



Cloquet Public Schools

Regular Meeting

Monday, April 24, 2023 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

1. Sarah Ellena - Immunization Requirements and Family Communication
2. Board Communications and Priorities for the 2023-2024 School Year

6:00 pm Regular Meeting

I. Roll Call

II. Pledge of Allegiance

III. Consider Approval of Board Agenda

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1. Tuesday, April 25, 2023 - Equity Committee Meeting - 3:45 p.m. - Washington Elementary School	

2. Wednesday, April 26, 2023 - JOM/LIEC Committee Meeting - 5:30 p.m. - TBD

3. Tuesday, May 9, 2023 - Wellness Committee Meeting - 3:45 p.m. - Boardroom

4. Monday, May 8, 2023 - Regular School Board Meeting

5:30 p.m. Working Session

6:00 p.m. Regular Meeting

5. Wednesday, May 10, 2023 - Health and Safety Committee - 3:45 p.m. - Boardroom

6. Tuesday, May 16, 2023 - Community Education Advisory Meeting - 5:30 p.m - CE Conf. Room

XIV. Adjournment

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3. Permission to Post

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- c. Homebound Teacher at Cloquet Middle School

VIII. School Board Committee Report

1. Student Enrollment Report as of April 18, 2023
2. Equity Committee Meeting Summary

IX. Agenda Addendums

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1. Immunization Communication Timeline and Sample Letters
2. 2023-2024 General Fund Budget Changes
3. Negotiations Update

XII. For Your Information

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2. Internal Transfer of Kindergarten Teacher to 2nd Grade (Christine Esse), Early 5's Teacher to Kindergarten (Elizabeth Nelson) and Elimination of Early 5's Program at Churchill
3. Internal Transfer of 3rd Grade Teacher to 2nd Grade Teacher at Washington (Annette Bringe-Wick)
4. Internal Transfer of 2nd Grade Teacher to Intervention Teacher at Washington (Jolene Aho)
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3. Tuesday, May 2, 2023 - Wellness Committee Meeting - 3:45 p.m. - Boardroom
4. Monday, May 8, 2023 - Regular School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Regular Meeting
5. Wednesday, May 10, 2023 - Health and Safety Committee - 3:45 p.m. - Boardroom
6. Tuesday, May 16, 2023 - Community Education Advisory Meeting - 5:30 p.m - CE Conf. Room

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April 10, 2023

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

Topics discussed:

Dr. Cary gave an update on negotiations including teachers, NLA assistant special ed director and student data information specialist. He informed the board of a new scholarship developed by alumnus Dr. Marvin Rintala that will be available for our students starting next year. The outdoor physical education and activity complex construction and finance packages were reviewed, and additional questions were answered by representatives from Krause Anderson. Board members asked questions about new hires and licenses. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:16 p.m.

April 10, 2023

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on April 10, 2023, was called to order by Board Chair N. Sandman at 6:21 p.m.

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

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

Present in Person:

- | | |
|---|--|
| • Dr. Michael Cary, Superintendent | • Steve Battaglia, HS Principal |
| • Mary Marciniak, Exec. Asst. to the Superintendent
– via remote | • Paul Riess, Activities Director |
| • Candace Nelis, Business Manager | • Ashlee Lennartson, EM-C Teacher Representative |
| • Dylan Carlson, Director of Building and Grounds | • Bill Bauer, Technology Support Specialist |

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

APPROVAL OF BOARD AGENDA

- RESOLVED by K. Scarbrough to approve the April 10, 2023, special board agenda, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by G. Huard to approve the March 20, 2023, and April 5, 2023, school board meeting minutes, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yeas 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. C. Nelis, Business Manager, gave an update on the budget process and that she will bring the budget to the board by April 24, 2023. D. Carlson, Director of Buildings and Grounds, gave an update on summer hiring.

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

RESOLVED by D. Battaglia to approve Claims, April 6, 2023; Hand Checks, March 23 and 30, 2023 and April 6, 2023, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

CONSENT ITEMS

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

1. Retirements:

- Stacy Peterson, 1.0 FTE Kindergarten Teacher at Churchill Elementary, effective June 7, 2023

2. Recommendations of Employment:

	NAME	POSITION/LOCATION	SALARY**	START DATE
a.	Kennedy Firkus-Houge	1.0 FTE DCD S/P Sp. Ed Teacher at Churchill	BA Step 2	8/22/2023
b.	Jenna Lund	1.0 FTE ECSE Teacher	MA Step 4	8/22/2023
c.	Rachel Schmidt	1.0 FTE EBD Sp. Ed Teacher at Washington	BA Step 6	8/22/2023
d.	Jenna Lundquist	1.0 FTE DCD M-M Special Ed Teacher – Wash.	MA Step 4	8/21/2023
e.	Lisa Paulson	1.0 FTE LT Sub PE CMS *1 st 30 days at sub rate	Sub Rate*	5/9/2023 Approx
f.	Angela Garbett	Homebased Teacher	\$32.66/hr	4/4/2023
g.	Samantha Larson	Program Assistant at Kids Corner	\$15.15/hr	3/19/2023

3. Permission to Post

- 1.0 FTE Kindergarten Teacher at Churchill Elementary starting the 2023-2024 SY
- 1.0 FTE Title I Teacher at Washington Elementary School starting the 2023-2024 SY
- 6.75 hrs/day LPN Paraprofessional at NLA Starting the 2023-2024 SY
- 2023 Summer ESY Positions at NLA

4. Staffing Adjustments

- Lauren Empson, .04 FTE to 1.0 FTE English Teacher at CAAEP for the 2023-2024 SY

5. Grant Applications/Grant Awards/Donations

- Minnesota Youth at Work Grant Application

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

SCHOOL BOARD COMMITTEE REPORTS

- Student enrollment report from April 5, 2023, was reviewed.
- Report was given on March 20, 2023, closed session – mid-year review of Superintendent Cary

AGENDA ADDENDUMS

- None were presented at this time.

NEW BUSINESS

- RESOLVED by K. Scarbrough to approve the resolution stating the intentions of the school board to issue taxable general obligation capital facilities bond series 2023A, in the maximum aggregate principal amount of \$2,715,000.00 and taking other actions with respect thereto, as presented. G. Huard seconded the motion. A roll call vote was called: N. Sandman-yea, M. Juntunen-yea, D. Battaglia-yea, S. Buhs-yea, G. Huard-yea, K. Scarbrough-yea. The motion passed by a 6-0 vote.
- RESOLVED by G. Huard to approve the sponsorship agreement for the outdoor physical education and activity complex with Members Cooperative Credit Union, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by D. Battaglia to approve the finance and construction plan for the outdoor physical education and activity complex renovation project, as presented. D. Battaglia amended his motion to include alternates 2, 3a, 5a, 5b and 6. N. Sandman seconded the amended motion. A roll call vote was called: N. Sandman-yea, M. Juntunen-yea, D. Battaglia-yea, S. Buhs-yea, G. Huard-yea, K. Scarbrough-yea. The motion passed by a 6-0 vote.
- Policy revisions 208, 210, 410 and 415 were reviewed in a 2nd reading.

SUPERINTENDENT'S REPORT

- Dr. Cary covered most items in the working session. He gave an update on the code of conduct policy.

FOR YOUR INFORMATION

- Transfer of 1.0 FTE Title I Teacher to 1.0 FTE Kindergarten Teacher at Washington Elementary Starting the 2023-2024 School Year
- March 21, 2023 District Wellness Policy Committee Meeting Summary

- Washington Elementary Teacher, Kim Peddle, Awarded Fund for Teacher Grant
- Washington Elementary April Newsletter
- Power Lunch Summary

UPCOMING MEETINGS/EVENTS

- Monday, April 17, 2023 - Technology Committee Meeting - 4 p.m - Boardroom
- Tuesday, April 18, 2023 - Community Education Advisory Meeting - 5:30 p.m - CE Conference Room
- Monday, April 24, 2023 - Regular School Board Meeting, 5:30 p.m. Working Session,6:00 p.m. Regular Meeting

ADJOURNMENT

There being nothing further to discuss, Board Chair Nate Sandman adjourned the meeting at 6:33 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello from Churchill. Tis the season for rubber boots on our playground as things were beginning to dry nicely until this latest snowfall. MCA testing is well underway with most grades three and four students completing the reading portion. The mathematics portion begins the week of April 24th. Churchill's grade four Math Masters group will compete in Duluth on Friday, April 21st. Churchill will host a grade 4 music program with families on Friday, April 28th. Field trip season is in the air with grade one attending their annual trip to the Duluth Playhouse Tuesday, May 1st. Once May begins we begin to prepare for the next school year with class lists, and master schedules being completed. May also will bring many fun end-of-the-year events including field trips, picnics, and track and field day.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

We have had many wonderful things happening at Washington! Here is a quick glimpse:

- McTeacher night... hundreds of people came, and we raised \$1,364.00 for our school
- Dairy Queen night is coming up on 4/25
- MCA testing (Reading is April 17-20, Math is April 14-27)
- Severe Weather Week awareness and tornado drill this week
- Patrols visiting the VFW 4/20
- 2nd grade music program 4/20
- 2nd grade to the Science Museum 4/21
- 4th grade Math Master's competition in Duluth 4/21

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

CMS would like to thank the Cloquet Ed Foundation for their generous grant allowing the entire 5th-grade class (all 183 students) to see Tuck Everlasting at the Norshor Theatre for **FREE** on May 2. Also, with the help of the CMS Literacy Grant, we purchased the Tuck Everlasting book for the entire 5th-grade class. CMS students will read the book in advance of attending the production and will be able to form their unique ideas about the plot. Finally, the CMS Choir group will also attend the performance with their teacher Rhonda Card.

We celebrated college and career week from March 20 through 24. This allowed students to listen to CMS staff talk about their college experiences. Then create a classroom door that represents a college of their choice. Students also completed a RIASEC inventory survey and then partook in a career fair in the 8th-grade pod. Seeing the students collaborating, researching, and thinking about different career pathways was great. CMS started the MCA testing on April 12th and will continue with required testing through May 4. Thank you to staff for helping make this a smooth process and encouraging students to try their best.

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- We gave the ACT test at CHS on Tues. 4/18
- Last week we kicked off MCA testing with the reading portion. Math and Science MCAs will take place soon.
- A group of CHS staff members attended the Minnesota Indian Education Association (MIEA) conference last week.
- Spring sports competitions have started - despite the snow and cold!

- Mr. Swanson (CHS Government teacher) led a trip to Washington DC from Saturday, April 15 to Wednesday, April 19th taking thirteen senior students on the trip.
- We continue to work on the 23-24 master schedule.
- Prom was held on Sat. 4/22 at Pier B

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP is finishing up with MCA tests and will have make up testing next week.

Students of CAAEP did an “Earth Day” clean up at the forestry center and had a successful Restorative Practices Day as well.

CAAEP is in the process of planning summer programming and is looking forward to collaboration with the REACH program and the county again for more hands-on summer school credit recovery programming.

Graduation is coming up fast. The students are excited for prom on the 29th of April and the Sr.s are counting down the days to graduation.

Submitted by Connie Hyde, CAAEP Principal

Community Education

ECFE/School Readiness/EC Screenings:

Fig Tree Fundraiser for the playground started on April 4th. To date, fundraising for the playground has reached \$11,820. Makeup early childhood screenings from a snow day in February will happen at the end of May.

Enrichment and Recreation:

New offerings this summer include Fishing on Lake Superior and the Harry Potter Mixed Media Art Camp. We will have bus trips to the State Fair on August 31 and to the Twins game (vs. Red Sox) on June 22.

SACC:

Registration for Kids Corner Summer Programming opened up on April 10th. Over 100 children are already registered, so there are just a few remaining spots. Highlighted field trips include Frosty Ridge Alpaca Farm, Skyline Bowling, and Defy Trampoline Park.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:

No report submitted

Building and Grounds

No report submitted

Technology

The Technology Department has continued to focus on budget planning for the upcoming school year. We have reviewed our existing technology resources, identified areas where we need to make improvements, and obtained quotes for necessary upgrades. We are confident that our budget planning efforts will result in technology resources that will facilitate learning and support student success.

In addition to budget planning, we are making progress in refreshing the business labs at CHS. We have identified the needs for the labs and are getting several quotes from vendors on replacement hardware. This upgrade will significantly enhance the learning form students at CHS since the equipment in the business labs was originally manufactured in 2010 & 2011. Newer hardware will expand the capabilities of the business labs and provide more opportunities to the students. We will procure the equipment and upgrade the labs over the summer.

Finally, we have continued to support the staff and students throughout the school district for any of their technology needs. With MCA testing happening in much of the district, so far (fingers crossed) we have not any significant issues that had impacted MCA testing.

Submitted by T.J. Smith, Technology Director

April 24, 2023

PRE-SALE REPORT FOR

Independent School District No. 94 (Cloquet Public Schools), Minnesota

**\$2,715,000 Taxable General Obligation
Capital Facilities Bonds, Series 2023A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Matthew Hammer, Senior Municipal Advisor
Jodie Zesbaugh, Senior Municipal Advisor
Greg Crowe, President

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$2,715,000 Taxable General Obligation Capital Facilities Bonds, Series 2023A

Purposes:

The proposed issue will finance improvements to school sites, including reconstruction of the district's track, tennis courts and relocation of softball field.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 123B.62. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. The District will be required to make a debt service levy each year to finance payments on the Bonds; however, there will be an equal offsetting reduction in general fund levies, so the net impact is that the payments are funded from operating capital revenue or other general fund revenues. The first year's interest payment on the Bonds will be paid with funds on hand in the debt service fund.

Term/Call Feature:

The Bonds are being issued for a term of 12 years, 8 months. Principal on the Bonds will be due on February 1 of 2025 through 2036. Interest will be due every six months beginning February 1, 2024.

The Bonds maturing on February 1, 2033 and later will be subject to prepayment at the discretion of the District on February 1, 2032 or any date thereafter.

Bank Qualification:

Because the Bonds are taxable obligations they will not be designated as "bank qualified" obligations.

State Credit Enhancement:

By resolution the District covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Moody's "Aa1" rating. The District's most recent bond issues were rated by Moody's Investors Service. The current rating on those bonds is "A1" (underlying rating) and "Aa1" (credit enhanced rating). The District will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The Bonds are taxable obligations and are therefore not subject to IRS arbitrage and yield restriction requirements.

Investment of Bond Proceeds:

Ehlers can assist the District in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's Investors Service, Inc.

This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

School Board Approved Resolution Authorizing Sale of the Bonds:	April 10, 2023
Ehlers Presents Pre-Sale Report to School Board:	April 24, 2023
Due Diligence Call to Review Official Statement:	Week of May 1, 2023
Conference with Rating Agency:	Week of May 1, 2023
Distribute Official Statement:	May 11, 2023
Ehlers Receives and Evaluates Proposals for Purchase of Bonds:	May 22, 2023
School Board Approves Resolution to Award the Sale of the Bonds:	May 22, 2023
Estimated Closing Date:	June 15, 2023

Attachments

Estimated Sources and Uses of Funds

Estimated Net Debt Service Schedule

Estimated Combined Capital Facilities Bond Schedule

EHLERS' CONTACTS

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Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Brian Shannon, Senior Finance Manager	(651) 697-8515

ESTIMATES PRIOR TO BOND SALE

Cloquet School District No. 94

April 11, 2023

Estimated Sources & Uses of Funds for Capital Facilities Bonds

	Capital Facilities Bonds
Authorized Principal Amount	\$2,715,000
Sources of Funds	
Par Amount	\$2,715,000
Estimated Premium ¹	88,295
Funds on Hand - Debt Service Fund	96,034
Total Sources	\$2,899,330
Uses of Funds	
Underwriter's Discount ²	\$38,010
Capitalized Interest ³	96,034
Legal and Fiscal Costs ⁴	49,000
Net Available for Project Costs	2,716,285
Total Uses	\$2,899,330

- 1 The underwriter of the bonds may pay a premium to purchase the bonds. They will retain a portion of the premium as their compensation, or underwriter's discount. The remainder of the premium will be deposited to the construction fund or pay cost of issuance.
- 2 The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.
- 3 The district will finance the first year's interest payment with funds on hand in the debt service fund.
- 4 Includes fees for municipal advisor, bond counsel, rating agency, paying agent, and county certificates.

Cloquet School District No. 94, MN

\$2,715,000 Taxable General Obligation Capital Facilities Bonds, Series 2023A

Dated: June 15, 2023

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
06/15/2023	-	-	-	-	-	-	-
02/01/2024	-	-	96,034.31	96,034.31	(96,034.31)	-	-
08/01/2024	-	-	76,487.50	76,487.50	-	76,487.50	-
02/01/2025	90,000.00	5.750%	76,487.50	166,487.50	-	166,487.50	242,975.00
08/01/2025	-	-	73,900.00	73,900.00	-	73,900.00	-
02/01/2026	95,000.00	5.750%	73,900.00	168,900.00	-	168,900.00	242,800.00
08/01/2026	-	-	71,168.75	71,168.75	-	71,168.75	-
02/01/2027	95,000.00	5.750%	71,168.75	166,168.75	-	166,168.75	237,337.50
08/01/2027	-	-	68,437.50	68,437.50	-	68,437.50	-
02/01/2028	100,000.00	5.750%	68,437.50	168,437.50	-	168,437.50	236,875.00
08/01/2028	-	-	65,562.50	65,562.50	-	65,562.50	-
02/01/2029	110,000.00	5.750%	65,562.50	175,562.50	-	175,562.50	241,125.00
08/01/2029	-	-	62,400.00	62,400.00	-	62,400.00	-
02/01/2030	120,000.00	5.750%	62,400.00	182,400.00	-	182,400.00	244,800.00
08/01/2030	-	-	58,950.00	58,950.00	-	58,950.00	-
02/01/2031	120,000.00	5.750%	58,950.00	178,950.00	-	178,950.00	237,900.00
08/01/2031	-	-	55,500.00	55,500.00	-	55,500.00	-
02/01/2032	355,000.00	5.750%	55,500.00	410,500.00	-	410,500.00	466,000.00
08/01/2032	-	-	45,293.75	45,293.75	-	45,293.75	-
02/01/2033	375,000.00	5.750%	45,293.75	420,293.75	-	420,293.75	465,587.50
08/01/2033	-	-	34,512.50	34,512.50	-	34,512.50	-
02/01/2034	395,000.00	5.500%	34,512.50	429,512.50	-	429,512.50	464,025.00
08/01/2034	-	-	23,650.00	23,650.00	-	23,650.00	-
02/01/2035	420,000.00	5.500%	23,650.00	443,650.00	-	443,650.00	467,300.00
08/01/2035	-	-	12,100.00	12,100.00	-	12,100.00	-
02/01/2036	440,000.00	5.500%	12,100.00	452,100.00	-	452,100.00	464,200.00
Total	\$2,715,000.00	-	\$1,391,959.31	\$4,106,959.31	(96,034.31)	\$4,010,925.00	-

Yield Statistics

Bond Year Dollars	\$24,844.42
Average Life	9.151 Years
Average Coupon	5.6027047%
Net Interest Cost (NIC)	5.4003037%
True Interest Cost (TIC)	5.3422790%
All Inclusive Cost (AIC)	5.5999769%
Bond Yield for Arbitrage Purposes	5.1301510%

IRS Form 8038

Net Interest Cost	5.0952073%
Weighted Average Maturity	9.127 Years

ESTIMATES PRIOR TO BOND SALE

Cloquet School District No. 94

April 11, 2023

Estimated Combined Capital Facilities Bond Schedule

Assumes Taxable Interest Rates

Proposed Bonds :	2023A
Authorized Principal:	\$2,715,000
Estimated Principal:	\$2,715,000
Dated Date:	6/15/2023
Number of Years:	13
Average Interest Rate:	5.34%

Est. Operating Capital Revenue:	\$668,915 Annually *
Revenue Used (2021A & 2023A):	72.2%

		Existing Debt - 2021A Capital Facilities Bonds				Proposed New Debt - 2023A Capital Facilities Bonds				Combined Totals		
Year Taxes Payable	Fiscal Year	Principal	Interest	Total Payments	Initial Debt Service Levies (P & I at 105%)	Principal	Interest	Total Payments	Initial Debt Service Levies (P & I at 105%)	Total Payments	Debt Service Levies (P & I at 105%)	Remaining Operating Capital Revenue
2023	2024	190,000	36,950	226,950	238,298	0	96,034	96,034	0	322,984	238,298	\$430,617
2024	2025	195,000	31,250	226,250	237,563	90,000	152,975	242,975	255,124	469,225	492,686	\$176,228
2025	2026	200,000	25,400	225,400	236,670	95,000	147,800	242,800	254,940	468,200	491,610	\$177,305
2026	2027	210,000	19,400	229,400	240,870	95,000	142,338	237,338	249,204	466,738	490,074	\$178,840
2027	2028	215,000	13,100	228,100	239,505	100,000	136,875	236,875	248,719	464,975	488,224	\$180,691
2028	2029	220,000	6,650	226,650	237,983	110,000	131,125	241,125	253,181	467,775	491,164	\$177,751
2029	2030	220,000	4,450	224,450	235,673	120,000	124,800	244,800	257,040	469,250	492,713	\$176,202
2030	2031	225,000	2,250	227,250	238,613	120,000	117,900	237,900	249,795	465,150	488,408	\$180,507
2031	2032	0	0	0	0	355,000	111,000	466,000	489,300	466,000	489,300	\$179,615
2032	2033	0	0	0	0	375,000	90,588	465,588	488,867	465,588	488,867	\$180,048
2033	2034	0	0	0	0	395,000	69,025	464,025	487,226	464,025	487,226	\$181,688
2034	2035	0	0	0	0	420,000	47,300	467,300	490,665	467,300	490,665	\$178,250
2035	2036	0	0	0	0	440,000	24,200	464,200	487,410	464,200	487,410	\$181,505
2036	2037	0	0	0	0	0	0	0	0	0	0	\$668,915
2037	2038	0	0	0	0	0	0	0	0	0	0	\$668,915
2037	2038	0	0	0	0	0	0	0	0	0	0	\$668,915
2038	2039	0	0	0	0	0	0	0	0	0	0	\$668,915
		\$1,860,000	\$181,950	\$2,041,950	\$2,144,048	\$2,715,000	\$1,391,959	\$4,106,959	\$4,211,471	\$6,148,909	\$6,355,519	

* Fiscal Year 2023-24 Estimated Revenue from Pay 2023 Levy Limitation and Certification Report.
 First year's interest payments on Capital Facilities bond will be paid from funds on hand in the debt service fund.

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$98,975.67
02	Food Services	\$98.67
03	Transportation	\$59.96
04	Community Services	\$12,488.80
05	Capital Expenditure	\$24.75
12	Activities	\$9,294.17
45	OPEB Irrevocable Trust	\$841.26
Report Total		\$121,783.28

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	100203	20355	Check	1	7518	SYCK, RODERICK	Yes	No	No	USD	04/25/2023	14.82
		100204	20356	Check	1	7811	TENNIS WAREHOUSE	Yes	No	No	USD	04/25/2023	189.00
		100147	20357	Check	1	10668	THE FIG TREE	Yes	No	No	USD	04/25/2023	2,700.00
		100191	20358	Check	1	56350	UPPER LAKES FOODS	Yes	No	No	USD	04/25/2023	230.28
		100193	20359	Check	1	57280	WANGEN, DAVID	Yes	No	No	USD	04/25/2023	1,008.70
		100140	20360	Check	1	10184	WANOUS LYNSEE	Yes	No	No	USD	04/25/2023	360.58
		100150	20361	Check	1	10782	WHITTET NIKI	Yes	No	No	USD	04/25/2023	74.98
		100212	20362	Check	1	8634	WKLK WMOZ	Yes	No	No	USD	04/25/2023	160.00
		100145	20363	Check	1	10482	WOOD CITY MOTORS	Yes	No	No	USD	04/25/2023	61.39
		100174	20364	Check	1	2731	YOUNG, HEATHER	Yes	No	No	USD	04/25/2023	104.00
Bank Total: 2												\$121,783.28	
Report Total:												\$121,783.28	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$16,702.23
03	Transportation	\$105,463.11
Report Total		\$122,165.34

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	100134	20269	Check	1	9452		CARY, MICHAEL	Yes	No	No	USD	04/12/2023	59.95
			100131	20270	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	04/12/2023	105,463.11
			100133	20271	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/12/2023	1,778.36
			100132	20272	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	04/12/2023	14,863.92
														Bank Total: 2	\$122,165.34
														Report Total:	\$122,165.34

Cloquet Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0094	2	20269	9452		CARY, MICHAEL		Check		
				E 01	005 020 000 000 366	Travel		\$59.95	
PO#:		Voucher #:	177731	Invoice	Invoice No: 4.11.23	4/12/2023	Paid Amt:	\$59.95	
							Check Amount:	\$59.95	
0094	2	20270	11051		CLOQUET TRANSIT CO		Check		
				E 03	005 760 000 720 360	Transportation Cont		\$80,463.11	
				E 03	005 760 000 723 360	Transportation Cont		\$25,000.00	
PO#:		Voucher #:	177730	Invoice	Invoice No: 23-08	4/12/2023	Paid Amt:	\$105,463.11	
							Check Amount:	\$105,463.11	
0094	2	20271	5675		MINNESOTA ENERGY RESOURCES		Check		
				E 01	005 810 000 000 330	Utilities		\$1,217.15	
				E 01	105 810 000 000 330	Utilities		\$278.27	
				E 01	202 810 000 000 330	Utilities		\$282.94	
PO#:		Voucher #:	177728	Invoice	Invoice No: MARCH 2023	4/12/2023	Paid Amt:	\$1,778.36	
							Check Amount:	\$1,778.36	
0094	2	20272	36651		MINNESOTA POWER		Check		
				E 01	101 810 000 000 332	Electricity		\$606.40	
				E 01	201 810 000 000 332	Electricity		\$14,257.52	
PO#:		Voucher #:	177729	Invoice	Invoice No: MARCH 2023	4/12/2023	Paid Amt:	\$14,863.92	
							Check Amount:	\$14,863.92	
								Report Total:	\$122,165.34

Candace Nelis

From: Miller, Rachael E <millerr@pfmam.com>
Sent: Wednesday, February 15, 2023 12:17 PM
To: Candace Nelis
Subject: MSDLAF Confirmation # - Cloquet Public SD

You don't often get email from millerr@pfmam.com. [Learn why this is important](#)

Hi Candace –

The confirmation number for your exchange today (from MAX to Liquid) in the amount of \$1.1mm is 3660616.

Thank you!
Rachael

Rachael E. Miller
Client Consultant | Client Services Group

PFM Asset Management LLC | Minnesota School District Liquid Asset Fund Plus (MSDLAF+)
millerr@pfmam.com | **phone** 888.467.3523 x2 | **fax** 888.535.0120 | **web** www.msdlaf.org
213 Market Street | Harrisburg, PA 17101

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Candace Nelis

From: Lummus, Rickey <lummusr@pfmam.com>
Sent: Wednesday, April 19, 2023 4:28 PM
To: Candace Nelis
Cc: CSGMidwestRegion
Subject: RE: Confirmations

Hello Candace,

Below is the basic information we have at hand.

1. 2/22/2023 for \$500,000.00 (Is this for \$50,000?) – if so Transfer from General Fund to Flex Account; Confirmation # 3663977
2. 3/21/2023 for \$300,000.00 – Exchange from MAX to Cash in the General Fund; Confirmation # 3680229

Hopefully that is what you are looking for but please let us know if you need anything additional.

