03

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with [Minnesota Statutes, Chapter 118A](#). Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract.

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$208,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member -has no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (~~Teacher Hiring, Dismissal~~[Employment; Contract; Termination](#))

- Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
- Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
- Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
- Minn. Stat. § 471.89 (Contract, When Void)
- Op. Atty. Gen. 437-A-4, March 15, 1935
- Op. Atty. Gen. 90-C-5, July 30, 1940
- Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Adopted: 10/22/18, 12/5/95

Revised: 10/22/18, 12/17/12, 6/22/09, 12/16/96, 11/1/96

#410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 ~~United States Code~~ [section](#)§ 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and

Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: [\(1\)](#) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or [\(2\)](#) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;

4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address ~~parental~~ care needs of a covered military member's parent who is incapable of self - care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section- § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;

- c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
 3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or

- (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed

during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the employerschool district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employerschool district so that the total leave does not exceed 12 weeks, unless agreed to by the employerschool district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employerschool district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

2. ~~1.~~—An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. ~~2.~~—During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

2. ~~3.~~—The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

2. ~~A.~~—An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver’s education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

2. ~~1.~~—take leave for the entire period or periods of the planned medical treatment;
or

2. ~~2.~~—move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the instructional employee begins leave for a purpose other than the employee’s own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the

leave will last more than two weeks or if the employee’s return from leave would occur during the last two weeks of the semester.

- 3. If the instructional employee begins leave for a purpose other than the employee’s own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

~~4.D.~~ If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

~~The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district’s leave responsibilities and obligations, including the obligation to continue the employee’s health insurance and other benefits, if an instructional employee’s leave entitlement ends before the involuntary leave period expires.~~

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. ~~This policy~~ A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- ~~B. This policy will be reviewed at least annually for compliance with state and federal law.~~

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accomodations)

10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees—[Family and Medical Leave Act Summary](#)).

Adopted: _____

MSBA/MASA Model Policy 415

Orig. 1995

Revised: _____

Rev. 201522

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to ~~fully~~ comply fully with Minnesota Statutes section § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Mandated Reporters" means a professional or professional's delegate while engaged in education. ~~any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.~~

G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by ~~Minn. Stat. §~~ Minnesota Statutes section 626.5572, Subd. 17.

- J. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. “Vulnerable ~~A~~adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 245A, except as excluded under ~~Minn. Stat. §Minnesota Statutes section~~ 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to ~~adequately~~ provide adequately for the ~~person’s individual’s~~ own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under ~~Minn. Stat. §Minnesota Statutes section~~ 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy ~~shall~~should appear in school personnel handbooks ~~where~~as appropriate.
- B. The school district will develop a method of discussing this policy with employees ~~where~~as appropriate.
- C. This policy ~~shall~~should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (~~Government Data Practices; Collection, Security, and Dissemination of Records;~~ Definitions)
[Minn. Stat. Ch. 245A \(Human Services Licensing\)](#)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.2~~32-34~~ (~~Crimes Against Vulnerable Persons~~[Adults; Definitions](#))
~~Crimes Against the Person~~)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

**Cloquet School District
Superintendent Mid-Year Evaluation Form**

March 20, 2023

Rate your Superintendent in the following areas. Circle the grade and make comments in the space below each item: Distinguished; Proficient; Basic; Unsatisfactory or Not Observed.

JOB KNOWLEDGE

Legal

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Finance/Budget

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Contracts (Grade labor contracts under Labor Negotiations)

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

COMMUNICATION

Keeping Board Informed on Emergencies and Unusual Circumstances.

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Agenda and Board Packet

- Distinguished
- Proficient
- Basic
- Unsatisfactory
- Not Observed

Communication and Visibility with Community

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

PLANNING

Strategic Plan

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Building

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Enrollments and Personnel

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Labor Negotiations

- Distinguished
 - Proficient
 - Basic
 - Unsatisfactory
 - Not Observed
-
-

Superintendent Evaluation Definition List

Distinguished

The superintendent regularly exceeds basic competence expectations in this category.

Proficient

The superintendent regularly meets basic competence expectations and exceeds expectation on occasion in this category.

Basic

The superintendent regularly meets basic competence expectations in this category.

Unsatisfactory

The superintendent does not meet acceptable standards of performance in this category on a regular basis.

Not Observed

**CARLTON COUNTY
GREEN SCHOOLS PROJECT
GRANT AGREEMENT**

This Agreement is made as of the 2nd day of March, 2023, between THE COUNTY OF CARLTON, hereinafter "Grantor", a body corporate and politic existing under the laws of the State of Minnesota, and the CLOQUET SCHOOL DISTRICT, hereinafter "Grantee".