Thank you,

Rickey Lummus
Client Service Representative

PFM Asset Management LLC

Minnesota School District Liquid Asset Fund Plus (MSDLAF+) | www.msdlaf.org | p: 888.467.3523 x 2 | f: 888.535.0120 | lummusr@pfmam.com

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Candace Nelis

From: ConnectAdminNoReply@usbank.com
Sent: Wednesday, February 22, 2023 12:08 PM
To: Candace Nelis
Subject: Transaction Notification

Email auto-generated – do not reply to this email address.

Dear Candace,

Please be advised of the transaction requested below for CLOQUET PUBLIC SCHOOLS, ISD# 94

Account: Flex Account
Transaction Type: Transfer Purchase
Bank Name:
Amount: 50,000.00
Confirmation #: 3663978
Submitted Date/Time: 02/22/2023 12:53:19 ET
Effective Date: 02/22/2023
Submitted By: Candace Nelis

Account: General Fund
Transaction Type: Transfer Redemption
Bank Name:
Amount: 50,000.00
Confirmation #: 3663977
Submitted Date/Time: 02/22/2023 12:53:19 ET
Effective Date: 02/22/2023
Submitted By: Candace Nelis

To review your transaction activity, please log on to <http://www.msdlaf.org>. From the left side menu, select Activity History th

Sincerely

Minnesota School District Liquid Asset Fund

Please do not reply directly to this email message. If you have any questions please call Minnesota School District Liquid AS

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Transfer Submitted

CLOQUET PUBLIC SCHOOLS, ISD# 94

CN

Transfer Amount

[Print Confirmation](#)

\$1,100,000.00

Confirmation #

3667712

Transaction Type

Transfer Between Products

Transfer From

600041 - General Fund
MSDLAF+ MAX Class

Transfer To

MSDLAF+ Liquid Class

Date Scheduled

Feb 28, 2023

[Make Another Transaction](#)

[Done](#)



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Transfer Submitted

CLOQUET PUBLIC SCHOOLS, ISD# 94

CN

Transfer Amount

[Print Confirmation](#)

\$300,000.00

Confirmation # 3673138

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled Mar 08, 2023

[Make Another Transaction](#)

[Done](#)

Candace Nelis

From: Lummus, Rickey <lummusr@pfmam.com>
Sent: Wednesday, April 19, 2023 4:28 PM
To: Candace Nelis
Cc: CSGMidwestRegion
Subject: RE: Confirmations

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Hopefully that is what you are looking for but please let us know if you need anything additional.

Thank you,

Rickey Lummus
Client Service Representative

PFM Asset Management LLC

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Transfer Submitted

CLOQUET PUBLIC SCHOOLS, ISD# 94

CN

Transfer Amount

[Print Confirmation](#)

\$250,000.00

Confirmation #

3683383

Transaction Type

Transfer Between Products

Transfer From

600041 - General Fund
MSDLAF+ MAX Class

Transfer To

MSDLAF+ Liquid Class

Date Scheduled

Mar 27, 2023

[Make Another Transaction](#)

[Done](#)



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- CONTACT US
- ✉️ Secure Contact
- 🔗 FAQ

Transfer Submitted

CLOQUET PUBLIC SCHOOLS, ISD# 94

CN

Transfer Amount

[Print Confirmation](#)

\$1,250,000.00

Confirmation # 3684933

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled Mar 29, 2023

[Make Another Transaction](#)

[Done](#)



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- 🕒 Activity History
- 📄 Statements & Documents
- ⚙️ Organizational Settings
- CONTACT US
- ✉️ Secure Contact
- ❓ FAQ

Transfer Submitted

CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94
Transfer Amount

🖨️ Print Confirmation

\$1,500,000.00

Confirmation # 3693917

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled Apr 12, 2023

Make Another Transaction

Done



-  Accounts Dashboard
-  Activity History
-  Statements & Documents
-  Organizational Settings
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FOOD SERVICE REPORT

MONTH	March	2023	MONTH TO DATE	7
TOTAL INCOME		\$125,064.80		
TOTAL COSTS		\$139,887.84		
NET		<\$14,823.04>		
TOTAL INCOME PER MEAL		\$4.09		
TOTAL COST PER MEAL		\$4.57		
NET		<\$0.48>		
MEALS		30,640	YTD =	218,509

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS	
SENIOR HIGH	11.12	264.36	39%	
MIDDLE SCHOOL	4.59	488.53	68%	
WASHINGTON	0.3	320	70%	
CHURCHILL	0.95	228.53	68%	
QUEEN OF PEACE	0	58.82	61%	
CAAEP	1.12	40.89	63%	
Lii' LUMBERJACKS	0	26.75	84%	
NLA	0.12	11.65	76%	
OUR SAV.NLA	0	6	90%	
TOTALS	18.2	1445.53	59%	75% Total program
	enrollment		2697	
	attendance		2423	

FOOD SERVICE ALLOCATION
Year 2022-2023

CLOQUET SCHOOL DISTRICT

MONTH	INCOME					COSTS						TOTAL
	705-601 STUDENT BKST	701-606 ADULT FULL LUNCH	707-601 STUDENT ALA CARTE	707-606 ADULT ALA CARTE	701-601 TOTAL	707-170 SALARIES ALA CARTE	707-490 FOOD JUICE SNACKS	707-495 MILK EXTRA	705-490 FOOD BKST	705-495 MILK BKST	705-170 SALARIES BKST	
SEPT	\$1,763.80	\$787.05	\$3,160.45	\$59.50	\$4,222.60	\$1,846.55	\$2,053.74	\$217.50	\$7,333.20	\$1,344.42	\$2,803.68	\$15,599.09
OCT	\$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	\$1,591.50	\$1,529.55	\$3,108.80	\$34.75	\$6,264.60	\$1,753.82	\$1,958.28	\$427.00	\$7,363.20	\$1,349.92	\$2,492.16	\$15,344.38
APR												
May-June												
TOTAL	\$12,009.30	\$11,518.65	\$22,941.80	\$445.20	\$45,366.75	\$13,189.18	\$13,604.81	\$2,377.00	\$54,344.40	\$9,963.14	\$18,535.47	\$112,014.00

MONTH March 2023 FOOD SERVICE REPORT

General Journal Entries Allocation of Ala Carte

INCOME		DEBIT	CREDIT
02-005-000-000-701-601	Sales of Lunches	\$6,264.60	
02-005-000-000-705-601	Student Breakfast		\$1,591.50
02-005-000-000-701-606	Adult Lunches		\$1,529.55
02-005-000-000-707-601	Student Ala Carte		\$3,108.80
02-005-000-000-707-606	Adult Ala Carte		\$34.75
EXPENSES			
02-005-770-000-707-1770	Salaries Ala Carte	\$1,753.82	
02-005-770-000-707-490	Food Other	\$1,958.28	
02-005-770-000-707-495	Milk Other	\$427.00	
02-005-770-000-705-490	Food Breakfast	\$7,363.20	
02-005-770-000-705-495	Milk Breakfast	\$1,349.92	
02-005-770-000-705-1770	Salaries Breakfast	\$2,492.16	
02-005-770-000-701-1770	Cooks Asst. Salaries		\$4,245.98
02-005-770-000-701-490	Food Type A		\$9,321.48
02-005-770-000-701-495	Milk Type A		\$1,776.92



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<http://www.isd94.org>

Memorandum

To: Cloquet School Board

From: Dr. Michael Cary, Superintendent

Date: April 18, 2023

RE: Termination of Paraprofessional/AIE Liaison

The following paraprofessional and AIE Liaison were hired as temporary substitutes to cover for staff leaves of absences. Their employment with the district will be terminated as follows:

Kevin Keely – 6.75 hrs/day AIE Liaison effective April 14, 2023

Kim Marciniak – 6.5 hrs/day Consistent Support Paraprofessional effective June 2, 2023

MC:mm

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: April 19, 2023
RE: Recommendation for Employment

I am recommending the employment of Kevin Keely for the 1.0 FTE Long Term Substitute Teacher for Special Education, to begin on April 24, 2023, 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.

RATE OF PAY:	Per contract BA1
HOURS TO BE WORKED:	8 hours/day (Monday – Friday)
START DATE:	April 24, 2023
LENGTH OF CONTRACT:	6/7/23
BUDGETED CURRENT YEAR:	yes
POSTED:	Posted internally and externally
RATIONALE FOR HIRE:	Mr, Keely is familiar with Washington Elementary School as served as a long-term substitute AIE Liaison this winter. He 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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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: April 11, 2023
RE: Recommendation for Employment

I am recommending the employment of Katherine Ringer as a 1.0 FTE SLD Special Education Teacher, starting on August 21, 2023, at Churchill Elementary for the 2023-2024 school year to fill the open position from the retirement of Shelly Pritchett.

RATE OF PAY:	MA Step 5
HOURS TO BE WORKED:	8.00 Hours/Day
START DATE:	August 21, 2023
LENGTH OF CONTRACT:	2023-2024 SY
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Fill Open SLD Special Education Position
STAR CODE:	050100 – 10 periods 050194 - 10 periods 110100 - 10 periods

(Employment is contingent upon Cloquet School Board approval.)

DW:mb



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Tom Brenner, Middle School Principal
DATE: April 24, 2023
RE: Recommendation for Employment

I am recommending the employment of Hannah Strand to fill the 1.0 FTE Multi-Categorical Special Education Teaching Position starting the 2023-2024 school year, pending appropriate licensure.

RATE OF PAY:	BA, Step 2
TOTAL COST:	Contracted Per the 2023-2024 Teachers' Salary Schedule
HOURS TO BE WORKED:	8 Hours/Day (Monday – Friday)
START DATE:	August 22, 2023
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Internally, and externally
STAR REPORTING	194000 & 194001
RATIONALE FOR HIRE:	CMS is excited to recommend Hannah Strand for their open special education position. The interview team felt Hanna's personality, work ethic, and relationship-building would be a good fit for working with our setting III students. Though not currently licensed in special education, she will be enrolled in a program later this spring.

(Employment is contingent upon Cloquet School Board approval.)

TB:KP



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: April 17, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE Special Education Teacher 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: Robbi Mondati, Principal – Washington Elementary School

DATE: April 21, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE 2nd Grade Teacher at Washington Elementary. The posting is due to a current teacher taking an internal transfer to the open 1.0 FTE Intervention Teacher position.

RM/BA

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Tom Brenner, Middle School Principal
DATE: April 12, 2023
Re: Permission to Post

I am requesting permission to post for One Homebound Teacher position for Cloquet Middle School for an 8th grade student.

TB:KP

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	4/5	4/18				
	CHURCHILL																		
18	Handicap Kindergarten	17	20	20	20	20	20	21	20	20	20	20	20	20	20				
15	Early Five/Dev Kindergarten	22	22	22	22	22	22	21	21	21	21	21	21	21	21				
70	Kindergarten - All Day	66	62	61	61	61	61	61	61	62	61	61	62	62	62				
53	First Grade	71	72	71	71	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	46	46				
69	Third Grade	80	79	79	79	79	79	79	79	79	76	76	77	77	77				
71	Fourth Grade	78	78	78	78	77	77	77	77	76	74	74	74	74	75				
367	TOTAL CHURCHILL	383	379	376	376	375	375	375	374	375	369	369	371	371	372	0	0	0	0
	WASHINGTON																		
20	Handicap Kindergarten	17	19	18	18	17	17	18	19	19	19	18	18	18	18				
81	Kindergarten - All Day	80	80	81	81	82	83	82	81	81	82	83	83	83	83				
78	First Grade	107	108	107	107	106	106	106	105	105	105	106	106	106	106				
106	Second Grade	89	89	88	88	88	88	87	86	86	86	86	86	86	86				
114	Third Grade	104	104	104	103	102	102	102	101	101	102	101	101	101	100				
106	Fourth Grade	103	102	102	102	101	102	102	102	102	102	102	102	102	102				
505	TOTAL WASHINGTON	500	502	500	499	496	498	497	494	494	496	496	496	496	495	0	0	0	0
872	TOTAL ELEMENTARY	883	881	876	875	871	873	872	868	869	865	865	867	867	867	0	0	0	0
	Open Enrollment-Elementary																		
	MIDDLE SCHOOL																		
191	Fifth Grade	184	183	182	182	181	181	182	181	184	183	183	183	183	184				
192	Sixth Grade	199	199	200	198	199	200	196	199	201	202	201	200	200	200				
204	Seventh Grade	195	193	191	190	190	190	190	190	188	190	190	191	191	190				
203	Eighth Grade	208	209	209	209	210	211	211	211	211	211	210	209	209	209				
790	TOTAL MIDDLE SCHOOL	786	784	782	779	780	782	779	781	784	786	784	783	783	783	0	0	0	0
	Open Enrollment-CMS																		
	HIGH SCHOOL																		
215	Ninth Grade	208	206	206	204	203	203	200	200	200	198	196	194	191	192				
205	Tenth Grade	215	213	210	209	209	209	209	209	208	206	205	204	200	200				
175	Eleventh Grade	214	214	210	209	206	204	202	202	202	200	199	195	191	191				
159	Twelfth Grade	180	177	177	177	177	175	177	175	175	175	176	176	174	174				
754	TOTAL HIGH SCHOOL	817	810	803	799	795	791	788	786	785	779	776	769	756	757	0	0	0	0
	Open Enrollment-CHS																		
2416	TOTAL HK-12	2486	2475	2461	2453	2446	2446	2439	2435	2438	2430	2425	2419	2406	2407	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	97	94				
10	Junior High (grades 6-8)	9	9	10	10	9	9	9	8	9	9	11	10	10	11				
89	TOTAL CAAEP-Full-Time	84	86	88	85	82	84	83	85	84	87	92	90	107	105	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	2513	2512	0	0	0	0

** NOT included in totals.

EQUITY COMMITTEE MEETING SUMMARY

FOURTH TUESDAY OF THE MONTH-
3:45-5:00 P.M., WASHINGTON SCHOOL, ROOM 30

Committee Members:

- Committee Chair – Wendy Waha
- Indian Education- Teresa Angell
- CAAEP – Leah Lee
- Middle School – Dara Topping & Jenny Rackliffe
- Churchill School – Phil Beadle
- Washington School –Kyra Paitrick & Misha Alaspa
- High School- Michelle Kilroy & Lyndsey Markwardt
- School Board Representatives - Sarah Buhs & Ken Scarbrough
- Administrator – Robbi Mondati
- Parent Representative- TBD
- Student Representative- TBD

1. **Equity Committee agenda:** Our monthly agenda includes Circle Guidelines, our group’s core working values (The Seven Grandfather Teachings of the Anishinaabe), an Equity Magnifier, as well as links and ongoing discussions regarding our three current initiatives.

Subcommittees of our three current Initiatives-

I. Land Acknowledgement: <https://www.youtube.com/watch?v=9y1SonLVouU>

- a. Our Equity Team is discussing the proper protocol for moving this discussion forward.

Next steps-

- a. Identify FDL and District stakeholders as well as community input through a survey-table at this year’s Powwow.
- b. Identify the purpose: why do we want to create a Land Acknowledgement and how will we use it?
- c. Research various Land Acknowledgements, as well as seek guidance from our FDL neighbors.

II. Policy language around student name and gender changes:

- a. The subcommittee drafted, edited and finalized updated language on our district’s “[Student Record Update Form.](#)”

Next steps-

- b. Next year the sub-committee will develop additional policy language using the Minnesota Department of Education guidelines. [MDE Toolkit](#)

III. Diversity/Equity/Inclusion survey: <https://forms.gle/H3onvvgQDYNEk6Pu7> (please feel free to look through the survey but clear the form when finished- do not submit. Thank you!)

- a. The subcommittee met on April 3 to finalize the survey’s questions. Jenny Rackliffe typed the survey on Google Forms. Surveys will be completed in a staff meeting during the 2nd or 3rd week of May, 2023.
- b. Wendy and Teresa created an introductory video which is imbedded in Part I of the survey. Teresa discussed the Achievement & Integration Grant and the importance of this survey in meeting one of the requirements of the grant and in driving our Professional Development for next year. Wendy discussed why the survey is an important measurement for us in moving the work of equity and inclusion forward.

Next steps-

- c. Next year, we will develop a survey for students, grades 5-12 as well as an all Para/staff survey.
2. **Equity Committee Framework:** Our Committees purpose and mission statement.
https://docs.google.com/drawings/d/1Fu5E1INTBmrcC_QWAV5HrCEs1ylqfPV54IOSYfJQzU/edit?usp=sharing
3. **Equity Magnifier:**
[file:///C:/Users/wwaha.CLOQUET/Downloads/Tool%20Equity%20Magnifier%20112519%20\(1\).pdf](file:///C:/Users/wwaha.CLOQUET/Downloads/Tool%20Equity%20Magnifier%20112519%20(1).pdf)
4. **Monthly Equity trainings: Professional Development & Personal Growth for educators in our district-** Wendy provides a monthly Equity training for all elementary staff at Washington & Churchill on Culturally responsive teaching. Trainings meet the 8 hours of Equity competencies needed for re-licensure. She also continues to offer Restorative Circles, as well as consults with all district schools when needs arise.

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

April 24, 2023

RESOLUTION REDUCING AND DISCONTINUING EDUCATIONAL PROGRAMS AND POSITIONS

MEMBER _____ introduced the following resolution and moved its adoption:

WHEREAS the School Board of Independent District No. 94 adopted a resolution on January 9, 2023, directing the Administration to make recommendations regarding the reduction and/or discontinuance of programs and positions, and

WHEREAS, said recommendations have been received and considered by the School Board,

BE IT RESOLVED, by the School Board of Independent District No. 94, as follows: That the following programs and positions or portions thereof, be discontinued:

1. 1.0 FTE DCD M/M Special Education Teacher at Cloquet High School
2. 0.5 FTE Science Teacher at Cloquet High School
3. 0.2 FTE Art Teacher at Cloquet High School
4. 1.0 FTE 6th Grade Teacher at Cloquet Middle School
5. 0.1 FTE Physical Education Teacher at Cloquet Middle School
6. 0.05 FTE Music Teacher at Cloquet Middle School
7. 0.1 FTE Title Invention Teacher at Queen of Peace School

The motion for the adoption of the foregoing resolution was duly seconded by _____

and upon vote being taken thereon, the following voted in favor thereof:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

and the following voted against the same:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

whereupon said resolution was declared duly passed and adopted.

Cloquet, Minnesota

April 24, 2023

Resolution Proposing Placement of a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence

MEMBER _____ introduced the following resolution and moved its adoption:

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

That it is proposed that **JARED ANDERSON**, a continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without pay or fringe benefits for 0.1 FTE of his Physical Education Teaching position, at the end of the 2022-2023 school year effective June 7, 2023. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10.1 upon the grounds described in said statute and which are specifically as follows:

- financial limitations
- discontinuance of position; namely, physical education classes at Cloquet Middle School

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in (his/her) personnel file with a copy of the notice and resolution.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

and the following voted against the same:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

whereupon said resolution was declared duly passed and adopted.

Cloquet, Minnesota

April 24, 2023

MEMBER _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND
NONRENEWAL OF THE TEACHING CONTRACT
OF PROBATIONARY TEACHERS

WHEREAS, the following are probationary teachers in Independent School District No. 94.

BE IT RESOLVED, by the School Board of Independent School District No. 94, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the following probationary teacher in Independent School District No. 94 is hereby terminated at the close of the current 2022-2023 school year.

Kennedy Firkus-Houge, 1.0 Special Education Teacher at Churchill Elementary School (licensure)

Jeremiah Haynes, 0.2 FTE Art Teacher at Cloquet High School (budget cuts)

Nathan Knutson, 1.0 FTE Special Education Teacher at Northern Lights Academy (licensure)

Jodi Lorenz, 1.0 FTE Special Education Teacher at Cloquet High School (licensure and budget cuts)

Jenna Lund, 1.0 ECSE Teacher at Churchill Elementary (licensure)

Rachel Schmidt, 1.0 FTE Special Education Teacher at Washington Elementary School (licensure)

Brea Schminski, 0.1 FTE Title Intervention Teacher at Queen of Peace School (budget cuts)

Stephanie Smith, 1.0 FTE Special Education Floater Teacher at NLA (licensure)

Kevin Taralseth, 0.5 FTE Science Teacher at Cloquet Area Alternative Programs (CAAEP) (budget cuts)

The motion for the adoption of the foregoing resolution was duly seconded by _____

and upon vote being taken thereon, the following voted in favor thereof:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

and the following voted against the same:

- N. Sandman***
- M. Juntunen***
- D. Battaglia***
- S. Buhs***
- G. Huard***
- K. Scarbrough***

whereupon said resolution was declared duly passed and adopted.

Cloquet, Minnesota

April 24, 2023

RESOLVED by _____

RESOLUTION RELATING TO THE TERMINATION AND
NONRENEWAL OF THE LONG-TERM SUBSTITUTE TEACHING
CONTRACT OF A PROBATIONARY TEACHERS

BE IT RESOLVED by the School Board of Independent School District No. 94, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the following teaching contracts and/or substitute teaching position and probationary/substitute teachers:

- **Trish Berger**, 1.0 FTE Special Education, Cloquet Middle School – September 16, 2022 – October 15, 2022
- **Elinor Cich**, 1.0 FTE 3rd Grade, Churchill – November 1, 2022 – January 27, 2023
- **Marianne (Annie) Drexler**, 1.0 FTE 6th Grade, Cloquet Middle School – August 24 – November 18, 2022
- **Hailey Graves**, 1.0 FTE Math, Cloquet Middle School – December 19, 2022-January 20, 2023; and 1.0 FTE 4th Grade, Washington - September 21, 2022-December 16, 2022
- **Amanda Hanson**, 1.0 FTE 2nd Grade, Washington – November 22, 2022 – June 7, 2023
- **Kevin Keely**, 1.0 FTE Special Education, Washington – April 24, 2023- June 7, 2023
- **Deb Levinski**, 0.8 FTE School Counselor, Churchill – August 23 – October 28, 2022
- **Lisa Paulson**, 1.0 FTE Physical Education, Cloquet Middle School, approximately May 9 – June 7, 2023

in Independent School District No. 94 are hereby terminated at the close of the current 2022-2023 school year on June 7, 2023. This action is being taken because their position as a long-term substitute teacher for a teacher or teachers, has been completed.

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

_____ and it was declared adopted on the following vote:

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: April 24, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

April 24, 2023

RESOLVED by _____

That the School Board of Independent School District No. 94 hereby approves the reduction of the following positions effective June 5, 2023, as follows:

- One (1) - 6.5 hrs/day Behavior Intervention Paraprofessional at Washington Elementary School
- One (1) - 6.25 hrs/day Consistent Support Paraprofessional at Washington Elementary School
- One (1) – 6.5 hrs/day Consistent Support Paraprofessional at Washington Elementary School
- One (1) – 6.5 hrs/day DCD M/M Consistent Support and noon supervision at Cloquet Middle School
- One (1) – 6.5 hrs/day DCD S/P Consistent Support Paraprofessional at Cloquet Middle School
- Two (2) – Check and Connect Paraprofessionals at Cloquet High School
- One (1) – Setting IV Paraprofessional at Northern Light Academy (NLA) at the Garfield location

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

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: April 24, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

**AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR SPECIAL EDUCATION ASSISTANT DIRECTOR**

ARTICLE I: PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Barbara Mackey (hereinafter referred to as the "Assistant Director" or "Employee").

ARTICLE II: TERM

The term of this agreement shall be for the period commencing on July 1, 2023 and terminating on June 30, 2025.

ARTICLE III: BASIC COMPENSATION

Section 1. The Assistant Director's annual compensation shall be set as follows:

School Year	Annual Salary
Current – 2022-2023	\$102, 075.67
2023-2024	Align with the Cloquet Assistant Principal's salary plus the Teacher's salary % increase
2024-2025	Align with the Cloquet Assistant Principal's salary plus the Teacher's salary % increase

Section 2. Longevity Pay:

- Years 6-9: \$2,000/year and will increase at the rate of salary increase percentage yearly
- Years 10+: \$3,000/year and will increase at the rate of salary increase percentage yearly

ARTICLE IV: DUTY YEAR

The Assistant Director's position is a two hundred sixty (260) day contract.

ARTICLE V: BENEFITS

Vacation: This contract shall include 25 vacation days. The Assistant Director may carry over up to fifteen (15) vacation days per year. Vacation days may be used starting the first year of this contract. Annual vacation days will be prorated if employment is terminated or employee resigns from the position before June 30th. Proration shall be made based on a 260-day work year starting on July 1 and ending on June 30.

Holidays:

- Two (2) floating holidays (Good Friday and Presidents' Day)
- New Year's - two (2) days
- Memorial Day- one (1) day
- July 4 and July 3 or 5 - two (2) days
- Labor Day- one (1) day
- Thanksgiving - two (2) days
- Christmas - two (2) days

Total of 12 paid holidays.

Emergency Leave: The Assistant Director shall receive three (3) working days per year to be granted with pay with the approval of the superintendent for emergencies as listed below. All such leaves shall be deducted from sick leave.

- Extended or additional bereavement leave;
- Attendance to legal matters, including legal authorities occurring during regular working hours;
- Serious illness in immediate family requiring a doctor visit or hospitalization;
- Natural disasters at an employee's place of residence which may cause potential structural damage or damage to the contents of the residence;
- Other, as approved by the superintendent.

Personal Leave: The Assistant Director shall be granted two (2) personal days per year.

Sick Leave: For the first five (5) years of employment, the Assistant Director shall earn sick leave at a rate of 15 days per year.

Starting year six (6), the Assistant Director shall be credited with 13 days of sick leave on July 1 of each year. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, grandchildren, foster children, or parent.

Sick leave accumulation will be unlimited.

Note: The 2013 Legislature amended a sick leave law which will take precedence over the language in this contract as long as this law is in place. This law allows for 160 hours or 20 days of available sick leave in any 12-month period to be used for absences due to an illness of or injury to an employee's adult child, spouse, sibling, parent, grandparent, or stepparent.

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

403(b)

After one (1) year of administrative service, the School District will make a matching contribution based on the schedule below for all new full-time principals into a 403(b) account.

<u>Contribution Level</u>	<u>Maximum Dollar Cap</u>
FY 2024 = \$3,000	\$55,000.00
FY 2024-25 = TBD – same as principals' contract	

Medical Insurance: Match whatever changes were made to principal contract.

Section 1

The School District shall pay 90% of the full premium costs of the employees and dependent group health insurance costs. A part-time assistant director, .50 FTE or more shall receive 85% of full premium costs of the employees and dependent group health insurance costs.

Section 2 Single Plan: If the assistant director chooses the single plan, the district will pay for the full single health insurance plan or the amount that the assistant director would qualify to receive towards the family plan if the assistant director had selected that plan. The assistant director shall receive no more in health insurance contributions than the cost of the plan s/he selects, plus any HRA/HSA contribution s/he qualifies to receive.

Section 3 Principals' Health Insurance Plan: The Assistant Director's Health Insurance Plan shall be the HDHP 6,750 {Family} or the HDHP 3,375 {Single} or actuarial equivalent. PELRA statutes will govern selecting a new plan should an actuarial equivalent plan not be available. The Assistant Director's Health Insurance Plan includes a \$5,500 HRA or HSA with the family plan or a \$3,250 HRA or HSA with the single plan. When calculating the percentage of reimbursement for a family plan {i.e., 85% for part-time principals}, the percentage calculation will be applied to both the cost of the plan and the cost of the HRA or HSA. The assistant director will assume the responsibility of researching applicable laws or working with an insurance consultant when they decide upon the coverage and either the HRA or HSA option(s) they select.

Fifty percent (50%) of the HRA/HSA benefit for which the assistant director qualifies to receive will be distributed during the month of September. The remainder of the HRA/HSA will be paid in equal amounts, prorated over the remaining months as follows: 1/12 of the remaining amount will be paid each month, October through July. The balance of the HRA/HSA due will be paid in August, effectively a double payment. This 50% "up-front payment" only will apply if the assistant director has a high deductible insurance plan of at least the HDHP 6,750 family plan or the HDHP 3,375 single plan and which are paired with a family plan HRA /HSA \$5,500, a single plan HRA/HSA of \$3,250, or these HRA/HSA amounts as prorated by FTE qualification.

Dental Insurance for Full-Time Employees: Effective July 1, 2013, dental benefits will be paid by the school district at a premium rate of \$28.65 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of \$49.28 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay the additional costs of premiums. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Life Insurance for Full-Time Employees: Full-time employees (as defined in Article V, Sec I) shall also receive term life insurance in an amount of \$150,000 at District expense.

Long-Term Disability Benefits: Full-Time employees shall receive long-term disability benefits 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.

Subd.1. Eligibility: All eligible employees shall be required to participate in the group at their own expense.

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

Premium Only Health Retirement Account: The Assistant Director will receive a District contribution to a Premium-Only Health Retirement Account (HRA) based on the following schedule:

<u>Monthly Contribution Level</u>	<u>Years of Service</u>
0	0 -1
\$ 250	2 - 6
\$ 375	7 - 10
\$ 500	11 - 15
\$ 600	16 and over

Maximum Dollar Cap= \$90,000

ARTICLE VI – SUPPLEMENTAL BENEFITS

Section 1. Membership Dues: The District shall pay the state and national membership dues in the designated professional organizations.

Section 2. National Conventions: Each principal shall be allowed to attend their respective national conventions on an every other year basis and that their expenses be paid as per District policy.

ARTICLE VII: OTHER TERMS

It is further agreed, between the Board of Education and the Assistant Director that the employee shall faithfully work to the best of his/her ability, accept the employment assignment, and abide by the rules and regulations adopted by the Cloquet Board of Education.

The Assistant Special Education Director shall furnish, throughout the life of this contract, a valid and appropriate license to act as Special Education Director in the State of MN as provided by applicable state laws, rules and regulations.

The Assistant Director agrees to provide the District at least eight (8) weeks of notice prior to leaving this job to accept employment elsewhere. This eight-week requirement may be waived upon an alternate agreement with the superintendent.

Dated this _____ day of _____, 2023.

EMPLOYEE

DISTRICT, CHAIR OF BOARD OF EDUCATION

DISTRICT, SUPERINTENDENT OF SCHOOLS

**AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR SPECIAL EDUCATION ASSISTANT DIRECTOR**

ARTICLE I: PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Barbara Mackey (hereinafter referred to as the "Assistant Director" or "Employee").

ARTICLE II: TERM

The term of this agreement shall be for the period commencing on July 1, 2023 and terminating on June 30, 2025.

ARTICLE III: BASIC COMPENSATION

Section 1. The Assistant Director's annual compensation shall be set as follows:

School Year	Annual Salary
Current – 2022-2023	\$102, 075.67
2023-2024	Align with the Cloquet Assistant Principal's salary plus the Teacher's salary % increase
2024-2025	Align with the Cloquet Assistant Principal's salary plus the Teacher's salary % increase

Section 2. Longevity Pay:

- Years 6-9: \$2,000/year and will increase at the rate of salary increase percentage yearly
- Years 10+: \$3,000/year and will increase at the rate of salary increase percentage yearly

ARTICLE IV: DUTY YEAR

The Assistant Director's position is a two hundred sixty (260) day contract.

ARTICLE V: BENEFITS

Vacation: This contract shall include 25 vacation days. The Assistant Director may carry over up to fifteen (15) vacation days per year. Vacation days may be used starting the first year of this contract. Annual vacation days will be prorated if employment is terminated or employee resigns from the position before June 30th. Proration shall be made based on a 260-day work year starting on July 1 and ending on June 30.

Holidays:

- Two (2) floating holidays (Good Friday and Presidents' Day)
- New Year's - two (2) days
- Memorial Day- one (1) day
- July 4 and July 3 or 5 - two (2) days
- Labor Day- one (1) day
- Thanksgiving - two (2) days
- Christmas - two (2) days

Total of 12 paid holidays.

Emergency Leave: The Assistant Director shall receive three (3) working days per year to be granted with pay with the approval of the superintendent for emergencies as listed below. All such leaves shall be deducted from sick leave.

- Extended or additional bereavement leave;
- Attendance to legal matters, including legal authorities occurring during regular working hours;
- Serious illness in immediate family requiring a doctor visit or hospitalization;
- Natural disasters at an employee's place of residence which may cause potential structural damage or damage to the contents of the residence;
- Other, as approved by the superintendent.

Personal Leave: The Assistant Director shall be granted two (2) personal days per year.

Sick Leave: For the first five (5) years of employment, the Assistant Director shall earn sick leave at a rate of 15 days per year.

Starting year six (6), the Assistant Director shall be credited with 13 days of sick leave on July 1 of each year. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, grandchildren, foster children, or parent.

Sick leave accumulation will be unlimited.

Note: The 2013 Legislature amended a sick leave law which will take precedence over the language in this contract as long as this law is in place. This law allows for 160 hours or 20 days of available sick leave in any 12-month period to be used for absences due to an illness of or injury to an employee's adult child, spouse, sibling, parent, grandparent, or stepparent.

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

~~403(b): After one (1) year of administrative service, the District will make a matching contribution of up to \$2,000/year, in the sixteenth year of service and beyond the matching contribution will be up to \$2250. There will be a life-time cap of \$50,000 on District contributions to the Assistant Director's 403(b) account.~~

After one (1) year of administrative service, the School District will make a matching contribution based on the schedule below for all new full-time principals into a 403(b) account.

<u>Contribution Level</u>	<u>Maximum Dollar Cap</u>
FY 2024 = \$3,000	\$55,000.00
FY 2024-25 = TBD – same as principals’ contract	

Medical Insurance: Match whatever changes were made to principal contract.

Section 1

The School District shall pay 90% of the full premium costs of the employees and dependent group health insurance costs. A part-time assistant director, .50 FTE or more shall receive 85% of full premium costs of the employees and dependent group health insurance costs.

Section 2 Single Plan: If the assistant director chooses the single plan, the district will pay for the full single health insurance plan or the amount that the assistant director would qualify to receive towards the family plan if the assistant director had selected that plan. The assistant director shall receive no more in health insurance contributions than the cost of the plan s/he selects, plus any HRA/HSA contribution s/he qualifies to receive.

Section 3 Principals' Health Insurance Plan: The Assistant Director's Health Insurance Plan shall be the HDHP 6,750 {Family} or the HDHP 3,375 {Single} or actuarial equivalent. PELRA statutes will govern selecting a new plan should an actuarial equivalent plan not be available. The Assistant Director's Health Insurance Plan includes a \$5,500 HRA or HSA with the family plan or a \$3,250 HRA or HSA with the single plan. When calculating the percentage of reimbursement for a family plan {i.e., 85% for part-time principals}, the percentage calculation will be applied to both the cost of the plan and the cost of the HRA or HSA. The assistant director will assume the responsibility of researching applicable laws or working with an insurance consultant when they decide upon the coverage and either the HRA or HSA option(s) they select.

Fifty percent (50%) of the HRA/HSA benefit for which the assistant director qualifies to receive will be distributed during the month of September. The remainder of the HRA/HSA will be paid in equal amounts, prorated over the remaining months as follows: 1/12 of the remaining amount will be paid each month, October through July. The balance of the HRA/HSA due will be paid in August, effectively a double payment. This 50% "up-front payment" only will apply if the assistant director has a high deductible insurance plan of at least the HDHP 6,750 family plan or the HDHP 3,375 single plan and which are paired with a family plan HRA /HSA \$5,500, a single plan HRA/HSA of \$3,250, or these HRA/HSA amounts as prorated by FTE qualification.

Dental Insurance for Full-Time Employees: Effective July 1, 2013, dental benefits will be paid by the school district at a premium rate of \$28.65 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of \$49.28 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay the additional costs of premiums. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Life Insurance for Full-Time Employees: Full-time employees (as defined in Article V, Sec I) shall also receive term life insurance in an amount of \$150,000 at District expense.

Long-Term Disability Benefits: Full-Time employees shall receive long-term disability benefits 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.

Subd.1. Eligibility: All eligible employees shall be required to participate in the group at their own expense.

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

Premium Only Health Retirement Account: The Assistant Director will receive a District contribution to a Premium-Only Health Retirement Account (HRA) based on the following schedule:

<u>Monthly Contribution Level</u>	<u>Years of Service</u>
0	0 -1
\$ 250	2 - 6
\$ 375	7 - 10
\$ 500	11 - 15
\$ 600	16 and over

Maximum Dollar Cap= \$90,000

ARTICLE VI – SUPPLEMENTAL BENEFITS

Section 1. Membership Dues: The District shall pay the state and national membership dues in the designated professional organizations.

Section 2. National Conventions: Each principal shall be allowed to attend their respective national conventions on an every other year basis and that their expenses be paid as per District policy.

ARTICLE VII: OTHER TERMS

It is further agreed, between the Board of Education and the Assistant Director that the employee shall faithfully work to the best of his/her ability, accept the employment assignment, and abide by the rules and regulations adopted by the Cloquet Board of Education.

The Assistant Special Education Director shall furnish, throughout the life of this contract, a valid and appropriate license to act as Special Education Director in the State of MN as provided by applicable state laws, rules and regulations.

The Assistant Director agrees to provide the District at least eight (8) weeks of notice prior to leaving this job to accept employment elsewhere. This eight-week requirement may be waived upon an alternate agreement with the superintendent.

Dated this _____ day of _____, 2023.

EMPLOYEE

DISTRICT, CHAIR OF BOARD OF EDUCATION

DISTRICT, SUPERINTENDENT OF SCHOOLS

AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR STUDENT INFORMATION SYSTEMS SPECIALIST

ARTICLE I
PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Haley Kachinske (hereinafter referred to as the "Student Information Systems Specialist" or "Employee").

ARTICLE II
TERM

The term of this agreement shall be for the period commencing on **July 1, 2023**, and terminating on **June 30, 2026**.

ARTICLE III
BASIC COMPENSATION

The Student Information Systems Specialist's annual compensation shall be set as follows:

Step	1	2	3	4	5	6	7	8
2023-24	\$44,232	\$46,001	\$47,841	\$49,755	\$51,745	\$53,815	\$55,968	\$58,206
Hourly Rate	\$20.86	\$22.12	\$23.00	\$23.92	\$24.88	\$25.87	\$26.91	\$27.98
2024-25	\$46,001	\$47,841	\$49,755	\$51,745	\$53,815	\$55,967	\$58,206	\$60,534
Hourly Rate	\$22.12	\$23.00	\$23.92	\$24.88	\$25.87	\$26.91	\$27.98	\$29.10
2025-26	TBD							
Hourly Rate	TBD							

One step is equivalent to one year of experience. A new step is granted each July 1, until step eight is reached. One year of experience is granted for employment starting prior to December 31, in the initial year of employment. An employee starting after December 31, will remain on the same step following July 1.

Mrs. Kachinske will be on Step five (5) on the salary schedule listed above for the 2023-24 school year. Salary is paid on an hourly basis. Authorized overtime (time over 40 hours/week) will be paid at time-and-a-half. Overtime authorization will be made by either the business manager or school superintendent.

For the 2025-26 school year, the salary will be increased by the same percentage as Education Minnesota Cloquet.

ARTICLE IV
DUTY YEAR

The Student Information Systems Specialist's position is a two-hundred-sixty (260) day contract.

ARTICLE V
BENEFITS

With the exception of vacation, personal leave and 403B, benefits will be set in accordance with District policies 423.0, 423.1, 423.3, 423.4, and 423.5 and are incorporated by reference as part of this agreement. These benefits shall not be changed during its duration unless by mutual agreement between the parties.

Sick Leave: The Student Information Systems Specialist shall receive 15 days of sick leave annually. Sick leave shall be computed as of July 1 each year. Sick leave accumulation is not capped. Employees employed after July 1 shall be allowed one and one-half (1.5) days of sick leave for each month of continuous employment during the first year, but not to exceed fifteen (15) days.

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

Emergency Days: The Student Information Systems Specialist shall receive three (3) emergency days annually and non-cumulative to be used upon approval by the superintendent.

Personal Leave: The Student Information Systems Specialist shall receive three (3) personal days annually and non-cumulative to be used upon approval by the superintendent.

Holidays: The Student Information Systems Specialist shall annually receive the following 12 paid holidays:

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

Vacation: The Student Information Systems Specialist shall receive 24 vacation days per year. Employee may carry over up to five (5) vacation days per year with the superintendent's authorization. Annual vacation days will be prorated if employment is terminated or the employee resigns from the position before June 30th. The proration shall be made based on a 260-day work year starting on July 1 and ending on June 30.

Bereavement Leave: In case of death in the immediate family, employee's parents, spouse, children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse; causing the employee to lose working time, the time allowed is not to exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way, four (4) scheduled working days if the distance traveled is more than 400 miles, but less than 800 miles one way; and five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in the case of the death of a spouse or child. Additional time may be granted, at the discretion of the superintendent, upon written evidence of such special need for such additional time.

Health Insurance: The Student Information Systems Specialist will be provided hospitalization, medical, and surgical benefits in accordance with the district plan as listed in Appendix A. The defined health insurance plans shall be adopted according to Minnesota law. See 471.6161 GROUP INSURANCE; GOVERNMENTAL UNITS.

Life Insurance: Life insurance shall be provided at the District's expense in the amount of \$50,000.

Long-Term Disability Benefits: Long-term disability benefits will be provided at the Student Information Systems Specialist's expense up to 66 2/3% of the Student Information Systems Specialist's basic contracted salary to a maximum benefit of \$3,000 per month. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: The Student Information Systems Specialist shall be required to participate in the group at his own expense.

Subd. 2. Cost: The salary of the Student Information Systems Specialist shall be increased by the cost of the long-term disability premium.

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

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

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

Maximum of \$ 40,000-lifetime contribution

Years of Service	District Contribution		Years of Service	District Contribution
4 - 6	\$ 500		16 - 20	\$ 2,000
7 - 10	\$ 1000		21+	\$ 3,000
11 - 15	\$ 1,500			

Example of interpreting the above chart: Beginning the Student Information Systems Specialist's fourth year with the school district, the Student Information Systems Specialist will be eligible for \$500.

403(b) Plan: The Student Information Systems Specialist is eligible to participate in the District’s 403b plan and will receive the yearly maximum matching amounts as listed below to a lifetime maximum of \$50,000.

Years of Service	Annual District Match		Years of Service	Annual District Match
0 - 3	None		11 - 15	\$ 1,900
4 - 6	\$ 900		16+	\$ 2,400
7 - 10	\$ 1,400			

ARTICLE VI
OTHER TERMS

It is further agreed, between the Board of Education and the Student Information Systems Specialist that the employee shall faithfully work to the best of his/her ability, accept the employment assignment, and abide by the rules and regulations adopted by the Cloquet Board of Education.

The Student Information Systems Specialist agrees to provide the District at least four (4) weeks of notice prior to leaving this job to accept employment elsewhere. This four-week requirement may be waived upon an alternate agreement with the superintendent.

Dated this _____ day of _____, 2023.

HALEY KACHINSKE, STUDENT INFORMATION SYSTEMS SPECIALIST

NATHAN SANDMAN, CHAIR OF BOARD OF EDUCATION

DR. MICHAEL CARY, SUPERINTENDENT OF SCHOOLS

Appendix A

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

The renewal for all health insurance plans continues to be September 1st.

*If you have a district eligible spouse (see your contract for a definition of district eligible spouse) you are entitled to a \$1950 premium reduction and a \$750 HSA/HRA district contribution.

An employee who qualifies for health insurance through the Affordable Care Act (ACA) but does not qualify for district contribution towards health insurance plans due to hours/months worked may purchase a district insurance plan with no contribution from the school district.

	Benefit Year Start Date
\$500/\$1000 Plans	September 1st
\$1400/\$2800 Plans	September 1st
\$3500/\$7000 Plans	September 1st
\$5000/\$10000 Plans	September 1st
\$6750/\$13500 Plans	September 1st

Please note: The insurance costs listed above are for the **2022-2023** school year only. The costs will be adjusted for the upcoming school years accordingly.

AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR STUDENT INFORMATION SYSTEMS SPECIALIST

ARTICLE I
PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Haley Stirewalt (hereinafter referred to as the "Student Information Systems Specialist" or "Employee").

ARTICLE II
TERM

The term of this agreement shall be for the period commencing on **July 1, 2023~~1~~** and terminating on **June 30, 2026~~3~~**.

ARTICLE III
BASIC COMPENSATION

The Student Information Systems Specialist's annual compensation shall be set as follows:

<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>2021-22</u>	<u>\$41,697</u>	<u>\$43,261</u>	<u>\$44,824</u>	<u>\$46,388</u>	<u>\$47,952</u>	<u>\$49,515</u>
<u>Hourly Rate</u>	<u>\$20.05</u>	<u>\$20.80</u>	<u>\$21.55</u>	<u>\$22.30</u>	<u>\$23.05</u>	<u>\$23.81</u>
<u>2022-23</u>	<u>\$42,531</u>	<u>\$44,126</u>	<u>\$45,721</u>	<u>\$47,316</u>	<u>\$48,911</u>	<u>\$50,506</u>
<u>Hourly Rate</u>	<u>\$20.45</u>	<u>\$21.21</u>	<u>\$21.98</u>	<u>\$22.75</u>	<u>\$23.51</u>	<u>\$24.28</u>

<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>2023-24</u>	<u>\$44,232</u>	<u>\$46,001</u>	<u>\$47,841</u>	<u>\$49,755</u>	<u>\$51,745</u>	<u>\$53,815</u>	<u>\$55,968</u>	<u>\$58,206</u>
<u>Hourly Rate</u>	<u>\$20.86</u>	<u>\$22.12</u>	<u>\$23.00</u>	<u>\$23.92</u>	<u>\$24.88</u>	<u>\$25.87</u>	<u>\$26.91</u>	<u>\$27.98</u>
<u>2024-25</u>	<u>\$46,001</u>	<u>\$47,841</u>	<u>\$49,755</u>	<u>\$51,745</u>	<u>\$53,815</u>	<u>\$55,967</u>	<u>\$58,206</u>	<u>\$60,534</u>
<u>Hourly Rate</u>	<u>\$22.12</u>	<u>\$23.00</u>	<u>\$23.92</u>	<u>\$24.88</u>	<u>\$25.87</u>	<u>\$26.91</u>	<u>\$27.98</u>	<u>\$29.10</u>
<u>2025-26</u>	<u>TBD</u>							
<u>Hourly Rate</u>	<u>TBD</u>							

One step is equivalent to one year of experience. A new step is granted each July 1, until step six is reached. One year of experience is granted for employment starting prior to December 31, in the initial year of employment. An employee starting after December 31, will remain on Step One the following July 1.

Ms. Stirewalt will be on Step 5~~3~~ on the salary schedule listed above for the 2023~~1~~-24~~2~~ school year.

Salary is paid on an hourly basis. Authorized overtime (time over 40 hours/week) will be paid at time-and-a-half. Overtime authorization will be made by either the business manager or school superintendent.

For the 2025-26 school year, the salary will be increased by the same percentage as Education Minnesota Cloquet.

ARTICLE IV
DUTY YEAR

The Data Information Specialist's position is a two hundred sixty (260) day contract.

ARTICLE V
BENEFITS

~~Unless specified differently in this contract, District policies 423.0, 423.1, 423.3, 423.4, and 423.5 are incorporated by reference as part of this agreement and shall not be changed during its duration unless by mutual agreement between the parties.~~

~~Vacation: The employee shall receive 24 vacation days per year. Employee may carry over up to five (5) vacation days per year with superintendent's authorization. Annual vacation days will be prorated if employment is terminated or employee resigns from the position before June 30th. Proration shall be made based on a 260 day work year starting on July 1 and ending on June 30.~~

~~Emergency Leave: Emergency leave is described in District policy 423.4. With approval of the superintendent, the employee may use emergency days for district emergency days when school is called off due to inclement weather or for some other reason.~~

~~If the employee chooses a single health plan, the District will contribute \$75.00 per month into a post retirement health reimbursement arrangement managed by MidAmerica.~~

~~With the exception of vacation, personal leave and 403B, benefits will be set in accordance with District policies 423.0, 423.1, 423.3, 423.4, and 423.5 and are incorporated by reference as part of this agreement. These benefits shall not be changed during its duration unless by mutual agreement between the parties.~~

~~Sick Leave: The Student Information Systems Specialist shall receive 15 days of sick leave annually. Sick leave shall be computed as of July 1 each year. Sick leave accumulation is not capped. Employees employed after July 1 shall be allowed one and one-half (1.5) days of sick leave for each month of continuous employment during the first year, but not to exceed fifteen (15) days.~~

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

~~Emergency Days: The Student Information Systems Specialist shall receive three (3) emergency days annually and non-cumulative to be used upon approval by the superintendent.~~

~~Personal Leave: The Student Information Systems Specialist shall receive three (3) personal days annually and non-cumulative to be used upon approval by the superintendent.~~

Holidays: The Student Information Systems Specialist shall annually receive the following 12 paid holidays:

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

Vacation: The Student Information Systems Specialist shall receive 24 vacation days per year. Employee may carry over up to five (5) vacation days per year with the superintendent's authorization. Annual vacation days will be prorated if employment is terminated or the employee resigns from the position before June 30th. The proration shall be made based on a 260-day work year starting on July 1 and ending on June 30.

Bereavement Leave: In case of death in the immediate family, employee's parents, spouse, children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse; causing the employee to lose working time, the time allowed is not to exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way, four (4) scheduled working days if the distance traveled is more than 400 miles, but less than 800 miles one way; and five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in the case of the death of a spouse or child. Additional time may be granted, at the discretion of the superintendent, upon written evidence of such special need for such additional time.

Health Insurance: The Student Information Systems Specialist will be provided hospitalization, medical, and surgical benefits in accordance with the district plan as listed in Appendix A. The defined health insurance plans shall be adopted according to Minnesota law. See 471.6161 GROUP INSURANCE; GOVERNMENTAL UNITS.

Life Insurance: Life insurance shall be provided at the District's expense in the amount of \$50,000.

Long-Term Disability Benefits: Long-term disability benefits will be provided at the Student Information Systems Specialist's expense up to 66 2/3% of the Student Information Systems Specialist's basic contracted salary to a maximum benefit of \$3,000 per month. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: The Student Information Systems Specialist shall be required to participate in the group at his own expense.

Subd. 2. Cost: The salary of the Student Information Systems Specialist shall be increased by the cost of the long-term disability premium.

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

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

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

Maximum of \$ 40,000-lifetime contribution

<u>Years of Service</u>	<u>District Contribution</u>		<u>Years of Service</u>	<u>District Contribution</u>
4 - 6	\$ 500		16 - 20	\$ 2,000
7 - 10	\$ 1000		21+	\$ 3,000
11 - 15	\$ 1,500			

Example of interpreting the above chart: Beginning the Student Information Systems Specialist's fourth year with the school district, the Student Information Systems Specialist will be eligible for \$500.

ARTICLE VI
403(b) BENEFITS

~~Employee may participate in the District's 403(b) plan. Employees who are eligible to participate in the District's 403b plan will receive the yearly maximum matching amounts as listed below to a life time maximum of \$40,000.~~

<u>Years of Service</u>	<u>Annual District Match</u>		<u>Years of Service</u>	<u>Annual District Match</u>
0—3	None		11—15	\$ 1,750
4—6	\$ 750		16—20	\$ 2,000
7—10	\$ 1,250		21+	\$ 2,250

403(b) Plan: The Student Information Systems Specialist is eligible to participate in the District's 403b plan and will receive the yearly maximum matching amounts as listed below to a lifetime maximum of \$50,000.

<u>Years of Service</u>	<u>Annual District Match</u>		<u>Years of Service</u>	<u>Annual District Match</u>
0 - 3	None		11 - 15	\$ 1,900
4 - 6	\$ 900		16+	\$ 2,400
7 - 10	\$ 1,400			

ARTICLE VII
OTHER TERMS

It is further agreed, between the Board of Education and the Student Information Systems Specialist that the employee shall faithfully work to the best of his/her ability, accept the employment assignment, and abide by the rules and regulations adopted by the Cloquet Board of Education.

The Student Information Systems Specialist agrees to provide the District at least four (4) weeks of notice prior to leaving this job to accept employment elsewhere. This four-week requirement may be waived upon an alternate agreement with the superintendent.

| Dated this _____ day of _____, 202~~3~~⁴.

EMPLOYEE

DISTRICT, CHAIR OF BOARD OF EDUCATION

DISTRICT, SUPERINTENDENT OF SCHOOLS

Cloquet HITA Bids

1.

Rates assuming
2nd year rate
cap.

BCBS/Coop Current Rates			
			Current Rates
Plan 1	\$500 Aware	Single	\$895.85
		Family	\$2,495.24
Plan 2	\$1400 Aware	Single	\$796.13
		Family	\$2,217.47
Plan 3	\$3500 Aware	Single	\$683.95
		Family	\$1,905.92
Plan 2	\$5000 Aware	Single	\$611.33
		Family	\$1,702.74
Plan 3	\$6750 Aware	Single	\$546.34
		Family	\$1,521.74

BCBS/Coop Renewal Rates						
			3/29 Bid Rates	v \$ Current	v % Current	
Plan 1	\$500 Aware	Single	\$994.39	\$98.54	11.0%	\$1,089
		Family	\$2,769.72	\$274.48	11.0%	\$3,032
Plan 2	\$1500 Aware	Single	\$883.70	\$87.57	11.0%	\$968
		Family	\$2,461.39	\$243.92	11.0%	\$2,545
Plan 3	\$3500 Aware	Single	\$759.18	\$75.23	11.0%	\$831
		Family	\$2,114.57	\$208.65	10.9%	\$2,315
Plan 2	\$5000 Aware	Single	\$678.58	\$67.25	11.0%	\$743
		Family	\$1,889.22	\$186.48	11.0%	\$2,069
Plan 3	\$6750 Aware	Single	\$606.44	\$60.10	11.0%	\$664
		Family	\$1,689.13	\$167.39	11.0%	\$1,850

2nd year rate cap 9.5% . See attached document for alternative.

BCBS/Coop Current Rates			
			Current Rates
Plan 1	\$500 Aware	Single	\$895.85
		Family	\$2,495.24
Plan 2	\$1400 Aware	Single	\$796.13
		Family	\$2,217.47
Plan 3	\$3500 Aware	Single	\$683.95
		Family	\$1,905.92
Plan 2	\$5000 Aware	Single	\$611.33
		Family	\$1,702.74
Plan 3	\$6750 Aware	Single	\$546.34
		Family	\$1,521.74

Medica Bid						
			3/29 Bid Rates	v \$ Current	v % Current	
Plan 1	\$500 Passport	Single	\$889.36	(\$6.49)	-1%	\$1,018
		Family	\$2,477.18	(\$18.06)	-1%	\$2,836
Plan 2	\$1500 Passport	Single	\$813.14	\$17.01	2%	\$931
		Family	\$2,264.86	\$47.39	2%	\$2,592
Plan 3	\$3500 Passport	Single	\$700.76	\$16.81	2%	\$803
		Family	\$1,951.86	\$45.94	2%	\$2,235
Plan 2	\$5000 Passport	Single	\$640.74	\$29.41	5%	\$734
		Family	\$1,784.66	\$81.92	5%	\$2,044
Plan 3	\$6750 Passport	Single	\$583.98	\$37.64	7%	\$669
		Family	\$1,626.56	\$104.82	7%	\$1,863

2nd year rate cap 14.5%.