WHEREAS, state law establishes ambitious recycling goals for counties and mandates that counties plan for and ensure the provision of recycling services and opportunities; and

WHEREAS, Carlton County is committed to maintaining and expanding its already successful recycling and waste reduction programs; and

WHEREAS, Carlton County has funds for the purpose of expanding recycling and waste reduction efforts within Carlton County schools; and

WHEREAS, Carlton County has determined that the proposal (attached herein), submitted by Grantee promotes a successful recycling and waste reduction program; and;

WHEREAS, the Grantee will comply with all State and County permitting requirements;

NOW, THEREFORE, the parties hereby agree as follows:

1. The contact person for Grantor is Resource & Recycling Coordinator, Carlton County Zoning and Environmental Services, PO Box 220, 301 Walnut Avenue, Carlton, MN 55718.
2. The contact person for Grantee is HEIDI MATTINEN

located at 515 GRANITE STREET, CLOQUET, MN 55720
(School Address) (Zip Code)
3. Grantor has agreed to provide Grantee a grant in the sum of \$1,312 (one thousand three hundred twelve dollars) subject to the following conditions:
 - a. Grantee shall incur eligible expenses as follows:
 - i. Collection materials for an effective recycling program must be purchased first. Remaining eligible purchases must aid in improved recycling and waste reduction efforts.
 - ii. Total grant funds shall be spent within six (6) months of the date of this agreement or by the last day of the school year, whichever occurs first.

- b. The Grantee shall provide the Grantor a detailed final report on expenditures of grant funds six (6) months from the date of this agreement or by the last day of the school year, whichever occurs first.
- c. The Grantee shall establish a "Green Team" to research and promote 'green' initiatives within their schools and provide Grantor with contact information for the team members.
- d. The Grantee shall make available all information necessary for tracking waste and recycling volumes and disposal costs for a minimum of six (6) months from the date of this agreement.
- e. The Grantee shall hold harmless and indemnify the Grantor and its officers, agents, and employees from any and all damages or financial obligations incurred by the Grantee in the grant project.

The Grantee warrants that such sums shall be used only for the purposes identified in subparagraph 3.a, above. Further, the Grantee shall not sell or dispose of any equipment purchased with the grant funds without prior written notification to, and approval from, the Grantor. The Grantor shall have the right to match any bonafide offer for the equipment at the fair market value minus the amount of the grant. Such right to purchase shall continue for five (5) years after the grant term or December 31, 2024.

- f. The provision of this grant does not constitute a joint venture or enterprise between the Grantee and the Grantor.
- g. Grantee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. The Grantee agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
- h. The Grantee warrants that it has an affirmative action plan in place.

- i. The Grantee warrants that it shall comply with the terms of the grant application, attached as Exhibit A, and this grant application agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above indicated.

CLOQUET SCHOOL DISTRICT

BY: _____
Superintendent

Date: _____

BY: _____
Chair, School Board

Date: _____

CARLTON COUNTY

BY: _____
HEATHER CUNNINGHAM
Carlton County Zoning & Environmental
Services Administrator

Date: _____

BY: _____
KEVIN DEVRIENDT
County Auditor/Treasurer

Date: _____

BY: _____
RICHARD BRENNER
Chairperson, Carlton County Board

Date: _____

APPROVED AS TO FORM & EXECUTION

BY: _____
LAURI KETOLA
County Attorney

Date: _____



News & Notes:

- **March 1** — Ripsaw Robotics Presentation (grades 2-4)
- **March 2** — 2nd Trimester ends
- **March 2 @ 3:30-7:00 pm** — Conferences & Book Fair
- **March 3 @ 8:00-11:30 am** — Conferences
- **March 3** — No school for students
- **March 6** — Kinder Music Programs (Switzer, Clark)
- **March 8** — Just Kids Dental Presentations (Grades K-2)
- **March 9** — 1st Grade Music Program
- **March 12** — Daylight Savings (Spring Forward)
- **March 13** — March Birthday Lunch
- **March 14** — Kindergarten Round-Up (no regular school for kindergarten this day)
- **March 20** — July Birthday Lunch
- **March 20** — Spring Begins!
- **March 21 @ 6:30-7:30 pm** — PIE (Partners in Education) Meeting in the Washington Media Center
- **March 23** — Last day of EXCEL
- **March 23 @ 5:30-7:00 pm** — Family Fun Literacy Night, Blast Off Into Reading! Cloquet Public Library
- **March 24** — Spirit Day
- **March 27—March 31** (Spring Break) No school

S.A.T. meetings



When it comes to **Character Education**, we focused on CARING in the month of February. Now that we have launched into March the focus will be DOING THE RIGHT THING. The Anishinaabe teaching for the month is WISDOM. As always, we appreciate your partnership in talking to your child about our character education trait and how it applies to his/her life at school, home and in the community! These two combined together remind us that sometimes it takes wisdom to make the choice to do the right thing. We have choices to make every day! When we make choices that are for the good of those around us, or when our actions support and encourage those around us, we are doing the right thing.