2

Cloquet Independent School District 94

Renewal Rates

Coverage Effective Date: 09/01/2023

Renewal Months 12

11.7% Increase

Min Value

			Current Rates	Renewal Rates
PLAN 1	\$5000 PPO, Aware			
	Single	88	\$611.33	\$723.60
	Family	30	\$1,702.74	\$2,015.45
	Annual Total Premium		\$1,258,551	\$1,489,688
PLAN 2	\$1500 PPO, Aware			
	Single	42	\$796.13	\$974.22
	Family	19	\$2,217.47	\$2,713.49
	Annual Total Premium		\$906,833	\$1,109,681
PLAN 3	\$3500 PPO, Aware			
	Single	26	\$683.95	\$810.22
	Family	27	\$1,905.02	\$2,256.72
	Annual Total Premium		\$830,619	\$983,965
PLAN 4	\$500 PPO, \$20 Cpy, Aware			
	Single	34	\$895.85	\$1,085.40
	Family	4	\$2,495.24	\$3,023.18
	Annual Total Premium		\$485,278	\$587,958
PLAN 5	\$6750 PPO, Aware			
	Single	0	\$546.34	\$633.06
	Family	1	\$1,521.74	\$1,763.26
	Annual Total Premium		\$18,261	\$21,159
Group Total		271	\$3,499,542	\$4,192,451

Change in Rates

678.58
1889.22

883.70
2461.39

759.18
2114.57

994.39
2769.72

702.70
1689.13

19.8%

- Rates include \$12.00 per contract per month commission

Blue Cross is offering the following rate cap for the Service Year beginning on 9/1/2024.

9.5% for 9/1/2024 Service Year.

Blue Cross reserves the right to re-evaluate the rate guarantee:

- (1) if enrollment changes by more than 10%, or
- (2) if average contract size or average family size changes by more than 5%, or
- (3) for any regulatory benefit or tax changes that would impact claims costs, or
- (4) during acts of civil or military authority, civil disturbance, war, terrorism, pandemic/epidemic, fires, earthquakes, floods, tornadoes or other natural disasters or acts of God ("Force Majeure Event").

(The rate cap is void if Employer seeks new bids or quotes for its health plan.)

3.

Kuschel, David

to me

Paul:

We are willing to provide the district with two options:

1. 11% increase for 9/1/23 and a not to exceed 9.5% rate cap for 9/1/24.
2. 7.3% increase for 9/1/23 and no rate cap for 9/1/24.

If you have any questions, please let me know.

Sincerely,

David W. Kuschel

Senior Client Executive

Large Group Public Sector Division



Blue Cross and Blue Shield of Minnesota

33850 W. Deer Lake Road Deer River, MN 56636

p 651-662-2039 | f 651-662-6888 | c 218-259-8050

david.kuschel@bluecrossmn.com

4



Minnesota Healthcare Consortium
Participating Minnesota Service Cooperatives

Health Plan Rate Confirmation for:
Cloquet Public Schools ISD #94
Effective Date: 9/1/2023

Please take note of the following instructions:

Complete and submit a signed copy of this rate confirmation to your Service Cooperative Representative no later than July 03, 2023.
If applicable, attach alternative rate sheets for any new plans you are electing.
If applicable, verify broker fees or commissions and information listed below that apply to your policy.

Plan	Description	Coverage	Contracts *	Current rates	RATES		Elect this plan? Yes/No
					9/1/2023	9/1/2023	
1	MSI PP MIN 500-20-20%	Single Family	34 4	\$939.76 \$2,617.55	\$889.36 \$2,477.18	-5.5%	
2	MSI PP MIN 1500-0% HSA <i>Adjusted for RS Minimum</i>	Single Family	42 18	\$835.15 \$2,326.17	\$813.14 \$2,264.86	-2.6%	
3	MSI PP MIN 3500-0% HSA	Single Family	26 27	\$717.47 \$1,998.40	\$700.76 \$1,951.86	-0.25%	
4	MSI PP MIN 5000-0% HSA	Single Family	87 30	\$641.29 \$1,786.21	\$640.74 \$1,784.66	0%	
5	MSI PP MIN 6750-0% HSA	Single Family	0 1	\$573.12 \$1,596.34	\$583.98 \$1,626.56	+0.20%	
Alternate Plan							
7	MSI ECC MIN 1500-0% HSA	Single Family	0 0	\$650.50 \$1,811.88	\$650.50 \$1,811.88		
Alternate Plan							
8	MSI ECC MIN 3500-0% HSA	Single Family	0 0	\$560.62 \$1,561.50	\$560.62 \$1,561.50		
Alternate Plan							
9	MSI ECC MIN 5000-0% HSA	Single Family	0 0	\$512.58 \$1,427.72	\$512.58 \$1,427.72		

The 9/1/2024 composite premium rates based on the above plans will not increase by more than 14.5% based on enrollment not varying by more than 10%.

Bid activity in 2024 will invalidate the composite premium rate cap guarantee. Please note that due to rate alignment by plan, plan rate adjustments may be above or below the composite premium cap.

Alternate Plans (if applicable)

Attach plan summaries and rates for alternative plans. Check "no" above for any current plan or plans that are being replaced or discontinued.

Broker commissions included?	Yes	per \$12.00 contract/mo	0.00%	of total plan premium
Brokerage agency		Broker name		
Brokerage email		Broker cell		
Broker MN Life and Health License #				

Rate confirmation approved by:

Print name: _____

Signature: _____ for: Cloquet Public Schools ISD #94

Date: _____

Off Campus Minnesota State Work Study Contract

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

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

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

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

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

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

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

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

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

IV. It is agreed that the Employer shall:

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

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

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

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

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

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

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

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

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

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

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

This Agreement shall take effect **July 1, 2023** and terminate **June 30, 2024** unless amended in writing as mutually agreed upon by both the *Employer* and the *Institution*; however, either party may terminate upon ten working days' written notice.

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

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

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

Fond du Lac Tribal & Community College

For the Employer

Signature of Work Study Coordinator Date

Signature of Employer Representative Date

Signature of Fiscal Officer Date

Cloquet ISD #94
Name of Employer

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

Financial Aid Office
Dave Sutherland
(218) 879-0816
dsutherland@fdltcc.edu

Business Office (Time sheets/payroll)
Paula Hagenah
(218) 879-0809
paula@fdltcc.edu

Job Description

- Reading and math tutoring
- Mentoring
- Other duties as assigned
- _____

Wage: **\$ 13.00 / hour.**

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

Off Campus Work Study Supervisor Guide

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

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

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

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

Wage. The hourly wage is negotiated between you, the Supervisor, and FDLTCC, not to exceed \$13.00/hour.

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

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

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

Payroll contact/info.: Paula Hagenah, Business Office 218-879-0809 paula@fdltcc.edu FAX: 218-879-0814

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

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

When does the work study have to stop working? A student must maintain 6 or more credits to be eligible for a work study position, so if they drop below 6 credits at FDLTCC, they must stop working immediately. Also, if they run out of funding, they must stop working immediately. The time-frame during which they may work is August 21, 2023 to May 6, 2024. Unless other arrangements are made, they may not work after May 6, 2024.

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

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

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

Questions? Dave Sutherland, Financial Aid Director 218-879-0816 dsutherland@fdltcc.edu

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Off Campus Federal Work Study Contract

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This Agreement shall take effect **July 1, 2023** and terminate **June 30, 2024** unless amended in writing as mutually agreed upon by both the *Employer* and the *Institution*; however, either party may terminate upon ten working days’ written notice.

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

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

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Fond du Lac Tribal & Community College

For the Employer

Signature of Work Study Coordinator Date

Signature of Employer Representative Date

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Cloquet ISD#94
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Questions? Dave Sutherland, Financial Aid Director 218-879-0816 dsutherland@fdltcc.edu

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: April 14, 2023
RE: Proposal for the 2023-2024 School Year

I am recommending that Cloquet School District accept the proposed bid from:

- **Upper Lakes Foods** - as the Prime Vendor for food being the successful bid for the 2023-2024 school year with option to renew an additional four years.

:BD

From: Hendricks, Ashlee 332
To: [Beth Dohnansky](#)
Subject: Bid Response
Date: Friday, March 17, 2023 12:19:31 PM
Attachments: [image001.png](#)

You don't often get email from ashlee.hendricks@sysco.com. [Learn why this is important](#)

Dear Beth,

Thank you for including Sysco Western MN in your Districts RFP process. At this time, we will not be submitting a proposal. We would like to request that you keep Sysco in mind for your future requests.

Thank you for your consideration.

Thank You!

Ashlee Hendricks | Contract & Bid Coordinator

North Central Region:

Sysco Minnesota

Sysco Western Minnesota

Sysco North Dakota

Direct: 320-257-3460

Office: 1-800-225-3883 ext 3460

Ashlee.Hendricks@sysco.com



Thank You!

Ashlee Hendricks | Contract & Bid Coordinator

North Central Region:

Sysco Minnesota

Sysco Western Minnesota

Sysco North Dakota

Direct: 320-257-3460

Office: 1-800-225-3883 ext 3460

Ashlee.Hendricks@sysco.com





February 15, 2023

Beth Dohnansky
Cloquet Public Schools
Nurtition Services Director

Re: Notice of No-Bid

Dear Beth:

This letter is in reference to the Cloquet Public Schools bid that US Foods, Inc. recently received from Beth Dohnansky, dated February 15, 2023.

As you might expect, we are continually evaluating our business needs to ensure we can deliver on our mission to help our customers “Make It” with best-in-class service and support. Unfortunately, after careful evaluation of our business needs, we have made the difficult decision to not submit a bid. Decisions like this are never easy. While US Foods is unable to proceed with the proposed Bid at this time, we want you to know that we greatly appreciate consideration of US Foods as a supplier and hope you would consider us in your future food and supply needs.

Sincerely,
Kari Lahtinen



March 22, 2023

Re: Request for Proposal (RFP)
Prime Vendor – School Food

Beth Dohnansky
Cloquet Public Schools, ISD 94
1000 - 18th Street
Cloquet, MN 55720

Dear Beth,

Upper Lakes Foods thanks you for the opportunity to earn your business supplying Cloquet Public Schools, ISD 94 for the upcoming 2023-2024 school year. We are excited for the opportunity to work with you. We are confident that we can best cater to your program's nutritional needs.

We look forward to your review of our proposal and discussing our future business venture together.

Respectfully Submitted,

Renee Parks
Bid Department Manager
Upper Lakes Foods

Cloquet Public Schoos, ISD 94

Request for Proposal

March 22, 2023

Presented by

• FAMILY-OWNED AND OPERATED •

UPPER LAKES FOODS

EST 1967

801 Industry Avenue, Cloquet, MN 55720 / (800) 879-1265

www.upperlakesfoods.com

MINNESOTA CHOICE!



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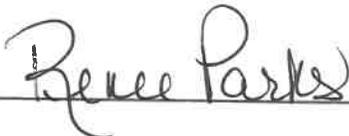
SCHOOL FOOD SERVICE PRIME VENDOR PROPOSAL

Cloquet Public Schools ISD 94

DUE: 10:00 AM CST March 22nd, 2023

The undersigned hereby offers to provide prime vendor service for food products as specified in this proposal for the *period of 7/1/2023 through 6/30/2024* with up to *four* 1-year renewals.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

DISTRIBUTOR NAME	<u>Upper Lakes Foods, Inc.</u>
DISTRIBUTOR ADDRESS	<u>801 Industry Avenue</u>
	<u>Cloquet, MN 55720</u>
	<u> </u>
SIGNATURE: of authorized representative	<u></u>
PRINTED NAME	<u>Renee Parks</u>
TITLE	<u>Bid Department Manager</u>
DATE	<u>March 22, 2023</u>
CONTACT NAME	<u>Renee Parks</u>
TITLE	<u>Bid Department Manager</u>
PHONE:	<u>218-879-1265 Ext. 4208</u>
E-MAIL	<u>rparks@ulfoods.com</u>

Prime Vendor Product List

School District(s)	Cloquet Schools ISD 94
RFP Due Date	March 22nd, 2023
Pricing based on distributor invoice cost the week of:	February 6th, 2023

Distributor Name:	Upper Lakes Foods, Inc.
Contact Name:	Renee Parks
Telephone & Email:	800-879-1265
Fixed Fee	\$1.55
USDA Fixed Fee	\$4.00

A	B	C	D	E	F	G	H	I	J	K	L	M
Distributor Item Number or leave blank if not currently stocked	Manufacturer Product Code	Product Description	Brand	Pack Size/ Purchase Unit	Invoice Cost from Manufacturer	Freight	Manufacturer Allowance for the 2022-2023 SY	Net Case Cost	Fixed Fee	Final Unit Price to District (Fixed Fee + Net Case Cost)	Annual District Usage (cases)	Extended Price to District (Unit Price x Annual District Usage)
682355	10483210928	CHIC TENDER FC CRUMB BRD NAE	TYSON	2/5#	\$ 46.56	\$ -	\$ -	\$ 46.56	\$ 1.55	\$ 48.11	400	\$ 19,244.00
682350	10037310928	CHICKEN PATTY WG HOMESTYLE	TYSON	105/4.07OZ	\$ 76.06	\$ -	\$ -	\$ 76.06	\$ 1.55	\$ 77.61	150	\$ 11,641.50
682399	16660100928	CHICKEN DRUMSTICK BRD WG CKD	TYSON	1/29.64#	\$ 87.27	\$ -	\$ -	\$ 87.27	\$ 1.55	\$ 88.82	150	\$ 13,323.00
682387	10703620928	CHICKEN WING BNLS CRSPY WG	TYSON	4/7.5#	\$ 96.54	\$ -	\$ -	\$ 96.54	\$ 1.55	\$ 98.09	150	\$ 14,713.50
755651	155548	CHICKEN TERIYAKI BBQ CN	YANG'S	6/5#32OZ	\$ 134.49	\$ 14.50	\$ -	\$ 148.99	\$ 1.55	\$ 150.54	100	\$ 15,054.00
569827	10000055525	BEEF PATTY CHARBROIL CN	ADVANCEPIERRE	90/2.5 OZ	\$ 49.98	\$ -	\$ -	\$ 49.98	\$ 1.55	\$ 51.53	250	\$ 12,882.50
591160	10000009739	BEEF CRUMBLE CKD CN	ADVANCEPIERRE	8/5#	\$ 193.41	\$ -	\$ -	\$ 193.41	\$ 1.55	\$ 194.96	75	\$ 14,622.00
765888	10000013816	BEEF RIB W/HONEY BBQ CN	ADVANCEPIERRE	100/3.25 OZ	\$ 77.63	\$ -	\$ -	\$ 77.63	\$ 1.55	\$ 79.18	75	\$ 5,938.50
572152	11003	BREADSTICK CHEESE BITES 1OZ	WILD MIKE'S	240/1OZ	\$ 61.96	\$ -	\$ -	\$ 61.96	\$ 1.55	\$ 63.51	250	\$ 15,877.50
571932	78359	PIZZA FRENCH BREAD GARLIC WG	TONY'S	60/4.29 OZ	\$ 47.63	\$ 2.65	\$ -	\$ 50.28	\$ 1.55	\$ 51.83	150	\$ 7,774.50
572134	78357	PIZZA FRENCH BREAD PEP WG	TONY'S	60/4.93OZ	\$ 49.24	\$ -	\$ -	\$ 49.24	\$ 1.55	\$ 50.79	175	\$ 8,885.25
573680	7738712671	PIZZA STUFFED CRUST CHEESE WG	THE MAX	72/4.84OZ	\$ 43.56	\$ -	\$ -	\$ 43.56	\$ 1.55	\$ 45.11	150	\$ 6,766.50
573759	7738712602	CHEESESTICK MAX 100% MOZZ WG	THE MAX	192/1.93OZ	\$ 73.30	\$ -	\$ -	\$ 73.30	\$ 1.55	\$ 74.85	75	\$ 5,613.75
582466	96086	CORN DOG CHIC MINI WHL GRAIN	FOSTER FARMS	200/8 OZ	\$ 28.55	\$ -	\$ 3.30	\$ 25.25	\$ 1.55	\$ 26.80	200	\$ 5,360.00
581458	018510	PORK LINK CKD SKLS .8OZ GF	JONES	2/5#	\$ 26.30	\$ 1.07	\$ -	\$ 27.37	\$ 1.55	\$ 28.92	150	\$ 4,338.00
586666	123312	WIENER BEEF LOW SOD 8-1	CLOVERDALE	1/10#	\$ 33.70	\$ -	\$ 2.50	\$ 31.20	\$ 1.55	\$ 32.75	250	\$ 8,187.50
764280	46025-75012-00	FRENCH TOAST STICK CINN WG	MICHAEL'S FOODS	85/2.9OZ	\$ 39.18	\$ -	\$ -	\$ 39.18	\$ 1.55	\$ 40.73	200	\$ 8,146.00
646631	418301	FISH STICK WG ULTIMATE 1 OZ	TRIDENT	1/10#	\$ 36.10	\$ -	\$ -	\$ 36.10	\$ 1.55	\$ 37.65	100	\$ 3,765.00
690025	1000007470	POTATO FF SEAS CC DEEP GRV	MCCAIN	6/5#	\$ 39.82	\$ 1.90	\$ -	\$ 41.72	\$ 1.55	\$ 43.27	100	\$ 4,327.00
701203	MXC04717	POTATO FRY SEAS LS OR 1/2"	MCCAIN	6/5#	\$ 37.63	\$ 1.92	\$ -	\$ 39.55	\$ 1.55	\$ 41.10	100	\$ 4,110.00
761660	41308 31063	PASTA PENNE RIGATI WG 5.1% CKD	MARZETTI PASTA	1/20#	\$ 28.08	\$ -	\$ -	\$ 28.08	\$ 1.55	\$ 29.63	150	\$ 4,444.50
768517	43284	MACARONI & CHEESE RF FC	LAND O'LAKES	6/5#	\$ 59.71	\$ -	\$ -	\$ 59.71	\$ 1.55	\$ 61.26	150	\$ 9,189.00
211202	46255	CHEESE AMERICAN 160 CT	LAND O'LAKES	6/5#	\$ 62.56	\$ -	\$ -	\$ 62.56	\$ 1.55	\$ 64.11	100	\$ 6,411.00
729119	10143	MUFFIN BLUEBERRY WG IW	OTIS SPUNKMEYE	72/2OZ	\$ 29.78	\$ -	\$ -	\$ 29.78	\$ 1.55	\$ 31.33	150	\$ 4,699.50
729674	8862	MUFFIN DOUBLE CHOC IW WG	SARA LEE	48/2OZ	\$ 16.25	\$ -	\$ -	\$ 16.25	\$ 1.55	\$ 17.80	200	\$ 3,560.00
747118	610001	JUICE ORANGE 100%	CITRUS SUN	96/4OZ	\$ 15.35	\$ 0.70	\$ -	\$ 16.05	\$ 1.55	\$ 17.60	250	\$ 4,400.00
182014	1619	BEAN BKD BEST	BUSH'S BEST	6/#10CAN	\$ 44.32	\$ 2.68	\$ 2.00	\$ 45.00	\$ 1.55	\$ 46.55	100	\$ 4,655.00
448346	11563	KETCHUP DISP POUCH	RED GOLD	2/1.5GAL	\$ 18.59	\$ 1.86	\$ 0.26	\$ 20.19	\$ 1.55	\$ 21.74	100	\$ 2,174.00
271951	85505HVR	DRESSING ORIGINAL RANCH GF	HIDDEN VALLEY	4/1 GAL	\$ 50.59	\$ 3.02	\$ -	\$ 53.61	\$ 1.55	\$ 55.16	75	\$ 4,137.00
202561	11061	CHIP TACO IN A BAG	OLD DUTCH	72/1.5OZ	\$ 28.59	\$ -	\$ -	\$ 28.59	\$ 1.55	\$ 30.14	200	\$ 5,240.00
203265	18792	CHIPS TORTILLA ROUNDS RF WG	TOSTITOS	104/1.875oz	\$ 40.74	\$ -	\$ 4.41	\$ 36.33	\$ 1.55	\$ 37.88	150	\$ 5,682.00
390708	16000-11768	CEREAL FROSTED FLAKES BOWL	GENERAL MILLS	96/1OZ	\$ 24.16	\$ -	\$ -	\$ 24.16	\$ 1.55	\$ 25.71	100	\$ 2,571.00
396881	3800078787	CEREAL APPLE JACKS RS BOWL	KELLOGGS	96/1OZ	\$ 28.45	\$ -	\$ -	\$ 28.45	\$ 1.55	\$ 30.00	100	\$ 3,000.00
200238	76468	POTAO PEARLS EXCEL	BASIC AMERICA	96/1OZ	\$ 60.47	\$ 1.80	\$ -	\$ 62.27	\$ 1.55	\$ 63.82	75	\$ 4,786.50
											5150	\$ 255,806.50

Proposal for Distribution of USDA Commodities

to

Cloquet Schools

The undersigned hereby certifies that it has an approved agreement with the Minnesota Department of Education offers to deliver USDA commodities from the State-designated warehouse, to Cloquet School District for School Year 2023-2024, with options to renew, as described in this proposal and in compliance with the Food Distribution Program Master Agreement for the school year.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days form the time of opening of the bid.

Are these proposed prices contingent upon a concurrent prime vendor contract with the school?

 NO X YES

Commodity Dry Delivery Fee **\$ 4.00 per case**

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Commodity Frozen/Refrigerated Delivery Fee **\$ 4.00 per case**

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Fee for Accepting and Re-Delivery of Processed Product **\$ 4.00 per case**

Additional Storage Available: X YES **If Yes, how long? Fee?**

To be negotiated

Minimum delivery requirements: XX NO YES

If Yes, please describe:

Order/Delivery options:

(Check One)

Weekly Delivery

Bi-monthly

_____ **x** _____

Monthly

Additional Requirements:

FIRM NAME

Upper Lakes Foods, Inc.

FIRM ADDRESS

801 Industry Avenue, Cloquet, MN 55720

SIGNATURE

Of authorized representative



PRINTED NAME

Renee Parks

TITLE

Bid Department Manager

DATE

March 22, 2023

CONTACT NAME

Renee Parks

PHONE NUMBER

218-879-1265 Ext. 4208

FAX NUMBER

218-879-1940

EMAIL ADDRESS

rparks@ulfoods.com



Upper Lakes Foods' History

In the most recent publication of the top 50 largest broadline distributors, Upper Lakes Foods ranked 20th in the nation. We are a member of UniPro, the nation's #1 foodservice distribution network for the industry's leading national brands. Their superior buying leverage is passed directly on to our customers.

From our thousands of products to our team of specialists, we are designed to be a "one-stop shop" that delivers products and expertise to a variety of different foodservice operators. Our products include dry goods, frozen and refrigerated foods, dairy products, produce, fresh meats, paper products, janitorial supplies and an extensive list of food equipment and supplies. Our specialists have a solid background in food preparation ranging from K12 schools to corner cafes to national chains to country clubs to catering. Their years and depth of experience give you, the customer, access to valuable knowledge. We have a creative graphic design team at our Cloquet, MN headquarters who are available to help promote your business with menus, posters, table tents, and a variety of other P.O.S. material.

We cover the upper Midwest from three facilities; our headquarters and warehouse in Cloquet, MN, our warehouse and office complex in Northfield, MN, and our newest warehouse and office complex in Janesville, WI. Each complex is equipped with meeting space, and of course, frozen, refrigerated and dry warehouse space in excess of 210,000 square feet. In addition, the Cloquet facility is also equipped with a test kitchen.

All of our equipment is kept up-to-date with the ongoing improvements in tractor and trailer technologies. We currently run Volvo tractors, Great Dane trailers and Carrier reefers, resulting in greater efficiency and less service. Our commitment to up-to-date equipment results in your supply chain operating as smoothly as possible. In an effort to reduce costs and improve our capabilities, we utilize Roadnet and Xata software in each delivery vehicle in order to determine optimum efficiencies for each route. We are proud of the professional service our drivers provide day in and day out.

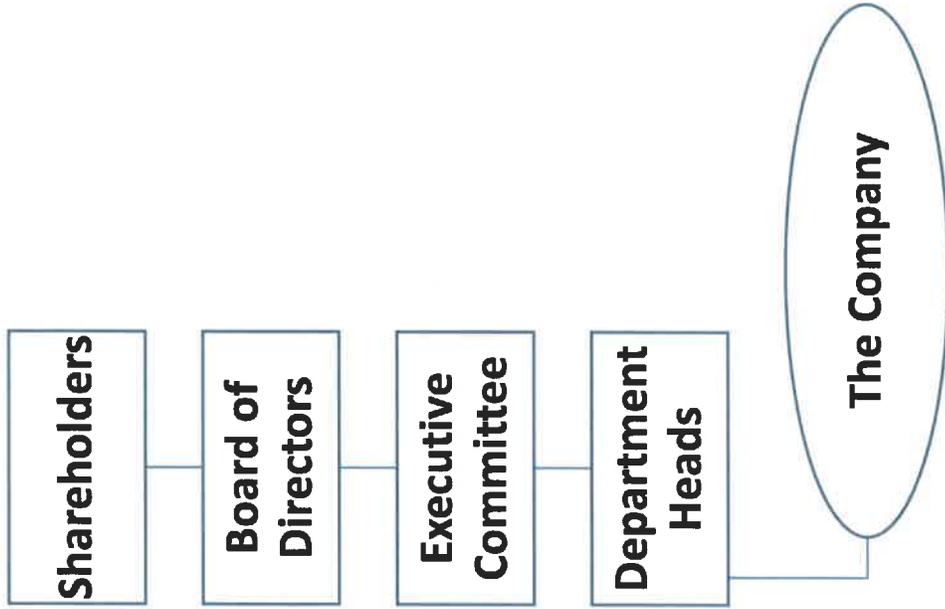
Wendy's, Firehouse Subs, Raising Canes, and Perkin's Family Restaurants are a fraction of the fine businesses we are proud to call our partners! From national chains to independent restaurants, we at Upper Lakes Foods are a food company, first and foremost. We boast a broad spectrum of talented people and quality services to provide an operator with the tools not only to survive, but thrive in today's competitive market.



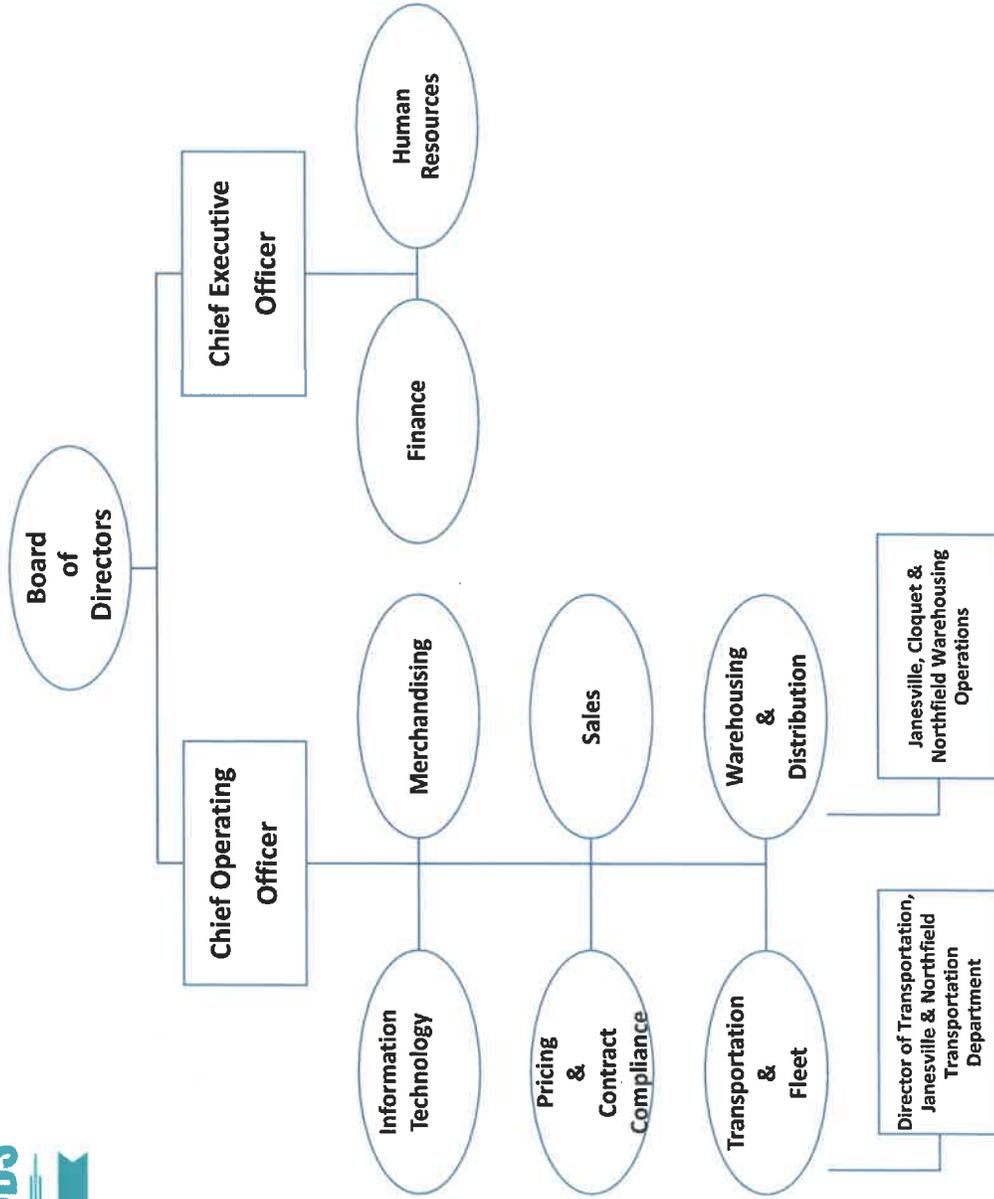
Mission Statement

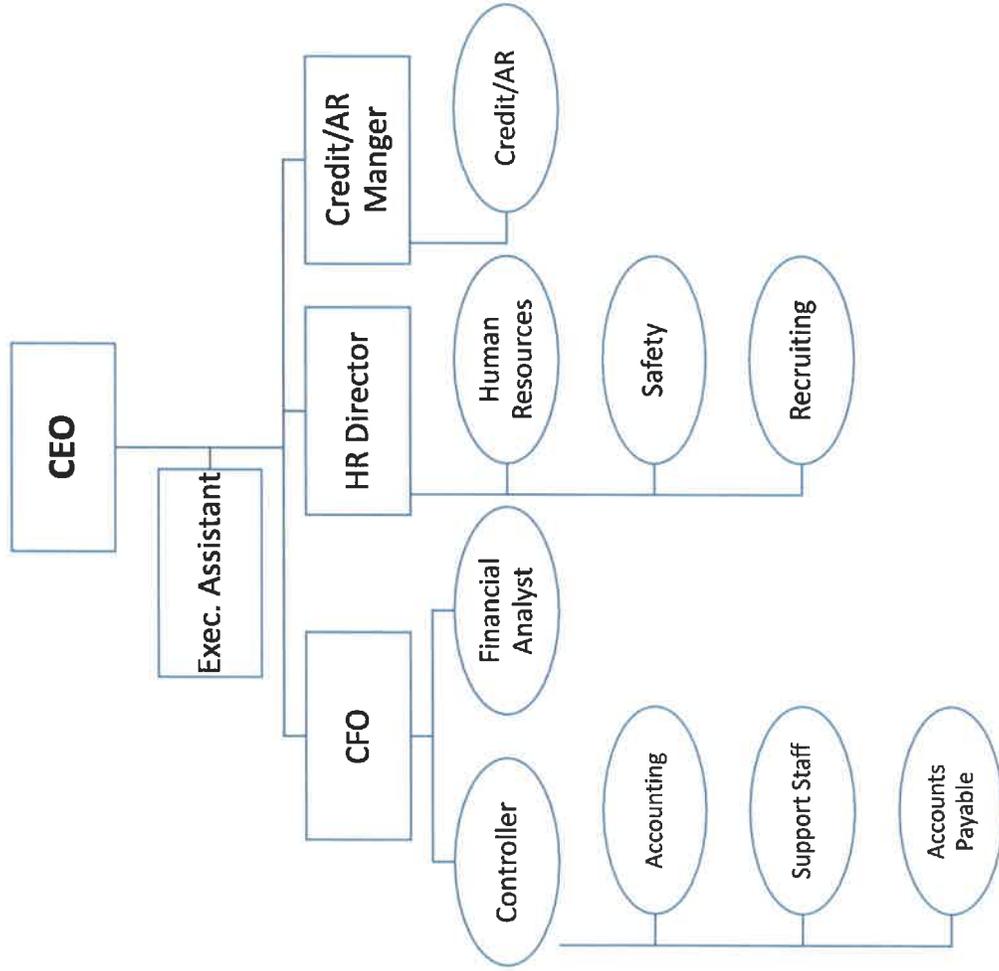
The mission of ULF is to build value for each customer, employee, supplier and community we serve by bringing the best; the best products and the best ideas.

Governance Structure

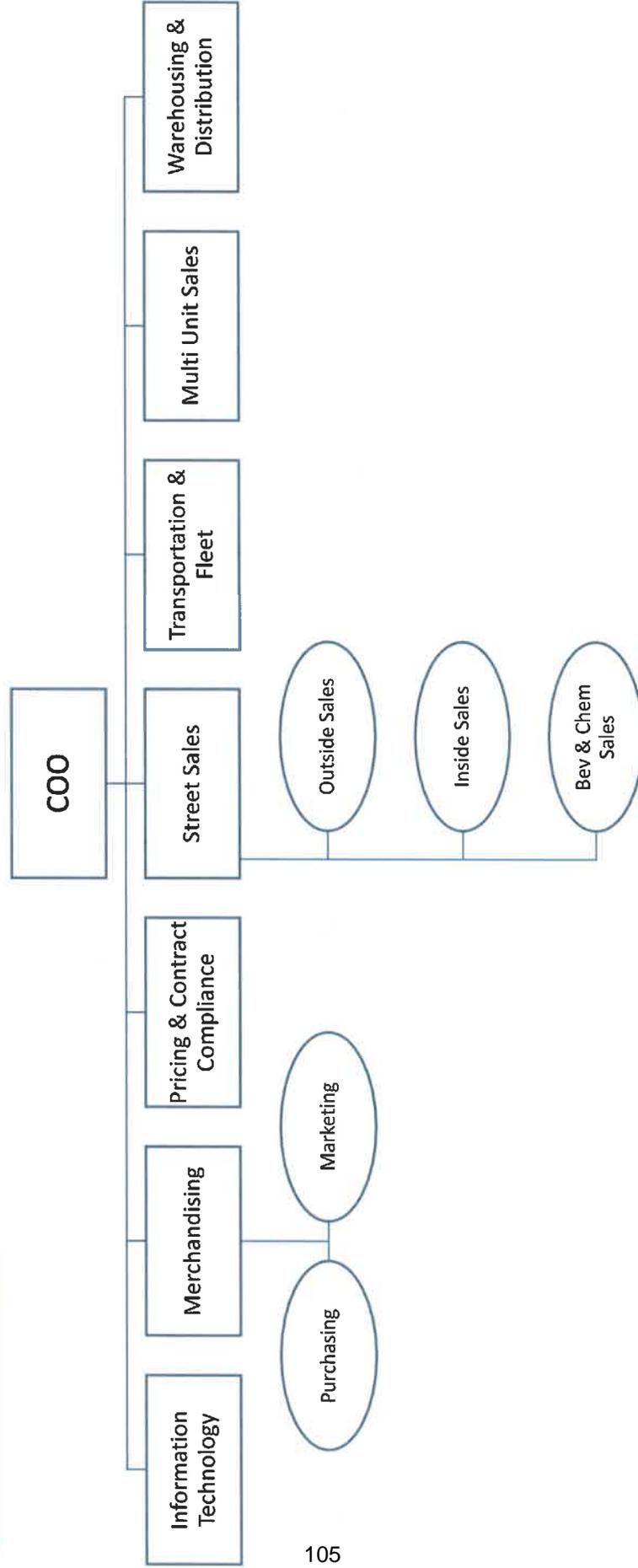


Department Structure





COO & Operations





STAFF RESPONSIBLE FOR CONTRACT DUTIES AND POSITION DESCRIPTIONS

<u>Name</u>	<u>Phone</u>
K-12 Specialist: <u>Bekah DeJarlais</u>	<u>1-612-743-0103</u>

Bekah works with schools on a consultant level. This includes menu development, K-12 news & updates, school staff training, educational meetings, and site visits. Bekah also works to develop Upper Lakes Foods', Inc. school program on a larger basis by putting together annual school bookings, the K-12 Connection, Commodity Show, coordinating the MN School Food Buying Group and MN Department of Education Rebate program, and introducing Farm to School products and options. Bekah has served as a committee member on the Nutrition Conference, served as both committee member and Chair on the SNIP Conference, and currently is a committee member on the Industry Advisory Board for MSNA.

Commodity Contact: <u>Denise Sorenson</u>	<u>1-800-879-1265 ext. 4359</u>
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For nearly a decade, Denise has been our USDA Commodities Specialist. She oversees and coordinates the daily operations of our School Commodity Department. Her main duty is to provide commodity inventory level reports to school foodservice directors and/or staff, and to arrange delivery of brown box as well as furthered processed commodities to these school accounts. She also serves as a contact between Upper Lakes Foods, Inc. and the MDE-FNS to convey pertinent information to foodservice directors.

Customer Service: <u>Erin Washenesky</u>	<u>1-800-879-1265 ext. 4217</u>
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Erin ensures that quality standards are exceeded with customer requirements and expectations within our inside sales department. She works closely with Management to monitor inventory levels and the transportation needs of our clients. She works with a team of inside sales representatives taking orders and growing our business. Erin is detail-orientated and has an understanding of the steps needed to properly get the product to its final destination.

Technology Support: <u>Tim Nelson</u>	<u>1-800-879-1265 ext. 4186</u>
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Tim specializes in applying logical analytical thought to a business issue, being apt at communicating with all levels of stakeholders, understanding the capabilities and limitations that technology presents within the context of a business process, and being able to assemble, analyze and evaluate data. Tim makes appropriate and well-reasoned recommendations and



decisions to support the business. He enjoys working with people and finding solutions together.

Accounts Receivable: Sara Lamb 1-800-879-1265 ext. 4210

Upper Lakes Foods accounts receivable team receives payment from the school district via check or ACH. Once payment is received the check is scanned electronically and prepared for payment application. After application, statements are sent via electronic email, scanned or faxed depending on customer's preference. Electronic invoicing is also an option, in addition to the driver copy at the time of delivery.

Dietetic Development Specialist: Taylor Gawlik RD, LD, CD 1-651-955-8764

Taylor Gawlik RD, LD, CD is a highly trained professional with a proven record of helping others succeed through education, strong leadership, and proficient management.

Taylor earned a Bachelor's Degree in Dietetics from the University of Wisconsin – Stout. She holds certificates in Child and Adolescent Weight Management, Adult Malnutrition, Food Allergies, and Nutrition Counseling. She is also a proud member of the Academy of Nutrition and Dietetics.

Taylor has experience in completing nutrition assessments of residents, conducting evaluations of resident nutrition care and intake, and supervision of employees. Her passion for food and providing superior service has shone throughout her 11 years in foodservice.

As the Dietetic Development Specialist for Upper Lakes Foods, Taylor is a resource to all customer segments, with a strong emphasis in the healthcare field. She works with the healthcare team to provide additional support such as on site evaluations, food cost per day assessments, and menu analysis. Her proven strengths in education and training make her an esteemed member of the team.



Prime Vendor School References

RICHFIELD SCHOOLS, ISD #280

Michael Manning

7001 Harriet Ave. S.

Richfield, MN 55423

612-798-6071P

michael.manning@rpsmn.org

BLOOMINGTON SCHOOLS, ISD #271

Rynetta Renford

1350 W. 106th St.

Bloomington, MN 55431

952-681-6574 P

rrenford@isd271.org

Upper Lakes Foods, Inc. has not had a customer with approximately the same volume discontinue a contract with us in the last three (3) years.



Credit References

Company Information

Upper Lakes Foods, Inc. Phone: 218-879-1265
801 Industry Avenue Fax: 218-879-1940
Cloquet, MN 55720

Full-Line Wholesale Food Distributor
Minnesota Corporation - Incorporated 1967

FEIN: 41-0915145 MN Resale Tax: 9736431

Officers:

Susan R. Ryan CEO/President
Jim Bradshaw Chief Operating Officer
Scott Sorensen Secretary/V.P. Of Operation
Tom Lyons Chairman of the Board
Jesse James Chief Financial Officer
Shawn Sorensen Treasurer/V.P. Of Logistics & Transportation

Bank Reference:

PNC Business Credit
One North Franklin, Suite 2500
Chicago, IL 60606
Phone: 847-997-6940
Contact: Diane M. Marshall, Senior Vice President, Portfolio Team Leader
Email: Diane.Marshall@pnc.com

Trade References:

Unipro Foodservice, Inc.
2500 Cumberland Parkway
Atlanta, GA 30339
Phone: 770-952-0871 Ext. 7528
Contact: Joseph Braun
Email: AR@uniprofoodservice.com

Cloverdale Foods Company
2017 34th St. NW
Mandan, ND 58554
Phone: 701-663-9511 Ext. 414
Contact: Miranda Bergquist
Email: mirandab@cloverdalefoods.com

General Mills
1 General Mills Blvd.
Minneapolis, MN 55426
Phone: 763-764-812
Contact: Jody Mackner
Email: credit.references@genmills.com



ULF Audit Process

In the instance that school shall conduct audits to validate cost and compliance with agreement term and conditions. School may conduct an annual audit to validate costs and compliance with the Request for Quote. School will allow 30 day notice for Distributor to prepare files for an audit and will be able to review ten (10) items. The audit will take place at the Distributor's office. Distributor will correct audit findings immediately or within 30 days following notification of the errors. Any expense incurred in the audit process will be the responsibility of the school.

School Requirements that cannot be met

Upper Lakes Foods acknowledges all school requirements specified in RFP.

Ancillary Services

Upper Lakes Food is based off the philosophy; our success depends on your success. Please, completely review the following of this response for an understanding of the Upper Lakes Foods customer experience. All procedures, services and programs listed in our response have been developed for our customer's success with no additional cost to you.

• FAMILY-OWNED AND OPERATED •

UPPER LAKES FOODS

EST 1967

We're dedicated to enriching the lives of your students, staff, and community by serving good food

Professional Standards Seminars

Including, but not limited to:

- ✓ Knife Skills
- ✓ ServSafe
- ✓ Customized Professional Classes
- ✓ Recipe Development
- ✓ K-12 Connection Educational Events
- ✓ USDA Training

Proud Members

- ✓ MSNA Executive Board
- ✓ Minnesota Industry Conference Committee
- ✓ Minnesota Industry Advisory Board
- ✓ Minnesota Nutrition Conference Committee
- ✓ Minnesota School Nutrition Associations

Product Offerings

- ✓ MSFBG
- ✓ Theme Holiday Shaped Cookies
- ✓ Farm to School
- ✓ Smart Snacks
- ✓ Whole Grain
- ✓ Low Sodium
- ✓ All Vegetable Components
- ✓ Gluten Free and Special Diets
- ✓ Buy American

2015 MSNA Industry Partner of the Year

Reporting

- ✓ Processor Link
- ✓ K-12 Foodservice
- ✓ FFS
- ✓ Cool School
- ✓ Food Service Rewards

Online Ordering

- ✓ MegaBite
- ✓ Natural Marketplace
- ✓ CN Labels
- ✓ Product Formulation Statements (PFS)
- ✓ Nutritionals along with Smart Snack, Gluten Free, and Whole Grain

Upper Lakes Foods' School Snapshot

Contact Bekah at bdejarlais@ulfoods.com or 612.743.0103

800.879.1265 | www.upperlakesfoods.com

801 Industry Avenue | Cloquet, Minnesota | 55720



Description of Procedures

Upper Lakes Foods, Inc. has a talented team of customer experience professionals that are committed to customer satisfaction and strives to meet a services level goal of 100%. All ULF schools are assigned a dedicated team of highly trained specialist that will work with you to construct a food service support program that will facilitate maximum cost savings to schools. Starting with but not limited to service levels, taking and confirming orders, upload of purchasing data to MN Dept. of Education, NOI and FFS upload and tracking through K12 Foodservice and/or Processor Link, menu planning, providing samples, answering questions related to Minnesota School Nutrition Association and so much more.

By analyzing the follow response, we offer you a complete review of Upper Lakes Foods' food services support program options:

- Delivery Timelines
- *Minimum Delivery Quantities*
- *Payment Terms*
- *Change Orders*
- *Credits*
- *Pick-ups*
- *Special Orders*
- *Communication Services and Sales Staff*
- *Delivery Capabilities: highlighted in Transportation*
- *HACCP*

Delivery Timelines

Upper Lakes Foods acknowledges delivery requirements.

Business Reviews

Upper Lakes Foods' believes business reviews have proven to provide advantages for our customers and internally. During such reviews, useful information and ideas are analyzed to create or change businesses practices. There are 2 (two) business reviews annually and reviews upon request.



Customer Service

The Upper Lakes Foods' sales staff consists of both District Sales Representatives (DSR) and Customer Service Representatives (CSR), who are experienced, knowledgeable, and prepared to work together. The DSR and CSR assigned to you will deal with the day-to-day logistics of your account. Both the DSR and CSR will handle all ordering aspects of your account, including menu items, providing samples, rebate tracking, NOI and FFS upload, and a general review of your account status. In addition, our sales team includes on-staff executive chefs and specialists in meat, produce, chemical and smallwares, and equipment areas. These specialists handle technical questions in their field and work with the DSR and CSR assigned to each account.

Performance Commitment

Upper Lakes Foods' commitment to customer satisfaction requires us to set a service level goal of 100%. The service level can be measured by product fill rates, on-time deliveries and perfect order rates. We will strive to maintain a product fill rate of 99% (with approved substitutions) subject to constraint to the supply chain). Your service level will be a result of using proven technology, time-honored processes and communication between our organizations. We are committed to deliver to you the correct product on time, every time. Our 56 years of experience demonstrates that we are capable of meeting these service level goals.

Product Integrity

Upper Lakes Foods is committed to maintaining product integrity while products are in the care, custody, and control of our organization. We have developed quality assurance programs and procedures to make this a reality. Included are programs for pest control, sanitation, facility and equipment maintenance, product protection and quality systems. In addition, Upper Lakes Foods is inspected by governmental agencies and outside consultants. Attached is a copy of our quality assurance program, the HACCP Plan, for your review.

Confidentiality

It is understood that all information contained within this agreement will be held confidential.



Change Order/Order Entry

Upper Lakes Foods provides procedural flexibility to our customers. We will work with you to customize an order procedure, or a combination thereof, that fit the needs of your organization. The following are examples of options available for the placing of orders:

- ULF Online Ordering System, an internet based ordering system
- Call in ordering
- Email orders
- Order guides

An Upper Lakes Foods representative will be responsible to ensure the placement of the customer's order including identifying any potential shortages by checking the order status and inventory fill levels. If lead times are adhered to, we will communicate any substitutions prior to the order being shipped.

Upper Lakes Foods defines E-Commerce as the trading of information electronically between businesses. The sharing of information allows both parties to utilize preferred software and internal systems regardless of the trading partners. Normally this is done through predefined file formats that are communicated electronically to one another via dial-up, file transfer protocol (FTP), or Email.

In addition to ULF Online Ordering, the ability to create electronic invoice files, sales files, and process payments via wire transfer or ACH are also available.

Upper Lakes Foods' commitment to E-Commerce assures you the ability to capitalize on existing technology and on future technological advances.

Please see the Technology Section.

Special Order Policy

Upper Lakes Foods recognizes your need for special items. Our sales and purchasing department will coordinate customer product requirements for new and/or proprietary items.

- One-time theme type products will be brought in ahead of time to be there for your special occasion.
- Seasonal "theme" products would be stocked and given their own product numbers. Usages could be tracked and planned to cover the seasonal event.
- Special products, which would be used all year long, would be brought into our inventory and handled as normal stock items.
- Upon a special order request, your Customer Service Representative will fill out a Special Order Form with the customer. Once the customer has reviewed the accuracy and signed



the form, the item will be ordered and delivered with the next scheduled delivery upon arrival. It will be special ordered for an additional fee to the customer. Special order items may not be returned for credit. Please see the special order/new item request forms in this quote.

Minimum Order Requirements

Upper Lakes Foods does have a minimum dollar and/or case requirements of 25 cases or a \$500.00 per order.

Proprietary Items

Upper Lakes Foods offer over 12,000 products to fully services all customer needs. In the unlikely event, we do not currently stock contract items we strive to have flexibility to purchase and stock proprietary item(s) for each school group. At such time, it falls upon the schools' responsibility to insure all stocked proprietary items are purchased by end of each school year.

Substitutions

Upper Lakes Foods will work closely together with you to monitor the required inventory volumes to support your activities. Our comprehensive system, which includes warehousing, order entry and sales analysis, allows us to track products, monitor inventory levels, and rotate date sensitive products. Although rare, an out of stock situation may occur and require immediate attention to resolve. In this instance, we will work together to communicate a suitable substitution. Our buyers utilize the E-3 purchasing program, which allows us to better maintain proper inventory levels.

Payment Terms

30 Day payment term from the receipt of invoice. Methods of payment accepted are ACH, check or cash. We are unable to accept Credit or Debit card payments.

Pricing Schedule

Our weekly pricing schedule begins on Saturday and ends on Friday.



NEW ITEM REQUEST

Date Requested: _____

ACCOUNT INFORMATION

Chain Number: _____

Only use the chain number if the new item applies to all the customers in the chain

Account Number: _____ Account Name: _____

*Re: chain business --- if the item is for a specific account within a chain you must fill
in the account number in addition to the chain number.*

Weekly Commitment: _____

ULF Sales Person: _____ District Manager: _____

MANUFACTURE INFORMATION

MFG Name: _____ MFG Number: _____

Description: _____

Pack Size: _____

ULF INFORMATION

Replacing ULF Number: _____

Weekly Usage on the Old Number: _____

Notes: _____

SPECIAL ORDER FORM

Meat (Mark Box) - Order by 9:30 for Next Day Delivery	Expected ship date:
Meat SO Procedure: Email form to Tammy Schoen, Randy Stocker, and Inside	PO ETA date:

All Other Items (Mark Box)	
All Other Items Procedure: Email form to Inside	

Today's Date: 3/21/23

Customer Name: _____

Customer Number/Chain Code: _____

Delivery Day/Days: _____

Buyer: _____

Brand: _____

Inside Salesperson: _____

DSR: _____

DM: _____

UL#	Quantity	Description	Temp	DOT # or Mfg# (circle one)	Price
1.					
2.					
3.					
4.					
5.					
6.					

Customer Signature: _____

Buyers Return to Inside Sales

*Special orders are **not** returnable

Special orders will take a minimum of 3 to 4 weeks to ship.



Product Delivery

Upper Lakes Foods understands that dependable and timely deliveries are critical to our customers. We will provide a delivery schedule based upon your days of operation and staffing requirements. Upper Lakes Foods commits the necessary drivers and equipment to satisfy this requirement.

We maintain the highest standards of quality in product handling, storage and distribution to help ensure customer satisfaction. Throughout Upper Lakes Foods, we hold ourselves responsible to attain quality standards and meet customer requirements and expectations. Product quality is sustained through rigorous testing and product qualification to certify all state and federal specifications are met.

Upper Lakes Foods, Inc. will work together to plan and schedule product delivery by utilizing our software based routing package, Xata. Our routing package takes the following parameters into consideration:

- The hours and days the customer is open for delivery based on staffing and activity
- Approximate drop size of each scheduled delivery
- Number of drops and days required
- Availability of dock space and/or delivery entrances
- Number of deliveries per week
- Miles included in routes

Upper Lakes Foods' drivers will deliver and off-load all products to areas specified by each customer (i.e., freezer, produce cooler, dry storage, etc.). Orders can be hand-stacked or palletized to accommodate the operational facility. All delivery units are equipped with two-wheel handcarts and load pallet jacks to facilitate an efficient delivery.

Emergency deliveries and shortages all require the need for communication in working together to handle each scenario as it occurs. This includes, but is not limited to, additional deliveries, deliveries on different days, and special deliveries to meet your needs.

Upper Lakes Foods Hazard Analysis and Critical Control Points, HACCP, plan is a fundamental part of daily business. Also integrated into the HACCP plan is Upper Lakes Foods' Sanitation Standard Operating Procedures and Product Recall Procedures. In addition, we undergo inspections with Merieux NutriSciences. From the initial taking of an order to the customer serving a finished product, every procedure is handled with accuracy and satisfaction to grant without fail, prompt delivery, fresh groceries, and excellent customer service



Transportation

Upper Lakes Foods', Inc. drivers are trained and knowledgeable in the area of customer service. Our drivers will deliver and off load all products to their designated temperature zones. Orders can be hand stacked or palletized to accommodate the operational facility. All delivery units are equipped with two-wheel handcarts and, if necessary, hand-pallet jacks to facilitate the delivery.

Our delivery fleet includes 65 tractors ranging from model years 2020-2023, and 75 trailers ranging from 28', 36' and 48 ft. Upper Lakes Foods' delivery units utilize mechanical refrigeration and thermostatically controlled heaters and blowers to maintain multiple temperature zones (when needed). Compartments are heated and cooled as needed to maintain product integrity and comply with FSMA regulations.

For added safety on the outbound delivery, Upper Lakes Foods' entire fleet has Samsara, a technology that records in-cab and forward-facing events when triggered. Upper Lakes Foods' fleet also has Roadnet and Samsara technologies; a software/hardware system that manages our routing and electronic logging devices and telematics technologies.

Upper Lakes Foods, Inc. provides a 24-hour service maintenance facility that has the capability to handle all vehicle repairs. All personnel are DOT certified. This in-house facility not only provides a quick response for needed repairs, but also provides preventative maintenance. Records are kept on each unit. These are analyzed and used to reschedule regular maintenance, which has minimized down time for our vehicles.