This trimester our Washington staff have decided that we want to do our trimester reward for students OUTSIDE! Kids have been working hard in their classrooms and showing purple PRIDE - we look forward to having some fun with them to celebrate! Our **Winter Wonderland** Schedule is as follows: (Return the blue form or call the office if you wish to volunteer to help).

Monday, March 6 9:00-9:45—2nd Grade
 10:00-10:45—1st Grade
 1:30-2:15—3rd Grade
 Tuesday, March 7 1:30-2:15—4th Grade
 Friday, March 10 9:00-9:45—Kindergarten



Family Movie and Game Night



Thank you to Carmen's, Premier Theatres, Kwik Trip, Washington Partners in Education, Washington staff, National Honor Society volunteers from CHS, and Girl Scout Troop 4066 for helping support the event.

This spring we are collecting pop tabs to raise money for the Ronald McDonald House. Students can bring pop tabs to deposit in the main entry area (by door 1).



Kids Heart Challenge was a HUGE success!!

Washington Elementary students jumped in feet first and set records during the Kids Heart Challenge. In total, students were able to bring in \$36,000 for the American Heart Association, which was the highest total in school history. (And Washington was second in the state for funds raised, out of all the elementary schools!!) Click [HERE](#) for WDIO's report on our event. We also had 130 students make it into the \$100 Club which was also a school record! The Kids Heart Challenge Program is a great community service project where students get to collect funds for the American Heart Association to help support the fight against childhood obesity, heart disease and stroke through education and life-saving research. Washington has been involved with this program for 25 years, and we couldn't be prouder of our students for their outstanding efforts!



For Youth Art Month, the Cloquet Public Library is displaying student art through March 22. Stop in to see art displayed from many of our Washington students. Thank you, Mrs. Dando, for working with our students and the Library so that this is possible!



February: "I Love to Read"

As we spring into March, let's take a look back at what February had in store for our students and staff! February was "I Love to Read Month," and we enjoyed fun dress up days, Friday D.E.A.R. (Drop Everything And Read) times, and included a virtual visit with featured author, Bruce Hale. Enjoy some pictures of our Media Center's Book Café!



SPRING
is coming



Notes from the Nurse:

When to Keep Your Child Home As "Ill":

- Fever over 100.0 F
- Vomiting (or 24 hours after last episode)
- Persistent harsh cough
- Body aches/headache/chills

Communicable illnesses:

- COVID—call us
- Strep throat (okay to return after first dose of antibiotic)
- Influenza w/fever – keep home until no fever without medication for 24 hours
- Impetigo
- Pink eye
- Chicken pox – call us!!
- Head Lice – call us!!

Good hand washing is very important to prevent illnesses of all sorts!!

End of Day Assistance Requested!

Parents/guardians, it is important for your child to be in school the full school day. Please do not pick up your child early unless it is for a scheduled appointment or an emergency. As always, we appreciate as much advance notice as possible. Thank you.



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: March 16, 2023

RE: **Internal Transfer**

Kyle Wordelman will be transferring from CMS to CHS to fill our 1.0 FTE Setting III EBD teaching position for the 2023-2024 School Year.

Our vacancy is due to the retirement of Yvonne Davis.

Employment is based on Cloquet School Board approval.



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

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

To: Dr. Michael Cary, Superintendent for the Cloquet Public Schools
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: March 14, 2023
Re: Internal Transfer Memo

Due to student needs and the lack of applicants for the 1:1 position in our room for students with autism, I need to make an internal transfer for Elizabeth Strickland. Starting March 14th, she will move from one classroom in the Garfield building to the 1:1 position located in the Garfield building in the classroom for students with autism. The certified staff at Garfield also feel that the 1:1 position may be a better fit for Ms. Strickland. We will review how the transfer is going at the end of 2 weeks and determine if it will continue.

I talked with Miss Strickland yesterday afternoon and have also sent her an email today notifying her of the internal transfer and the reasons for the transfer.

Please let me know if you have any questions.