All Upper Lakes Foods, Inc. delivery vehicles are cleaned every week. Our maintenance crew works daily to clean, inspect, and dry all units. Every power unit is externally washed, cabs are cleaned and windows washed. Trailers are washed inside and out on weekly basis (or sooner as needed) to be sure to comply with FSMA regulations as well.

Please review Upper Lakes Foods' HACCP Plan and Merieux NutriSciences Certificates, which are included in this quote.



UPPER LAKES FOODS, INC.

Warehouse Specifications

CLOQUET FACILITY

Dry Storage	85,000 sq ft
Cooler	8,000 sq ft
Refrigerated Loading	14,000 sq ft
Freezer	37,000 sq ft
Office Space	21,600 sq ft

NORTHFIELD FACILITY

Dry Storage	40,000 sq ft
Cooler	20,000 sq ft
Refrigerated Loading	4,775 sq ft
Freezer	11,927 sq ft
Office Space	12,000 sq ft

JANESVILLE FACILITY

Tomato Room	850 sq ft
Potato Room	750 sq ft
Dry Storage	44,450 sq ft
Cooler	12,800 sq ft
Refrigerated Loading	15,900 sq ft
Freezer	20,350 sq ft
Office Space	4,000 sq ft

**Cloquet, Northfield, and Janesville facilities are equipped with
climate controlled shipping and receiving docks**



UPPER LAKES FOODS, INC.

Delivery Vehicle Specifications

TRUCKS:

- ❖ 65 trucks combined between Cloquet, Northfield and Janesville facilities
- ❖ All trucks range from model year 2020-2023

TRAILERS:

- ❖ 75 trailers combined between Cloquet and Northfield facilities
- ❖ All are multi-temperature compartment trailers
- ❖ Trailers are either 28, 36, or 48 feet in length



Reporting Options / Order Guides

Upper Lakes Foods can customize reports currently required or create reports you would like to implement and utilize by customizing the program to give the information required. The following are a *few* of the most commonly requested reports available:

- *Rebate Tracking (Including NOI & FFS)* - Rebate information will be submitted on your behalf.
- *Consolidated Usage Report* - Consolidated product sales of multiple locations. This report prints summary sales (how many total were purchased by all locations) or detail sales (location "A" purchased 2; location "B" purchased 3...).
- *Fill Rate Report* - Tracks and reports the number of shortages and "outs".
- *Invoice Categorizing Report* - Assigned products by the customer are defined to specific categories to facilitate subtotalling by category on invoices.
- *Descending Sales Report* - Reporting sales in descending dollars or quantity, either consolidated or by facility.
- *Nutritional Information* – Nutritional information, including CN Label and Product Formulations Statements, are available through our on-line ordering system.
- *MN Department of Education* - Purchase records will upload electronically in a timely manner for the state-administered rebate system.

Upper Lakes Foods currently has a number of order guides in a variety of formats available. Also the capability exists to provide custom programming to duplicate most current order guides; therefore simplifying transition. The ordering of products (sort order) is defined by the customer or may default to product number order. Various pieces of information may be added to print on the customized order guide.

Credits & Returns

Drivers and your facility representative will verify invoices on delivery. Shorts, exceptions, and damaged or refused product will be annotated on the delivery invoice by the driver and verified by your facility representative before the driver leaves the delivery site. Credits for product pickups will be handled through your Customer Service Representative. Product pickups will take place on the next scheduled delivery. Actual credit will be processed upon receipt of the original delivery/pick-up documentation by the accounting department, normally within 48 hours.



Credit & Returns Guidelines

Credits and returns are important to Upper Lakes Foods, Inc. The following guidelines are in place to ensure product quality and food safety.

After delivery, our credit and return policy is limited.

- If a product is short on delivery, your delivery associate will make an immediate adjustment on the invoice.
- If a product is damaged, your delivery associate will make an immediate adjustment on your invoice.

Your signature or payment of delivery confirms wholesome product has been received.

- No further returns for credit will be authorized for freezer, refrigerated or produce items due to product quality and food safety guidelines.

Packaging:

Products are returnable for full credit only when they are in the original package, free of markings or damage, and within the specified return time frame.

Special order items:

Non-stock order items have been purchased especially for you. These items cannot be resold so they are not returnable, except when damaged or of questionable quality at time of delivery.

Category	Items	Time Frame
Dairy	Fluid Milk, Yogurt, Shell Eggs, All other Products	Non-Return
Meat	Fresh Beef, Fresh Pork, Fresh Veal, Fresh Lamb	Non-Return
Seafood	Fresh Fin-Fish, Fresh Shellfish, Fresh other	Non-Return
Poultry	Fresh Poultry, All other Products	Non-return
Produce	All Products	Non-return
Frozen	All Products	Non-return
Canned & Dry	All Products	7 Days
Disposables	All Products	7 Days
Chemicals	All Products	7 Days
Supplies & Equipment	All Products	7 Days
Beverage	All Products	7 Days

Customer Over Ordered and Customer Ordered Wrong Product: Any product that is over ordered or ordered incorrectly and returned will be subject to a 15% restocking fee.

Key Drop Delivery: Customers receiving key drops will have a maximum of four hours after arrival to site to report any delivery issue regarding shortages, damaged, or spoiled products.



Customer Service Programs

As an innovator in food service distribution, we are constantly looking for ways to support our customers beyond the normal distribution process. Over time we have developed programs and concepts that have proven to be successful for our customers.

Upper Lakes Foods prides itself on being able to meet all of the needs of your product specifications because of our distinct working relationship with major manufacturers. In addition, we handle the delivery and installation of equipment with our own staff ensuring proper start-up and reliability.

We will make available to you our support programs:

- **Rebate Tracking** – Rebate information will be submitted on behalf of the school.
- **Rebate Products (schools)** – The utilization report includes product names, brands and quantities purchased. We are able to send an electronic upload of commodity pilot items purchased on a monthly basis to the Clics program administered by MN Department of Education. Along with uploads and rebates to K12 Foodservice and Processor Link.
- **USDA Commodity Information Link.** We offer training for NOI (Net Off Invoice), Fee-for-Service, and Regular USDA products. Customers can schedule a meeting prior to the selection of USDA items in the Fall and Spring stores. We can customize the training to the level of knowledge within your team. This includes an overview on how USDA works, menu planning for ways to incorporate items, and sharing what other districts are doing. Our team will source NOI calculators, manufacturer USDA product catalogs, and SEPDS forms. We will include which items are setup with a ULF item code and highlight our stocked NOI options. We include our current FFS ULF item codes and can easily setup new codes to utilize for this program. We work closely with MDE to determine if there are any new USDA products for the upcoming school year. Once we have the information complete from our manufacturer partners and MDE, we create a one stop shop with all the information you'll need regarding USDA commodity selection.

• FAMILY-OWNED AND OPERATED •
UPPER LAKES FOODS
EST 1967

- **Equipment & Design Support** – Upper Lakes Foods offers all of your equipment, supplies, and smallware needs for your commercial kitchen. Drawing from over 35 years of commercial kitchen contract experience, we are prepared to aid you in all your kitchen needs.
- **Beverage & Equipment Support** – If your organization is looking for a unique or tried and true plan in the beverage department, Upper Lakes Foods can help you obtain the necessary equipment needs. Examples of the types of equipment available are coffee, juice, hot chocolate, cappuccino, smoothies and soft serve machines.
- **Chemical & Equipment Program** – An extensive Sunburst program is available to suit your chemical needs and environmental concerns as well as a chemical specialist to match product descriptions from your current chemical supplier to suit your needs. Our environmentally responsible cleaning solutions protect the health of our planet. CleanGredients, an environmentally friendly product, uses less energy to transport and recyclable packaging for warewash and laundry applications.
- **Supply Support** – Upper Lakes Foods will be committed to stocking your most used trays, smallwares and kitchen equipment.
- **Equipment Support** – Upper Lakes Foods also maintains a full service department available, from our regularly scheduled monthly visits to 24 hours a day for emergency.
- **Graphic Arts Support** – Upper Lakes Foods has a graphic arts department that can assist in designing and creating menus, table tents, and posters for your operation.
- **Menu Planning** – On-staff chefs are available to demonstrate new and different menu ideas.
- **Staff Training** – Upper Lakes Foods will offer wait staff and kitchen training and incentive programs for your personnel.
- **Test Kitchen** – This is located at our main office facility in Cloquet, MN.
- **Diesel Diner** – Demonstrations and food service ideas done at your site on our converted bus.
- **Special Function Support** – Upper Lakes Foods may provide equipment and personnel for your special functions
- **Nutritional Information Database** – Nutritional information is available through our on-line ordering system.
- **Wellness Program** – Upper Lakes Foods supports the wellness program by offering Product Specification Sheets, Ingredient Listing Sheets, CN Label Sheets, and Nutrient Data upon request.



Additional Service(s) Available

- Forward Buy Opportunities – Upper Lakes Foods takes advantage of forward buy opportunities typically available when vendors wish to move excess warehouse inventories as quickly as possible. When these opportunities arise, we will consider shelf-life restrictions and balance potential savings against the additional cost of inventory. When shelf-life considerations are favorable, and there is a demonstrable cost savings to the customer, we will make the forward buy, and pass the savings on to the customer through reduced unit pricing.
- Product Characteristics – In addition, our customers are kept abreast of product characteristics such as shelf life, nutritional information, portion size, and cost. Upper Lakes Foods works with its suppliers, brokers and manufacturing representatives to answer any questions regarding the product and its preparation.
- K12 Connection and USDA Commodity Show – We offer both an educational event called the K12 Connection and we bring our districts together to learn about topics that are trending. We also offer prior to the Spring USDA store selection a USDA Commodity food show. We invite NOI and Fee-for-Service manufacturers and brokers to show items available through ULF. Customers have the opportunity to network with other schools, taste products, connect with the vendors, and sit in an educational presentation. We offer CEU’s for the attendees and typically there are many samples available to bring back and test with your staff.
- Food Shows – There are a variety of Food Shows throughout the year. The following are a few of the regular Food Shows for Upper Lakes Foods:
 - Upper Lakes Foods Spring Show
 - Upper Lakes Foods Fall Show
 - School Show
- Training – Upper Lakes Foods offers training in such areas as how to “sell” product in various food service arenas and to work with you, the customer, in other beverage related areas. We can provide training on cleaning procedures of equipment using correct handling of products both liquid and ground, and training on proper sanitation of the equipment.

- Performance Reporting and Measurement
 - Price List
 - Price Change Report
 - Month to Date Usage
 - Year to Date Usage
 - Beverage Service Report
 - Chemical Service Report
 - We have written a wide variety of custom reports for our customers. If our quote is accepted we will discuss your reporting needs and supply you with acceptable reports. Current reports show price changes, usages, combined usages (multiple ship-tos or chains) and/or service levels.

Theme Menus/Shows

This may be one of the most effective tools we have developed. These themes create excitement for our customers and their staff. Menus, cost & methods, and new ideas are highlights in these specialty shows/menus. Some theme ideas include, but are not limited to: Seafood Extravaganza, Summer Salads, and Oktoberfest. These menus direct sales and generate profits that you can rely on to increase sales.

Coffee Program

Our coffee is exclusive to Upper Lakes Foods, Inc., and hand selected and purchased direct from plantations around the globe that do the best to care for their environment and workers. All products are air-cooled and hand packed immediately after roasting in New Prague, MN. Our organic selections are certified OCIA, USDA, and FDA. With over 100 different varieties and more than 60 different flavors, we are confident this program is right for you.

Sanitation & Food Safety Program

Our full-service chemical program is tailored to our customer's need and designed to deliver the highest level of cleanliness and customer satisfaction. We offer ware washing, laundry, housekeeping, maintenance and infection control dispensing equipment and services at *no charge* to our customer. We supply the most reliable state-of-the-art dispensing equipment available in the industry, which is installed and serviced by our own team of technicians who have over 60 years of combined experience. In-service training is provided to ensure proper use and comfort of our product and labeling systems. This program includes such things as, our color-coded cutting



boards, mop heads, buckets and wringers. This language-free, coordinated system will help reduce the chance of cross contamination and improper product usage.

Our preventative maintenance program is designed to keep breakdowns and emergency service calls to a minimum. The service frequency is set with each department head to cover individual needs. In the event emergency service is required, we are there for you with our toll-free service number which is answered live 24 hours a day.

Because Upper Lakes Foods controls our own service department, we are not limited to one line of products to offer you. Although we initially offer and set up a single line for ease of recognition, we currently distribute six (6) different lines of products to make sure we have the products for all of the specialized needs you may have and secure the highest level of sanitation.

Distributor Out Clause – Right to Cancel

In the event of unseen circumstances, any contract entered into as a result of this Quote may be cancelled, for cause, by either party upon 60 calendar day's written notice prior to the effective date of cancellation. If the Contract Distributor is unable to perform for any reason under the terms of the contract, the Distributor reserves the right to cancel with the proper notice as stated above.

Act of God Clause

In any event of unanticipated and sudden market changes, Upper Lakes Foods, Inc. reserves the right to adjust the pricing of the items on this bid quote.



Cleanliness is critical to your school's reputation.

Better results for **Education**



Sunburst provides advanced cleaning solutions to help maintain healthy and successful learning environments.

Sunburst programs have been constructed with environmentally friendlier products that are Safer Choice certified, making them safer for students and employees. Our education program provides advanced cleaning solutions and training for janitorial, food service and laundry needs while focusing on overall cost savings.

Together, we can help you achieve a cleaner and safer facility... so teachers can teach and students can learn.

Challenges We Tackle

- Protection of reputation and enhanced staff and student experience
- Prevention of the spread of harmful bacteria and germs that cause illness
- Reduction of cross-contamination between classrooms
- Increased safety for staff and students
- Space conservation
- Better results

What Customers Value in Sunburst

- One-Touch Cleaning® – better results the first time
- Easy-to-use system means less intensive training for employees
- Space-saving solid products
- Cost reduction
- Safety, easy to use products and dispensers
- Environmentally friendlier options
- Responsive, friendly service

Together, we can make your job easier and your results better.



JANITORIAL



LAUNDRY



FOOD SERVICE

Ready to get better results? We're ready to help.

800-899-7627

Better results together.™

www.sunburstresults.com



Make the most of your time, labor, and money with solutions that work the first time.

Education

One-Touch Cleaning®



Sunburst can help increase efficiency, make the most of your resources and achieve the results you require.

Sunburst's One-Touch Cleaning® programs can significantly reduce your cleaning expenses and labor hours while delivering the best results the first time around.

Products / Dispensers

+

Service

=

Better Results



- Training
- Support employee risk reduction
- Troubleshooting
- Coordination of new installation
- Managing overall costs
- Managing product inventory
- 24/7 Service Call Center

Sunburst industry-leading solid products are formulated to:

- Get surfaces clean the first time
- Require 10x less space
- Be safer for staff and students
- Reduce bacteria and germs that cause illness
- Meet regulatory requirements

Together, we can make your job easier and your results better.



JANITORIAL



LAUNDRY



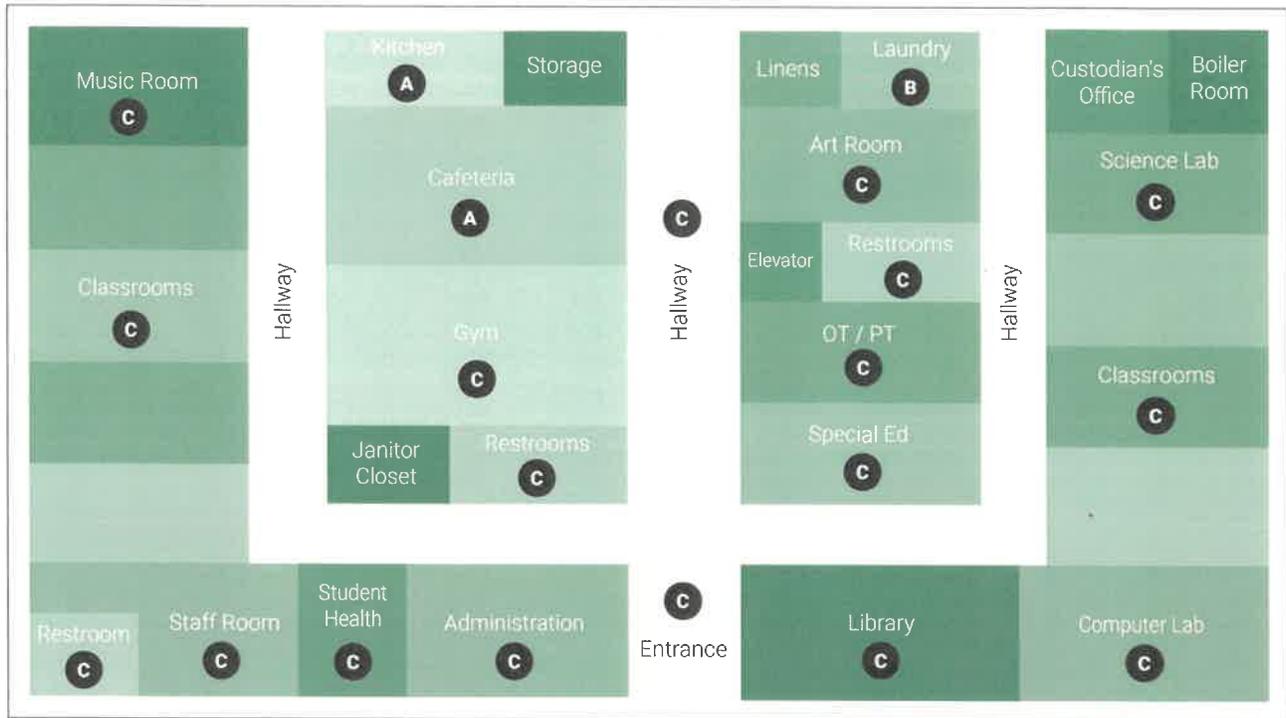
FOOD SERVICE

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Better results together.™

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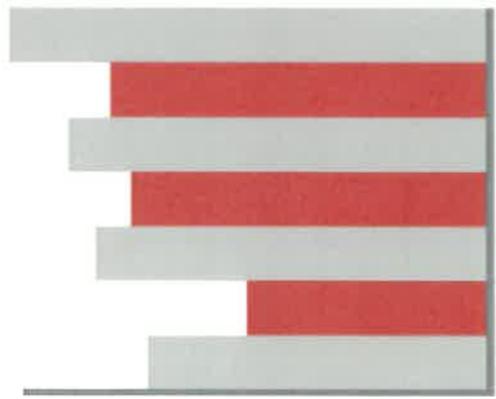
Program Essentials

A Food Service			B Laundry	C Janitorial		
Warewash SOLID GREEN #98 Dishwasher Detergent SOLID GREEN #23 Dish Machine Rinse Aid Floors SOLID GREEN #14 All-Purpose	3-Bin Sink SOLID GREEN #40 Pot & Pan SOLID GREEN #34 Silverware Presoak Glass SOLID GREEN #78 Glass & Neutral Cleaner	Disinfectant QUICK SAN 10 Sanitizer & Bacteriostat SUNBURST NO BAC Disinfectant / Deodorizer Drain SOLID GREEN #22 Bio-active Digestant / Deodorant	TRIFECTA Enzyme Laundry Detergent CONSERV SG #67 Detergent with Color-Safe Bleach CONSERV SG #80 Fabric Softener	Finished / Tile Floors SOLID GREEN #78 Neutral Cleaner Kitchen / Cement Floors SCORE Emulsion Degreaser	Restrooms BIO CLEAN Solid Deodorant, Detergent, Disinfectant All Purpose SOLID GREEN #24 Biological Cleaner	Glass & Hard Surface SPRAY KLEEN GLASS & HARD SURFACE CLEANER Glass & General Purpose

Together, we can make your job easier and your results better.

JANITORIAL	LAUNDRY	FOOD SERVICE

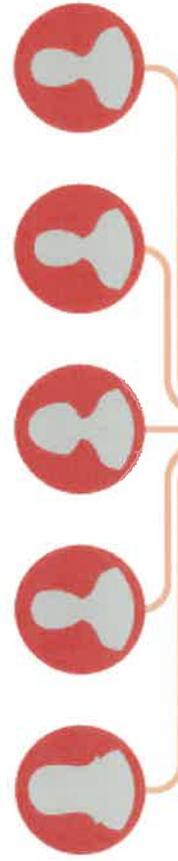
Ready to get better results? We're ready to help.



\$12 Billion

Collective Purchasing Volume

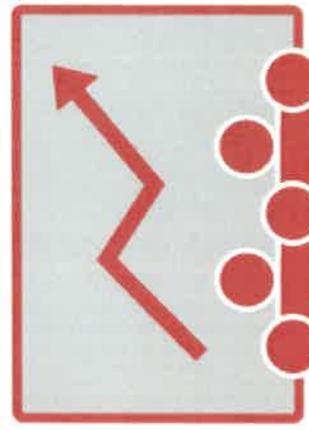
BUYING POWER



850 MEMBERS

LOCATIONS

MEMBER-OWNED



MEMBER-DRIVEN

UniPro Foodservice

US Foods

Sysco



NATURAL MARKETPLACE

Offers the largest selection of gluten-free and other fast growing natural food items to your customers.

Upper Lakes Foods has the largest selection of natural and organic products at your fingertips.



- #1 Profit growth category
- No minimums
- Delivery with your regular order



One easy step and we will do the rest.
<http://upperlakes.logisticaforce.com>
username: Your Upper Lakes account #
Password: register

Sign on to receive your free catalog! Get information about the top 100 natural food products available from Upper Lakes Foods.





Our Planet to Plate Journey

Farm to School Program

Upper Lakes Foods, Inc. is a proud participant in the Farm to School Program. This program brings together food distributors and schools by way of local farms. The goal is to provide and educate students on the importance of embracing the resources around them and eating healthy, fresh and local foods.

We work diligently to be a provider of information and products to make our schools Farm to School program a huge success!



Upper Lakes Foods, Inc. Environmental Stewardship Mission:

Upper Lakes Foods, Inc. is committed to sustaining our planet's natural resources by continually improving the efficiency of our operations, working with our suppliers to provide environmentally superior products and supporting and assisting our customers in reaching their sustainability goals. Upper Lakes Foods, Inc. is dedicated to providing a culture of care for our employees, customers and suppliers that promotes health and wellness; economically, environmentally and socially. Through philanthropic efforts, including donation and employee volunteerism, Upper Lakes Foods, Inc. is devoted to supporting our company's core values at all times; Work Ethic, Attitude, Integrity, Teamwork, Appearance and Respectful Interaction.

For more information on the Farm to School Program
contact Bekah DeJarnis at 612.743.0103.

• FAMILY-OWNED AND OPERATED •

UPPER LAKES FOODS

EST 1967

WELCOME TO OUR TABLE...

We are your full-line, full-service, local food distributor. The mission of ULF is to build value for each customer, employee, supplier, and community we serve by bringing the best; the best products, best people, and best ideas.

Local. Independent. Minnesotan.

UPPER LAKES FOODS

has a long and rich history of being a quality, family owned business where customers come first. We were founded in Duluth, Minnesota by Lawrence (Larry) R. Sorensen in 1967. In 1981 we moved from Duluth to our current headquarters in Cloquet, Minnesota. Today we have grown to over 250 employees and have an additional facility in Northfield, Minnesota. Despite our consistent growth, we remain committed to being a family-owned and operated company.

Welcome to our family!

LOCAL & FRESH

We are proud to be part of the communities in which we live and do business. Being a local, family-owned company means we can be flexible and responsive. We are able to meet your needs quickly while keeping prices competitive and offering premium products.

From fresh to frozen foods; canned to dry edibles; paper to chemical products; beverage and dispensing equipment; we are your expert partner in supplying and marketing your restaurant or food service business.

MARKETING?

That's right! From menu planning and design, to kitchen and dining room layout, we bring years of experience to our strategic marketing and design services.

Let's get creative together!

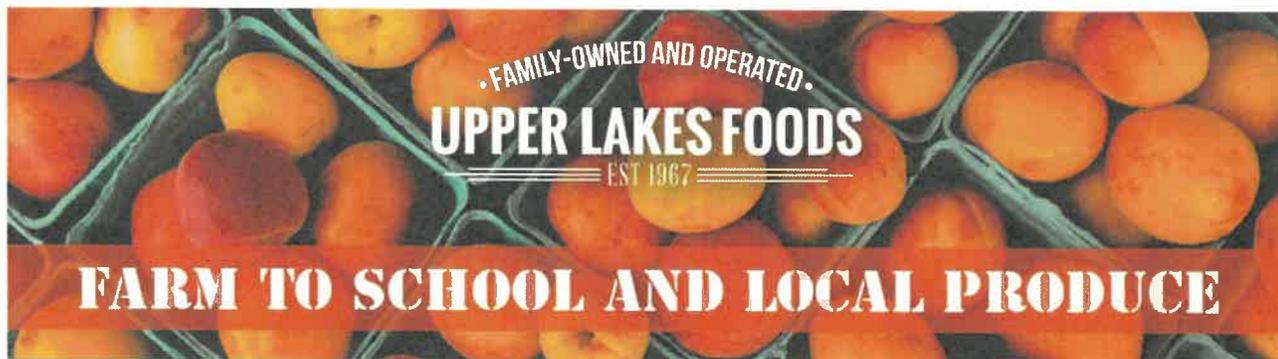
UNIPRO MEMBER

ULF is a member of UniPro, the nation's #1 foodservice distribution network for the industry's leading national brands. This superior buying leverage is passed on to you.

JUST THE BEGINNING

And that is just the beginning of what we offer. At Upper Lakes Foods we work with you every step of the way to ensure you have access to the best brands, freshest products, and innovative ideas to drive your business forward.

*At Upper Lakes Foods, you are more than just a customer ordering food.
You are family.*



Apples Cortland 100/125ct	Wescott Orchard (Elgin MN)
Apples Honeycrisp 113-125ct	Wescott Orchard (Egin MN)
Apples McIntosh 113-125ct	Wescott Orchard (Egin MN)
Apples Riverbelle 113-125ct	Wescott Orchard (Egin MN)
Beets Red 25#	Ed Fields & Sons (Anoka MN)
Cabbage Green Jumbo sack	Vine Valley Farms (Stewart MN) Svihel Farms (Foley MN)
Cabbage Green Medium ctn	Vine Valley Farms (Stewart MN) Svihel Farms (Foley MN)
Cabbage Red ctn	Vine Valley Farms (Stewart MN) Svihel Farms (Foley MN)
Chard Red 12ct	Costa Farms (White Bear Lake MN)
Greens Collard 24ct	Costa Farms (White Bear Lake MN)
Kale 24ct	Costa Farms (White Bear Lake MN)
Kale, Lacinato 24ct	Costa Farms (White Bear Lake MN)
Lettuce Hydrobibb 15-20ct	Robs Gourmet (Hollandale MN) Future Farms (Baldwin WI)
Lettuce Hydrobibb 15-20ct (SO)	Revol Greens (Medford MN)
Lettuce Hydrobibb 12ct clam	Future Farms (Baldwin WI)
Lettuce Romaine Crunch Revol 6/4.5oz (SO)	Revol Greens (Medford MN)
Lettuce Romaine Crunch Revol 3#	Revol Greens (Medford MN)
Lettuce Green Leaf Crunch 3# (SO)	Revol Greens (Medford MN)
Lettuce Spring Mix Revol 3#	Revol Greens (Medford MN)
Lettuce Spring Mix w/Spin Revol 6/4.5 OZ (SO)	Revol Greens (Medford MN)
Lettuce Butter Blend 3# Revol (SO)	Revol Greens (Medford MN)
Lettuce Spring Mix Revol 6/4.5oz (SO)	Revol Greens (Medford MN)
Mushrooms #1 Shiitake 5#	Forest Mushroom (St. Joseph MN)
Mushrooms Oyster 5#	Forest Mushroom (St. Joseph MN)
Parsnips 20#	Ed Fields & Sons (Anoka MN)
Potato Red "A" 50#	A&L Potato (East Grand Forks MN)
Potato Red "B" 50#	A&L Potato (East Grand Forks MN)
Potato Red "C" 50#	A&L Potato (East Grand Forks MN)
Potato Yukon "A" 50#	A&L Potato (East Grand Forks MN)
Potato Yukon "B" 50#	A&L Potato (East Grand Forks MN)
Potato Yukon "C" 50#	A&L Potato (East Grand Forks MN)
Radishes 40#	Ed Fields & Sons (Anoka MN)
Radishes 14/1#	Ed Fields & Sons (Anoka MN)
Sprouts Alfalfa 12ct	Jack& The Green Sprouts (River Falls MN)
Sprouts Alfalfa 2/3ct	Jack& The Green Sprouts (River Falls MN)
Sprouts Alfalfa 4#	Jack& The Green Sprouts (River Falls MN)
Sprouts Bean 5#	River Valley Sprouts (Houston MN) MinnSprout (MPLS MN)
Sprouts Beans 10#	River Valley Sprouts (Houston MN) MinnSprout (MPLS MN)
Sprouts Clover 4# (SO)	Jack& The Green Sprouts (River Falls MN)
Sprouts Wheat Grass 7# (SO)	Jack& The Green Sprouts (River Falls MN)

squash Acorn 35#	Riverside Farms (Elk River MN) Svihel Farms (Foley MN)
Squash Buttercup 35#	Riverside Farms (Elk River MN) Svihel Farms (Foley MN)
Squash Butternut 35#	Riverside Farms (Elk River MN) Svihel Farms (Foley MN)
Squash Delicata 35#	Svihel Farms (Foley MN)
Squash Spaghetti 35#	Riverside Farms (Elk River MN) Svihel Farms (Foley MN)
Squash Sweet Dumpling 35#	Svihel Farms (Foley MN)
Tomatoes Cluster 11#	Bushel Boy (Owatonna MN)
Tomatoes 23-28ct 12#	Bushel Boy (Owatonna MN)
Micro Radish Mix 4oz	Future Farms (Baldwin WI)
Micro Meat Mix 4oz	Future Farms (Baldwin WI)
Rice Wild Fancy 5#	Inharvest (Bemidji MN)
Rice Wild Cracked 5#	Inharvest (Bemidji MN)
Plump Chef Seasoning Blackening Shake 2#	Plump Chef (Bloomington MN)
Plump Chef Seasoning Cowboy 2#	Plump Chef (Bloomington MN)
Plump Chef Seasoning Diablo 2#	Plump Chef (Bloomington MN)
Plump Chef Seasoning Haitian Loverub 2#	Plump Chef (Bloomington MN)
Plump Chef Seasoning Sunshine 2# (SO)	Plump Chef (Bloomington MN)
Plump Chef Seasoning Salt Free 2#	Plump Chef (Bloomington MN)
Tortilla, Corn 3-Color 25#	Catallia Tortilla (Eagan MN)
Lefse 4/12ct	Olsen (Blair WI)
Soup, Corn Chowder w/Poblano Pepper 4/4#	Venus Gourmet (MN)
Soup, Curry Coconut w/Spinach 4/4#	Venus Gourmet (MN)
Soup, Cream of Poblano 4/4#	Venus Gourmet (MN)
Soup, Cream of Mushroom 4/4#	Venus Gourmet (MN)
Tortilla, Garlic Herb 8/10ct	Catallia Tortilla (Eagan MN)
Tortilla, Cheesy Jalapeno 6/12ct (SO)	Catallia Tortilla (Eagan MN)
Flour, Buckwheat 25#	Swany Flour (Freeport MN)
Flour, Rye 50#	Swany Flour (Freeport MN)
Flour, "Organic" White 50# (SO)	Swany (Freeport MN)
Flour, Whole Wheat 50#	Swany (Freeport MN)
Flour, "Organic" Whole Wheat 50#	Swany (Freeport MN)
Flour, "Organic" White	Swany Flour (Freeport MN)
Flour, Swany Unbleached White 50#	Swany Flour (Freeport MN)
Gourds 15# avg	Riverside Farms (Elk River MN)
Indian Corn 24ct	Riverside Farms (Elk River MN)
Indian Corn 24/3ct	Riverside Farms (Elk River MN)
Mini Pumpkins 38ct avg	Riverside Farms (Elk River MN)
Wee Bee Little Pumpkins 38ct avg	Riverside Farms (Elk River MN)
Pie Pumpkins 8/10ct	Riverside Farms (Elk River MN)
Variety Fall Pack	Riverside Farms (Elk River MN)
Pumpkin Large	Riverside Farms (Elk River MN)
Cheese, Blue Crumble "Amablu" 2/2#	Faribault Dairy (Faribault MN)
Cheese, Blue Wheel "Amablu" 5#	Faribault Dairy (Faribault MN)
Cheese, Blue Wheel "St Pete's" 6#	Faribault Dairy (Faribault MN)
Cheese, Gouda Cherubic 2/5#	Faribault Dairy (Faribault MN)
Cheese, Amablu Gorgonzola 2/6#	Faribault Dairy (Faribault MN)
Cheese, Antonella Garlic Veg & Basil 2/2.5#	Blaser's (Ellsworth WI)
Cheese, Antonella Garlic/Tomato Basil 2/2.5#	Blaser's (Ellsworth WI)
Cheese, Antonella Sundried Tomato/Basil 2/2.5#	Blaser's (Ellsworth WI)
Cheese, Antonella Garlic Chive/Dill 2/2.5#	Blaser's (Ellsworth WI)
Cheese, Antonella Pepperoni/Marina 2/2.5#	Blaser's (Ellsworth WI)

Cheese, Blue Smoked, Wheel 6#	Salemville (Lavalle WI)
Cheese, Buffalo Wing 5#	Blaser's (Ellsworth WI)
Cheese, Burrata 6/1#	Belgioioso (Green Bay WI)
Cheese, Cheddar Mild 5#	Blaser's (Ellsworth WI)
Cheese, Cheddar Sharp 5#	Blaser's (Ellsworth WI)
Cheese, Cheddar Smoked Bacon 5#	Blaser's (Ellsworth WI)
Cheese, Cheddar Smoked 5#	Blaser's (Ellsworth WI)
Cheese, Chevre Goat Blueberry 12/4oz	Stickney Hill (Rockville MN)
Cheese, Chevre Goat 4#	Stickney Hill (Rockville MN)
Cheese, Chevre Goat Crumbles 2/2#	Stickney Hill (Rockville MN)
Cheese, Chevre Goat Crumbles 2#	Stickney Hill (Rockville MN)
Cheese, Curds White 5#	Blaser's (Ellsworth WI)
Cheese, Curds White 24/2oz (SO)	Blaser's (Ellsworth WI)
Cheese, Curds White 6/5#	Blaser's (Ellsworth WI)
Cheese, Curds Cajun 2/5#	Blaser's (Ellsworth WI)
Cheese, Demarcotte, Cranberry/Chipotle	Blaser's (Ellsworth WI)
Cheese, Demarcotte, Kalamata Olive 2/2.5#	Blaser's (Ellsworth WI)
Cheese, Creamy Gorgonzola	Belgioioso (Green Bay WI)
Cheese, Gorgonzola, Wheel	Black River (Willard WI)
Cheese, Gouda w/Chipotle	Eichten's (Center City MN)
Cheese, Gouda St Mary's s/o	Caves of Faribault (Faribault MN)
Cheese, Habanero/Ghost Pepper	Blaser's(Comstock WI)
Cheese, Mascarpone 4/5#	Belgioioso (Green Bay WI)
Cheese, Mascarpone 5#	Belgioioso (Green Bay WI)
Cheese, Monterey Jack 5#	Blaser's (Ellsworth WI)
Cheese, Monterey Jack Apple Cinnamon 5#	Blaser's (Ellsworth WI)
Cheese, Mozzarella Ciliegine 2/3#	Belgioioso (Green Bay WI)
Cheese, Mozzarella Fresh Curd 10# (SO)	Belgioioso (Green Bay WI)
Cheese, Mozzarella Perlini 2/3# (SO)	Belgioioso (Green Bay WI)
Cheese, Mozzarella Fresh Logs 6/2#	Belgioioso (Green Bay WI)
Cheese, Mascarpone 5#	Belgioioso (Green Bay WI)
Cheese, Mascarpone 4/5#	Belgioioso (Green Bay WI)
Cheese, Crescenza Stracchino 2/3# (SO)	Belgioioso (Green Bay WI)
Cheese, Fontina Sliced 12/1#	Belgioioso (Green Bay WI)
Cheese, Fontina Deli Cut 2/6# (SO)	Belgioioso (Green Bay WI)
Cheese, Creamy Gorgonzola 2/5# CW (SO)	Belgioioso (Green Bay WI)
Butter, European,Wuthrich 36/1#	Grassland (Greenwood WI)
Butter, 36/1# 60/40	Grassland (Greenwood WI)
Butter, 55# Unsalted	Grassland (Greenwood WI)
Butter, 36/1# Unsalted	Grassland (Greenwood WI)
Butter, 2/5# Whipped	Grassland (Greenwood WI)
Butter, 2/5# Whipped 60/40	Grassland (Greenwood WI)
Butterchip, Continental 17#	Grassland (Greenwood WI)
Buttercups, 8# 720 ct	Grassland (Greenwood WI)
Cream, Heavy Schroeder 6/1/2 gal	St Paul Beverage Solutions (St Paul MN)
Cheese, Mozzarella Shredded 4/5#	Cedar Valley Cheese (Cedar Valley WI)
Cheese, Cheddar Fancy Shredded 4/5#	Cedar Valley Cheese (Cedar Valley WI)
Cheese, Colby/Monterey Jack Shredded 4/5#	Cedar Valley Cheese (Cedar Valley WI)
Cheese, Monterey Jack Shredded 4/5#	Cedar Valley Cheese (Cedar Valley WI)
Cheese, Cheddar/Monterey Jack Shredded 4/5#	Cedar Valley Cheese (Cedar Valley WI)
Cheese, Gouda Golden 5# CW	Holland's Family Cheese (Marieke) Thorp WI

Cheese, Gouda Young 5# CW	Holland's Family Cheese (Marieke) Thorp WI
Cheese, Gouda Foenegreek 5# CW	Holland's Family Cheese (Marieke) Thorp WI
Cheese, Gouda Honey Clover 5# CW	Holland's Family Cheese (Marieke) Thorp WI
Cheese, Gouda Smoked 5# CW	Holland's Family Cheese (Marieke) Thorp WI
Eggs, Extra Large 15 doz	Sparboe Farms (Litchfield MN)
Eggs, Large 15 doz	Sparboe Farms (Litchfield MN)



**EVERYTHING YOU NEED TO KNOW ABOUT YOUR MENU
 IS RIGHT AT YOUR FINGERTIPS.**

You work hard to make sure your menu is wholesome and balanced.
 That's why we want to provide you with the resources to support a healthy generation.

All K-12 items in MegaBite have a Child Nutrition tab. In this section, you will find documents from the manufacturers on:

- CN Labels/Product Formulation Statements
- Nutritional Information
- Gluten Free Information
- Smart Snacks
- 51% Whole-Grain Rich Products
- Country of Origin
- ...and so much more!

HERE TO HELP:

Bekah DeJarlais
 K-12 School Specialist
 612-743-0103
 bdejarlais@ulfoods.com

Account Info Order History Shop Online All Balance Order Approval **Child Nutrition**

Browse Products



QUESADILLA CHICKEN WG
 Item# 573253
 Brand: COYOTE GRILL
 Pack: 96/4.4OZ
 Last Ordered:
 \$75.14

Qty Add To

Product Description Description More Information **Child Nutrition** Print Information

Child Nutrition PFS	Unavailable
Nutritional Info	Unavailable (PDF)
Smart Snacking PDF	Unavailable
Meal Component	x
Smart Snacks	x
Whole Grain	x
Gluten Free	x
Origin	





E-Commerce

Technology is an integral part of today's business environment. Upper Lakes Foods', Inc. investment in technology has greatly improved and streamlined not only our own business, but also our ability to communicate, collaborate, and share information with our customers. There are four main technologies Upper Lakes Foods, Inc. utilizes to add value to the customer experience. All four of these technologies work together to provide the user with relevant information that is readily available, secure, and most importantly, will add value to the services we offer.

- **Electronic Invoicing** - Upper Lakes Foods, Inc. has the ability to send invoices and relevant sales data for rebating purposes electronically. We can send one file, with all relevant invoices, daily, weekly or monthly through FTP or via E-mail.
- **ULF Online Order Entry** - This internet-based order entry system allows for multi-featured order entry, corporate review and release, personal order guides, full operator reporting, multi-function inventory, market-specific specials, and accounts payable statements. It is a business enhancing management system that has cost and time saving benefits and is available to our customers 24/7.

ULF Online ordering system has been crafted by our developers with the desires of our current online ordering customers.

- **Microsoft Exchange\Outlook** - Email has developed into an important part of today's business environment. Upper Lakes Foods, Inc. utilizes Microsoft Exchange for communication and collaboration. This allows Upper Lakes Foods, Inc. to manage and deliver information to stakeholders, both internally and externally. Microsoft Exchange allows us to respond to customer requests in a timely and efficient manner.
- **Fleet Intelligence/Routing** - Upper Lakes Foods, Inc. has invested in fleet intelligence and routing software. This provides us the ability to quickly and easily collect, analyze and utilize fleet intelligence to assist in operational and financial business making decisions. It also provides relevant and reliable information on fuel economy, route efficiency, route accuracy, driver load/unload times, and many other important factors. The system increases customer service and productivity. Upper Lakes Foods can collect real time data on truck locations, delivery times, and the reasons for delays or errors. We then share this information with our customers to improve communication on route performance and ensure accurate and timely deliveries.



Your Complete Online Experience

Feature Overview

Full Operator Reporting

- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Nutritional

Accounts Payable

- Invoice Detail
- Account History
- Calculate Payment Due

Public and Password Areas

- Online Message Posting

Multi-Featured Order Entry

- Multiple Order Guides
- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Multiple Group Access

Help Section

- Step-by-Step Instructions

Multi-Function Inventory

- Multiple Inventory Guides
- Free Form Entry
- Store Inventories on Web
- Multiple Par Levels with Build to and Recorder Point

Market Specific Specials and Featured Vendors

- Add to Order
- New Brand Awareness

Suggestion Areas

- Online Feedback Form

Web & Mobile Access

- Mobile APP access

Product Search

- Additional Product Details
- Add to Order
- Stock Level

Distributor Contact Information

- Email Address Links
- Company Information Page

Additional Features

- **Mobile Capability-** Orders can be placed anywhere. Download ULF Ordering app right to your mobile device and place your order on the go.
- **Nutritional Information Database:** ULF Online Ordering system will allow online nutritional access.
- **Opt-in, Multiple E-mail addresses** – Request up to three e-mail addresses to receive distributor and web site e-mails, such as order confirmations
- **Archived Descriptions** – View saved item descriptions when deleted or discontinued items are displayed on order guides, reports and inventories
- **Print Order Guide** – Select multiple print order guide criteria with ease
- **Order Guide Editor** – Create and edit multiple order guides with a simple process
- **Exportable Order Guides** – Export any order guide in Excel file format
- **Order Cut-off Time Warning** – Be informed of the time when an order must be placed for next day delivery
- **Manual Entry** – Enter item numbers with auto-generated descriptions and subsequent item number fields
- **Active Calendar** – Select your dates with an interactive calendar
- **Active Order Totaling** – Calculate the estimated total dollar amount for your order as you add items
- **Fixed Paging** – Display an order guide with all items or with a specified amount of items per page
- **Last Order Guide Selection Remembered** – Save time when your last order guide selection is remembered and chosen by default when you return to a particular section
- **Navigation Bar** – Expandable sub menus for quick access to available features
- **Duplicate Past Orders** – Start a new order with the same items or re-create a past order from the Order Status page
- **Recently Ordered Items** – List of items recently ordered not on the displayed Order Guide to within the past 60 days for manual entry
- **Average Use Quantity** – Order guide link displays a small pop-up, including up to the last five times an item was ordered
- **Tool Section** – Shortcuts organized for easy access to new and existing feature

Multiple Unit Features

- **Release Orders Button** – Release unit orders only when logged in as chain customer
- **Opt-in, Multiple E-mail Addresses for Chain Order Guide Notification** (Included item changes with order guide file uploads) – Request up to three e-mail addresses to receive chain order guide notifications for one or more specified units
- **Multiple Chain Order Guided with Restriction and Viewing Capabilities** – Assign chain order guides to all units or on an individual unit basis
- **Personal Order Guides for Units on a Restricted Order Guide** – Items which are longer approved but on Personal Order Guides will be grayed out and not orderable
- **Chain Administrator Order on Behalf of Unit** – Place an order for one or more units with the same order when logged in as the chain administrator
- **Item Place Holders** – Keep order guides uniform for multiple account with spaces intentionally left blank for print and download
- **Accounts Payable May Include Units** – View the accounts payable information of enabled unit(s) in the chain administrator’s accounts payable section
- **Product Search Results for Units on a Restricted Order Guide** – Display a filtered list that includes approved items only in both the Products section and Item Search Boxes
- **Units Included in Order Status and Inventory** – View order status and saved inventories of unit accounts when logged in as the chain administrator
- **Exceptions Report** – Create accurate exceptions reports against the chain order guide
- **Sales History Date Range Dynamically Includes Units for Chain Reports** – View the date range of available sales history which adapts according to the unit(s) selected for chain reporting
- **Chain Messages** – Send messages to selected units to be displayed along with any notifications of changes to the Chain Order Guide



Online Login & Password for order entry system for evaluation

- Website https://ulfweb.com
- Email demo
- Password demoULF



Current Prime Vendor Schools in Minnesota

1	CROSSLAKE COMMUNITY SCHOOLS
2	ISD 100 WRENSHALL SCHOOLS
3	ISD 112 EASTERN CARVER COUNTY SCHOOLS
4	ISD 12 CENTENNIAL SCHOOLS
5	ISD 14 FRIDLEY SCHOOLS
6	ISD 181 BRAINERD SCHOOLS
7	ISD 182 CROSBY SCHOOLS
8	ISD 191 BURNSVILLE SCHOOLS
9	ISD 196 ROSEMOUNT-APPLE VALLEY-EAGAN SCHOOLS
10	ISD 197 MENDOTA HEIGHTS SCHOOLS
11	ISD 199 INVER GROVE HEIGHTS SCHOOLS
12	ISD 200 HASTINGS SCHOOLS
13	ISD 2142 ST LOUIS CTY SCHOOL
14	ISD 2144 CHISAGO LAKES SCHOOLS
15	ISD 2155 WADENA SCHOOLS
16	ISD 2170 STAPLES SCHOOLS
17	ISD 2174 PINE RIVER-BACKUS SCHOOLS
18	ISD 2687 HOWARD LAKE WAVERLY WINSTED PUBLIC SCHOOLS
19	ISD 271 BLOOMINGTON SCHOOLS
20	ISD 281 ROBBINSDALE SCHOOLS
21	ISD 284 WAYZATA SCHOOLS
22	ISD 309 PARK RAPIDS SCHOOLS
23	ISD 318 GRAND RAPIDS SCHOOLS
24	ISD 381 LAKE SUPERIOR SCHOOLS
25	ISD 4 MCGREGOR SCHOOLS
26	ISD 477 PRINCETON SCHOOLS
27	ISD 480 ONAMIA SCHOOLS
28	ISD 484 PIERZ SCHOOLS
29	ISD 51 FOLEY SCHOOLS
30	ISD 535 ROCHESTER SCHOOLS
31	ISD 577 WILLOW RIVER SCHOOLS
32	ISD 578 PINE CITY SCHOOLS
33	ISD 6 SOUTH ST. PAUL SCHOOLS
34	ISD 622 NORTH ST PAUL SCHOOLS

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35	ISD 698 FLOODWOOD SCHOOLS
36	ISD 700 HERMANTOWN SCHOOLS
37	ISD 704 PROCTOR SCHOOLS
38	ISD 709 DULUTH SCHOOLS
39	ISD 720 SHAKOPEE
40	ISD 761 OWATONNA SCHOOLS
41	ISD 786 BERTHA HEWITT SCHOOLS
42	ISD 818 VERNDALE SCHOOLS
43	ISD 820 SEBEKA SCHOOLS
44	ISD 831 FOREST LAKE SCHOOLS
45	ISD 832 MAHTOMEDI SCHOOLS
46	ISD 833 SOUTH WASHINGTON COUNTY SCHOOLS
47	ISD 834 STILLWATER SCHOOLS
48	ISD 877 BUFFALO SCHOOLS
49	ISD 879 DELANO SCHOOLS
50	ISD 91 BARNUM SCHOOLS
51	ISD 93 CARLTON SCHOOLS
52	ISD 94 CLOQUET SCHOOLS
53	ISD 95 CROMWELL SCHOOLS
54	ISD 97 MOOSE LAKE SCHOOLS
55	ISD 99 ESKO SCHOOLS
56	NAY AH SHING SCHOOLS
57	SACRED HEART CATHOLIC SCHOOL
58	ST CROIX CATHOLIC SCHOOL
59	ST CROIX PREP ACADEMY
60	ST JAMES CATHOLIC SCHOOL
61	ST. JOHNS AREA SCHOOL

Current MSFBG Prime Vendor Schools

1	CROSSLAKE COMMUNITY SCHOOLS
2	ISD 100 WRENSHALL SCHOOLS
3	ISD 112 EASTERN CARVER COUNTY SCHOOLS
4	ISD 12 CENTENNIAL SCHOOLS
5	ISD 14 FRIDLEY SCHOOLS
6	ISD 191 BURNSVILLE SCHOOLS
7	ISD 196 ROSEMOUNT-APPLE VALLEY-EAGAN SCHOOLS
8	ISD 197 MENDOTA HEIGHTS SCHOOLS
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10	ISD 200 HASTINGS SCHOOLS
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41	ISD 97 MOOSE LAKE SCHOOLS
42	NAY AH SHING SCHOOLS
43	ST CROIX PREP ACADEMY
44	ST. JOHNS AREA SCHOOL



Other Federally Required Contractual Provisions

Distributor is required to comply with applicable parts of state energy conservation standards (Minn. Rules Chapter 216C) and Minnesota Energy Code (Minn. Rules Chapter 7670).

If the contract exceeds \$2,500, Distributor is required to comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented.

If the contract exceeds \$10,000, Distributor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60),

If the contract exceeds \$100,000, Distributor will be required to comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use of facilities included on the EPA List of Violating Facilities. Distributor shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329).

I CERTIFY THAT THIS RFP IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER VENDOR SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE VENDOR COMPANY.

Renee Parks
AUTHORIZED SIGNATURE:

Renee Parks
TYPED OR PRINTED NAME:

Bid Department Manager
TITLE:

3/22/2023
DATE:



Quality Assurance

HACCP

“Upper Lakes Foods, Inc. takes great pride in assuring the products shipped to and from our facility are of the best quality. We know the importance and integrity of services we provide to our customers. The safe handling of food products is our #1 priority and having been trained to know what it takes to keep food products safe, is assurance we can pass onto our customers”

This policy has been reviewed by:



Susan Ryan, President



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Quality Systems

Good Distribution Practices

- All employees shall practice good personal hygiene habits at all times
- All employees shall wash hands after using the restrooms, lunchrooms, and smoking
- The use of tobacco is forbidden in the warehouse. Tobacco use is restricted to outdoor designated areas.
- Eating food, chewing gum, or drinking beverages is restricted to designate non-food storage areas only. Employee's lunches and personal property shall not be stored in the warehouse
- Any person in the warehouse for business purposes, or as a visitor shall follow the GMP's listed
- At no time shall any product be used as a stepping device. Stepping on any product is forbidden
- Rubbish, trash, or waste shall be removed from the work area and placed into trash receptacles on a routine basis. These trash receptacles shall be emptied daily
- Any damaged product shall be routinely cleaned up and moved to a recoup area each day. Any product that is damaged, with product exposed, shall be immediately moved to a recoup area
- Material handling equipment should be maintained in a clean condition. Any product spillage onto any material handling equipment shall be immediately cleaned



Natural Disaster/Emergency Procedures

Upper Lakes Foods, Inc. is a privately owned broad-line distributor in Cloquet, Minnesota, near the Twin Ports of Lake Superior (Duluth, MN/Superior, WI).

ULF is a member of Unipro and the Multi Unit Group (MUG). Together, we work with distribution centers in forty six locations.

In the event of a catastrophic event in any of our national distribution coverage areas, we will coordinate with the appropriate emergency agencies and/ or National Guard to determine the best course of action. Immediate aide (in fulfillment and distribution of product) will be available from all Unipro distribution centers. Manufacturers and agencies will be utilized to maintain integrity of our customer fulfillment.

Distribution from ULF in Cloquet, MN covers all of Minnesota, Wisconsin, parts of Michigan; North Dakota; Iowa and Nebraska. ULF maintains a fleet of 40 plus tractors and trailers. All trailers are equipped with temperature monitoring devices for each of the three compartments. ULF will provide our trailers for food storage in the event of an emergency. ULF also uses a combination of routing programs; XATA and Roadnet to route and track all of our vehicles for enhanced customer service.

In the event of total power failure, ULF operates two facilities that both are fully supportable by backup diesel generators that can power the entire facility. Each facility has a diesel storage tank in excess of 10,000 gallons.

ULF sales representatives are equipped with laptops that provide current customer order information and e-mail to notify them of an emergency. Alternate product sources and distribution are available in the event of a natural disaster or emergency.



EMERGENCY RESPONSE LIST

Sue Ryan (Board Member, President)	Home (218) 879-6999 Cell (218) 340-1569
Scott Sorensen (Board Member, Sales Manager)	Home (715) 394-2097 Cell (218) 341-3764
Shawn Sorensen (Board Member VP Operations)	Home (715) 394-6849 Cell (218) 343-4877
Craig Ryan (Board Member Purchasing IT Director)	Home (218) 879-6999 Cell (218) 343-0327
James Bradshaw (Chief Operating Officer)	Home (218)-724-6641 Cell (218)-343-7735
Phil Sorensen (Safety & Quality Assurance Manager)	Cell (218) 428-7445
Brian Sorensen (Warehouse Manager)	Cell (218) 590-9185
Rob Fitzgerald (Maintenance & Warehouse Supervisor)	Home (715) 398-0836 Cell (218) 340-6453
William Flynn (Recall Coordinator)	Home (715) 392-2961
Cory Calvery (Warehouse Supervisor)	Cell (218)464-3191
ULF Security Guard	(800) 879-1265 x 4386
UniPro Emergency Contact Paula Cook	1-800-366-7723 ex7559 (Direct Line) 1-770-799-7599 (Cell)1-404-308-1210

This emergency list must be updated annually.



Product Recovery Program

In the event of a product(s) recall, the people listed below will be notified via e-mail from UniPro Mug, Food Track or the manufacturer with details. The buyer responsible for the product will also be notified by the manufacturer and by one of the listed recall recipients below. Whoever responds to the e-mail first will be responsible for taking care of the situation start to finish and must reply to all other recall recipients they are handling the problem. UniPro Mug procedures require a response to the recall notice within 4 hours of receiving the notice. Recall information is documented and recorded by the responsible party and communicated to all department supervisors.

The following information must be obtained for recalled product(s):

- Product name and ULF stock number
- Lot numbers
- Expiration dates
- Production dates
- ULF receive dates
- Quantity being recalled
- **Recall Number** (Federal or State regulatory authorities usually assign a recall number to every recall)

Department supervisors who must be notified upon recalled product(s):

CLOQUET Main Office (218)879-1265

William Flynn, Recall Coordinator, (M-F 5:00am-2:00pm/weekends) ext. 4277

(715) 392-2961-Home

(218) 348-3106-Cell

E-mail: bflynn@ulfoods.com

Brian Sorensen (M-F 8:00am-5.00pm/weekends): ext. 4261

(218) 590-9185

E-mail: bsorensen@ulfoods.com

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Phil Sorensen (M-F 8.00pm-5:00pm/weekends)

ext. 4284

(218) 428-7445

E-mail: psorensen@ulfoods.com

NORTHFIELD Main Office (507)645-9914

Joey Heinz (M-F 5:00am-2:00pm)

ext. 2308

(612) 850-3613-Cell

E-mail: jheinz@ulfoods.com

Rick Stockey (M-F 7:30am-7:30pm)

ext. 2323

(507)202-3771-Cell

E-mail: rstockey@ulfoods.com

Fax Numbers:

Toni Halverson 218-879-1940 (Attn: Recall Coordinator(s))

Northfield Fax Number:

Northfield Shipping (507) 645-7889



Recall Procedure

The following steps will be taken to handle recalled product(s) with the warehouse supervisor on duty. Upon notification of a recall, the supervisor handling the situation **must notify the Recall Group** via e-mail to make everyone aware of what is happening; specifying what the product is, how serious (actual recall or quality issue), how it is being handled, and by whom. If customers need to be notified, the person handling the recall will let sales know.

Step 1

- Verify receipt of product
- Count and physically pull product from inventory
- Log into target systems follow steps accordingly
 - Menu option 8 bin tracking
 - Menu option 1 display item/bin
 - Enter stock number or
 - 9 inventory control menu
 - 1 item maintenance
 - Enter stock number
- Recalled product are to be put in quarantine trailer or segregated bin location
- Pallets must be tagged “recall on hold” and a date must be visible
- Determine the quantity shipped to customers
- Recall number

Step 2

In the event recalled product(s) were shipped to customers, the supervisor handling the recall will have the following reports generated by either the computer room or sales staff:

- Sales report: is run for current day deliveries; printed by route and then by customer. This report is used to inform drivers of recalled products being currently delivered
 - 9 inventory control menu
 - 1 item maintenance
 - Enter stock number
 - History by customer or have the computer room print this report
- Receiving report: is run to show when the recalled product(s) was received and the quantity received to current delivery day. The report shows how much has been shipped since then to customers. Sales staff uses this report to communicate with customers about recalled product(s) was shipped to customers other than invoicing procedures (i.e. donation, samples)



Step 3

Sales will receive the following information from the supervisor handling the recall to notify customers of recalled product(s) every effort will be made to contact all customers the same day ULF becomes aware of the recall):

- Contact name and number
- Customer purchase dates
- Quantity involved

Inside sales staff will write up or enter credit slips for all customers who have received recalled product(s). A copy of all credit slips will be given to sales; she will give copies to the supervisor handling the recall:

- When entering pick-ups in Target, be sure to enter recall in the comments
- The reason for return will be listed under “4 vendor spoiled”
- Be sure copies of all credit slips are with individual customer information and with all recall documents. Reason for this is to be sure we are well documented and not searching through every customer’s folder to find recall information

Step 4

Pending on the severity of the recalled product(s) the following procedures will take affect:

- Class 1 recall- this is the most serious class of recalls. It is an emergency situation. The use of or exposure to any products under a class 1 recall will cause serious adverse health conditions or death
 - Immediate pick up: in severe recall situations, ULF sales staff, warehouse employees, or delivery drivers will be utilized to pick up all recalled products(s)
 - Destruction: upon approval from the manufacturer, customers will be allowed to destroy all recalled product(s)
- Class 2 recall- this is less serious than a class 1 recall in that the use of or exposure to any products may cause temporary or medically reversible adverse health conditions, or where the probability of serious adverse health consequences is remote
- Class 3 recall- this is a situation in which the use of or exposure to products is not likely to cause adverse health conditions
 - Next delivery: a pick up slip will be written or entered by inside sales for delivery drivers to pick up the product the next time ULF delivers to that customer



- Same day: all drivers will be notified by ULF transportation supervisors not to deliver remaining recalled products. All products that have been delivered will be picked up by driver that same day

Step 5

Return verification:

- Customers are to sign the pick-up slip confirming all recalled product(s) were picked up and handled properly by a ULF driver, sales person or other ULF employee

Step 6

Receiving recalled product to ULF: daily updates must be communicated to UniPro Mug until the recall is complete (see UniPro Mug procedures)

- All recalled product(s) returning to ULF must be verified against the return documentation in person
- Product must be stored in a quarantine trailer or segregated bin location; documentation is on record and readily available
- All return documentation must be turned in to William Flynn; documentation is on record and readily available
- Periodic physical counts will be performed of the returned product(s) to compare against return documents

Step 7

Customer Credits

- Customer credits and related charges to the supplier are calculated and processed within 5 business days of the last product returning

Step 8

Disposition of product

- Disposition of the product will be done according to the demands of the manufacturer
- Product(s) will not be released without written authorization given to ULF by the manufacturer



Step 9

Product destruction

- Per manufacturer; all products will be destroyed by ULF
- ULF will contract for the disposal of the recalled product(s)
- Cloquet sanitation has contracted with ULF on the destruction and documentation of recalled products
- Documentation will be attached to the recall and filed away in a readily accessible location



Produce Repacking Policy

ULF products are inspected daily to ensure all dates on perishable products have not expired and are in good quality for consumer consumption.

ULF takes great pride in assuring our customers are receiving the best quality produce products available. Our re-packaging policy and procedures follow strict guidelines to guarantee customers do not receive any products that are rotten, mushy, discolored, foul smelling, or wilted. All employees re-packing products know the importance of being in good health and steer clear of food items if ill with cold and flu symptoms, coughing, or sneezing to prevent cross-contamination. Listed below are the procedures employees follow when re-packing produce.

Re-packing requirements

Location: Produce Repack Area

- Pre & Post sanitation with food safe EPA disinfectant
- Hairnets or caps must be worn at all times
- Beard nets (If needed)
- Vinyl gloves must be worn at all times
- Wash hands before and after using the restroom
- Wearing jewelry is prohibited
- No food, drinks, gum or tobacco are allowed

Re-packing procedure

- Remove produce from original box. Inspect product for correct color, firmness and quality
- Place good quality produce in a bag, clean box and label appropriately
- Bad produce is dumped in appropriate trash bin
- Clean work area with food safe EPA disinfectant

Repacked produce tracking/recall procedure

- Product labels are placed on all repack boxes showing product description, stock # and bin location
- Follow same recall procedure shown in pages 10-13



Inventory Control Systems

ULF utilizes Target as our inventory control system which can provide documentation for all items including item code dates and case count totals.

Product on HOLD Procedure:

Products suspected of not meeting ULF food and safety/HAACP requirements due to sanitation, damage, contamination, temperature abuse, or insufficient dates are placed in a quarantined or segregated D1, FM & CW areas until further notice. All products on hold are logged and kept on record.

All products on hold are tagged with the following sign:

PRODUCT ON HOLD
IMPORTANT!!!
PRODUCT HOLD
AREA
DO NOT TOUCH THIS
PRODUCT!!!



Product Returns:

ULF has established written procedures concerning product returns for safety and security reasons. Reasons for product returns can be multiple things, including spoiled product; damaged product; wrong product on truck; wrong product on invoice; customer over ordered; extra product on truck customer not here, couldn't deliver; pick-up slip/credit memo; and customer couldn't pay. Listed below are the procedures to be followed when handling product returns for drivers, receiving office and AR:

Driver is to pick up products from customers and fill out a return sheet. Return sheets are with all driver packets before their truck is to leave the yard

Return sheet must include the following information

- Customer name and number
- Product stock number
- Quantity being returned
- Description
- Reason for return

All products are to be returned to the ULF warehouse

All truck drivers unload returned products for receiving office to sort through. Receiving office reviews all return sheets and pick-up slips and enters the following descriptions on return handling:

- **R=return** product to inventory: product dates are good and there is no damage
 - The pick bin and stock number are to be written clearly on the return product for warehouse personnel to put away
- **D=dump** product is damaged or spoiled and cannot be returned to stock
 - Dented cans can be donated as long as the seal has not been broken and contents is not leaking
- **S/B=supervisor/buyer** must inspect the product to determine what is to be done with it
 - Supervisor and buyer receive a copy of the pick-up slip with reason for return
 - Product is to be tagged and put on hold in the freezer, cooler, dry or quarantine trailer until inspection and determination are made
- PIR products are adjusted out only after a bin sheet is printed and product is counted in the bin before adjustment
- Completed driver packets, including return sheets are signed pick-up slips are sent to credit



- ULF issues a credit to the customer if return handling column has the following descriptions:
 - R=returned product to inventory
 - D=dump damaged product or donated product
- ULF will not issue a credit if the following descriptions are in the return handling column:
 - s/b = supervisor/buyer must inspect product and determine what is to be done with the product
 - Supervisor or buyer will notify Jenna once a decision is made on the s/b product. Only then will credit be issued
 - Supervisor or buyer will notify credit what return code to write on return sheet to complete driver packet
- Credit gives to transportation dept. and files away driver return sheets by driver's name (alphabetically and numerically) and files pick-up slips and credit memos in customer file



Temperature Control

Maintenance

ULF has established written procedures for maintaining proper temperature control throughout the facility. The maintenance department is responsible for all warehouse thermometers calibration, reading and recording. All thermometers positioned throughout the loading docks, coolers, freezers and tomato rooms are recorded **once daily** to assure proper storage temperatures are kept. All thermometers are recalibrated **monthly** to 32°. If the thermometers are dysfunctional, they will be replaced.

In addition to the maintenance department manually checking and monitoring temperature sensitive areas in this facility, ULF has a back-up electronic temperature control security system through Advantage Systems Group in place. An alarm will sound and notify the security company if temperatures rise above 40°F or below 32°F in the coolers and rise above 0°F in the freezers.

All temperature records are up to date and readily available in Crystal Plunkett's office.

Recommended Temperatures

- **Coolers:**
 - <45°F
- **Freezers:**
 - <0°F
- **Produce:**
 - ≤45°F
- **Loading Docks (cool docks):**
 - 45°F
- **Tomato Room:**
 - 50°-72°F

Corrective actions must be taken and documented for deviations in the centers temperature controls.



Thermometer Calibration

Maintenance

All thermometers are calibrated. All records are maintained and readily available. – **Weekly**

- Place finely crushed ice into container. Add water to create a slush mix
- Place thermometer approximately 1” into the slush mix. Be sure the probe does not touch the bottom or sides of the container
- To avoid re-calibration, the thermometer must register within 23°-41°F to recalibrate instrument
- Press and hold the ON/OFF button for 8 seconds to enter the calibration mode
- “CAL” will be displayed in the upper right hand corner of the LCD screen
- When the display stabilizes, press the “CAL” button until the display reads 32°F
- The unit is now calibrated and ready for use
- Record the temperature reading from each thermometer in the “Thermometer Calibration Log”
- Exchange the thermometer to its numbered location
- Initial and date each entry in the thermometer calibration log

Non Calibration Thermometers (drivers) - Monthly

- Place finely crushed ice into container. Add water to create a slush mix
- Place thermometer approximately 1” into the slush mix. Be sure the probe does not touch the bottom or sides of the container
- Verify thermometer does not read plus or minus 2°F from standard 32°F

Corrective Action

If the temperature is plus or minus 2° F from 32° F remove the thermometer from service and replace with a thermometer of known accuracy. This must be documented on the Corrective Action Record and turned in with your Monthly Thermometer Verification Report.



Preventative Maintenance

ULF uses a computer based preventative maintenance program supported by Ron Turley Associates records are maintained.

Customer Complaints

Customer complaints are recorded and maintained at all times. Complaints related to food safety or food quality are summarized and analyzed over a period of time to look for similar trends. When trends are noted or other significant issues are discovered, corrective action is taken to resolve the problem. Depending on the severity of the complaint/trend, supervisors are notified and a plan is formulated and put into action right away. ULF employees are always looking for improvement opportunities to help in maintaining great customer service.

Self-Audits

ULF conducts Monthly audits on the facility interior and monthly audits on the exterior grounds of the facility. Corrective actions from the audits must be identified and addressed to include what is to be done, completion date, and by whom.

Will Call Procedures

All customers are permitted to receive will call orders. Upon entering a will call order, the order is pick-listed for a warehouse employee to pick. If the customer will be on ULF premises within a few minutes of placing the order, the order will be picked and placed on the will call shelf just outside the order desk door. If the customer will not be on the premises within 15 minutes, all products will be picked and staged in the appropriate area of the cooler and freezer until the customer is on ULF property. All dry products are placed on the will call shelf. These steps will ensure product integrity. When the order has been picked, any changes to the order will be made and invoiced. A cooler and freezer item (if ordered) will be temped by a ULF warehouse employee to ensure all products are up to temp when the customer receives the order. All temperatures are recorded in the customer's invoice copy and ULF's copy. When the customer arrives, they will sign all invoices and a warehouse employee will load all products into the customer's vehicle to ensure all products are received and in good condition.

If a salesperson calls in a will call order, orders will be pick-listed and picked right away. When the salesperson arrives to take the will call, they will sign the invoice for the particular customer and a warehouse employee will load products into the salesperson's vehicle. Cooler and freezer products are placed in a freezer bag if it will take more than 15 minutes to deliver to a customer to ensure product integrity.



Distribution Center Training

ULF trains its employees annually on GMP's, distribution workplace safety, food safety, and food defense. Additional driver training must be included for drivers and helpers (if helpers are used)

Additional Driver Training

- **Handling Dry Ice:**
 - DO NOT handle dry ice without wearing protective gloves
 - DO NOT let dry ice come in contact with any BARE skin-IT WILL BURN THE SKIN
 - Use tongs when available
 - Watch gloves for holes
- **Grit Bucket:** be sure grit buckets are always full. The re-fill bucket should be by the guard shack. Fill it before leaving ULF grounds
- **Small/Narrow Ramps:** be sure all ramps are returned to the rack every day, unless trailer is outfitted with a small ramp carrier
- **Boots/gloves:** wear appropriate ULF approved boots and gloves for the job, which should be supportive, protective and good grippers
- **Two wheelers/hand-jacks/load bars, reflective vest/jacket and reflective triangles should be used at all times**



Product Protection

Put-away for dry/frozen/cooler

All products are stored in the designated areas of the warehouse (i.e. Frozen products are stored in the freezer; refrigerated products are stored in the cooler; dry products are stored in the dry area)

- Scan product to be put away
- Go to correct aisle and place product in an overstock bin
- Scan the bin where product is placed so it is recorded in the computer system
- Place new product behind existing product in the pick bin to assure proper rotation (FIFO method and FEFO method)
- **Fresh proteins (fresh poultry, fresh meat of any kind, and seafood and shell eggs) are kept segregated. Only Like protein products may be stacked above each other.**

Put-away for PIR

- Scan product to be put away
- Go to correct aisle and place product in an overstock bin
- Scan the bin where product was placed so it is recorded in the computer system
- Place PIR product in a bin large enough to fit all product, but not too big where valuable space is being wasted

Restocking for dry/frozen/cooler

- Get restocking or drop report from supervisor
- Look at every pick bin on the restocking report to check for products that need restocking
- The oldest product bins are listed left to right on the drop sheet
- Be sure products being dropped are identical to the product being restocked
- Grab the product and scan it
- Look for manufacture and use-by dates for expiration. Contact supervisor if expired or close too expired products are found
- Fill up the bin until full (type in the amount placed in the pick bin). Remaining product is put back in original overstock bin. Be sure to punch in the remaining amount into the computer for tracking purposes
- Older products are placed on top of new product if the bin is in a 1st level bin. Older product is placed in front of new product if bin is a 2nd or 3rd level bin



Chemical Storage Procedures

- All chemicals are received using **caution**
- All chemicals are stored in the dry storage area of the warehouse
- Chemicals must **not** be over, behind or next to any food items or packaging materials unless there is a 4-foot distance or wall between chemicals and food products
- Chemicals can be stored beneath any food items
- Sodium Hypochlorite (Bleach) must **not** be stored over, next to, or behind corrosive materials
- Notify supervisor if any chemicals are damaged or leaking

Glass/brittle plastic containment policy

Receiving & storage

- **CAUTION:** all glass and or brittle plastic products are to be handled with care. Be sure all products are packaged in protective cardboard boxes
- Glass or brittle plastic products are stored on pallets at floor level. Glass products are not to be stored above any food products

Broken glass/brittle plastic procedures

- Any broken or leaking glass products must be reported to a supervisor
- Wearing protective gloves, pick up large pieces of glass and place in appropriate trash can
- Use a broom or vacuum to pick up any remaining pieces of glass or liquid. Be sure to check the surrounding area
- If a case of product is partially damaged, clean and wash the intact product and return to inventory



Receiving Office Procedures

Step 1

Review paperwork

- Review and initial receiving records where applicable
- Be sure the receiver has signed, dated, and recorded all temperatures for freezer and cooler products on the PO and BOL
- If any pallets were exchanged, be sure the receiver has indicated so
- If there are any shortages from ULF hired carriers, make a second copy and give to logistics
- Be sure all non-stock items have a bin location on the PO
- Find the handwritten (mail slots in the receiving office) for all non-stock items to determine when and where they will be shipped
- Write the bin location on the hand-written and mark it as received.
- If any products are to be shipped to the Northfield office, a ULF receiving record must be copied and accompany the PO
- Use net weights on bills (do not need to add up; computer does this)
- Make sure the receiver has signed the PO, BOL and shortage sheets. Be sure delivery driver signs all paperwork before leaving

Step 2

Data entry

- Compare the PO and BOL to be sure quantities, vendor number, product number and description match
- Be sure the total number of cases matches the PO and BOL totals
- Be sure catch weights are correct and enter into the computer
- If everything is correct, close out the PO in the computer

Step 3

Final step

- When all PO's have been reviewed, signed, entered into the computer and closed at the day's end, bundle all non-stock paperwork together with a post-it note saying "Non-stock". Bundle all other paperwork together
- Samples of non-stock sheets must be given to buyer
- Bring all completed PO's to accounts payable's file cabinet



Daily Receiving Procedures

Step 1

Secure trailer to loading dock

- Open loading dock door by depressing button
- Opener is located on the left side of the door (separate panel from Power Hook Control panel)

Step 2

- On Power Hook Panel, push the lock button. This will engage the trailer bumper restraint
- Hook will move out from loading dock and secure itself to the ICC bumper of the trailer
- Visually make sure the restraint grabs bumper of trailer
- A green light will blink when secure
- Contact supervisor if the trailer is not secure

Step 3

- Standing clear of the dock plate, depress the raise button
- The dock plate will raise and front section will extend forward
- Visually make sure the plate extends into the trailer wells
- Release the depress button. The dock plate will slowly move downward until it rests on the trailer floor (CAUTION: be careful not to slip on dock plates and ramps as they may be damp from moisture, rain or snow)
- A red light will flash outside the dock door when the dock restraint is engaged. This allows drivers to know not to pull away from the door
- BEWARE: IT IS STILL POSSIBLE FOR A TRUCK TO PULL AWAY EVEN IF THE DOCK RESTRAINT IS ENGAGED. BE AWARE OF YOUR SURROUNDINGS!

Step 4

Remove plate from trailer

- Standing clear, push the raise button on the wall panel. This will raise the dock plate
- When the front of the plate drops down, release the raise button. The plate will slowly move downward to a level position with dock floor

Step 5

- Depress the unlock button on the panel. This will engage the trailer restraint
- Make sure it pulls away from the ICC bumper
- A red light will flash on the panel when this step is accomplished
- Contact supervisor if there are any problems



Step 6

- Close the loading dock door by depressing and holding down the button
- Button must be held until the door meets the floor
- Be sure there are no air gaps between the door and floor
- Contact supervisor if there are any problems

Other Precautions

- **Do not** attempt to load or unload a trailer if any dock equipment is not working properly
- **Do not, at any time** use the bypass on the dock plate restraint panel. If bypass is turned on, notify supervisor immediately. Do not use this door until repairs have been made
- Contact supervisor if there are any problems

Receiving

Step 1

- Trailers are inspected for cleanliness, odor and pest activity
- Trailer temperatures are recorded
- Products are inspected for contamination
- Products are inspected for damage
- Product manufacture and use-by dates are checked
- All information is recorded on the BOL/receiving record if product integrity is affected

Step 3

Gather required paperwork

- **Purchase Order:** be sure the PO is the correct PO for the carrier/vendor you will be receiving
- ULF receiving record
- Be sure to note all temperatures on receiving record. Take 3 temperature recording for a full load; 2 recording for a half load; and 1 recording for a small load
- **Freezer** should be 10°F or below (check for thawed or re-frozen product)
- **Cooler/Dairy** should be 32°-40°F
- **Produce** should be 34°-46°F
- **Dry products** should not appear frozen
- If temperatures do not meet the above guidelines; notify supervisor



Step 4

Unload product

- Frozen and cooler products are placed in the cooler temporarily for breakdown or until the product can be placed into a bin (freezer products do not sit in the dock for more than 1 hour)
- Dry products are placed in the dry storage area temporarily for breakdown or until product can be placed into a bin
- Leave adequate space around the product if break down is required
- Cut away plastic and put in the appropriate recycle bin after labels and tags have been removed; **do not leave it on the floor**

Step 5

Breakdown

- Check the PO to see what the bin type is. The PO tells you what height the bin is or if it is a split bin
- The pallet size is 42"x48". Products must stay within the pallet size

Step 6

Receiving

- Compare product quantities against the PO and Bill of Lading (BOL) for accuracy
- Do not receive any product or product overages that are not on the PO. Notify supervisor, who will contact the buyer to determine if extra product is accepted or rejected
- All produce items are checked for quality and temperature by buyer or assistant. They will determine if product is accepted or rejected
- Manufacture or use-by dates have to be written on the PO and entered into the computer
- Check all products for damage and shortages. If products are heavily damaged, photos must be taken and given to the supervisor who will contact the buyer
- Be sure to note all damages and shortages on the PO and BOL
- Fill out a shortage sheet including the following criteria:
 - product number(s)
 - quantities that are damaged or shorted
- Give a copy of the shortage sheet to the supervisor
- Record the number of pallets exchanged. Be sure to note if the load was chep pallets (blue pallets) because we *do not accept* blue pallets
- Be sure you initial all paperwork where applicable before returning to receiving office
- Bring all paperwork to the receiving office personnel



Step 7

How to use RF2 receiving gun

- To get to RF2 Main Menu
- Push power button on receiving gun
- Push “enter”
- Type in login code (i.e. rfnatep)
- Type in password

To print PO (f/RF2 main menu)

- Push “1” (receiving menu); enter
- Push “9” (receiving copy); enter
- Enter PO#; enter, enter, enter

To print Receiving labels (f/RF2 main menu)

- Push “8” (receiving label)
- Enter PO#; enter, enter, enter

To receive Product (f/RF2 main menu)

- Push “1” (receive)
- Temp product (make sure it is in acceptable temp range)
- Find sticker for 1st product to receive-place on lower right hand corner of pallet/box
- Scan pallet label; enter
- Scan barcode on box; enter
- Enter quantity to receive; enter
- Enter weight (if needed)-only need total weight off of the bills, not individual; enter
- Enter expiration/pack date (if needed); enter
- Push “enter”

Repeat this process until entire PO is received

- **To print a drivers copy**
- Push “1” (receiving menu)
- Push “5” (drivers copy)
- Enter PO#; enter, enter, enter



Picking Procedures

Step 1

- Acquire a picking ticket on the counter next to computers outside the order/shipping office
- Type in the following information into the computer
- Employee number
- Type in 6: Picking

Step 2

- Proceed to first pick-bin listed on the ticket
- Be sure to compare the bin number on the ticket to the one you are at. Make sure the product name on the ticket matches what is in the bin
- Any **miscellaneous** or PIR products; place product in a new box and label it with the product name, number, customer number, code number, and stop
- Picking **“EACH”** from Master Case:
- Open master case
- Remove the amount of product needed for the customer; place in a new box and attach shipping sticker on the box
- Leave remaining master case product in the bin until the last product is gone
- Recycle empty box in the cardboard bin
- Pick products in the order of the ticket; this is how products will be unloaded by the driver
- **Chemicals and fresh raw protein items are always stacked on the bottom of the pallet. RTE items are not beneath chemical products or protein products. Raw proteins are separated from RTE items by cardboard or are wrapped in plastic**
- Ice cream is blue bagged
- When products are stacked on a pallet, be sure to put the customer’s name and stop on products
- Check for manufacture dates and expiration dates to be sure no expired products are in any bins
- Clean up and remove any damaged product in bins and notify supervisor to adjust product out of inventory
- Pick up any garbage, cardboard, plastic, and wood pieces in the warehouse and place in appropriate trash bin



Loading Procedures

ULF has established product loading procedures designed to protect all products from damage, contamination and temperature abuse. Trailer reefers are turned on prior to loading to assure temperature sensitive products are properly stored. Trailer temperatures are recorded by all truck jockeys and checked for cleanliness.

Secure trailer to loading dock

Step 1

- Open loading dock door by depressing button
- Opener is located on the left side of the door (separate panel from Power Hook Control panel)

Step 2

- On Power Hook Panel, push the lock button. This will engage the trailer bumper restraint
- Hook will move out from loading dock and secure itself to the ICC bumper of the trailer
- Visually make sure the restraint grabs bumper of trailer
- A green light will blink when secure
- Contact supervisor if the trailer is not secure

Step 3

- Standing clear of the dock plate, depress the raise button
- The dock plate will raise and front section will extend forward
- Visually make sure the plate extends into the trailer wells
- Release the depress button. The dock plate will slowly move downward until it rests on the trailer floor (CAUTION: be careful not to slip on dock plates and ramps as they may be damp from moisture, rain or snow)
- A red light will flash outside the dock door when the dock restraint is engaged. This allows drivers to know not to pull away from the door
- **BEWARE: IT IS STILL POSSIBLE FOR A TRUCK TO PULL AWAY EVEN IF THE DOCK RESTRAINT IS ENGAGED. BE AWARE OF YOUR SURROUNDINGS!**



Step 4

Remove plate from trailer

- Standing clear, push the raise button on the wall panel. This will raise the dock plate
- When the front of the plate drops down, release the raise button. The plate will slowly move downward to a level position with dock floor

Step 5

- Depress the unlock button on the panel. This will engage the trailer restraint
- Make sure it pulls away from the ICC bumper
- A red light will flash on the panel when this step is accomplished
- Contact supervisor if there are any problems

Step 6

- Close the loading dock door by depressing and holding down the button
- Button must be held until the door meets the floor
- Be sure there are no air gaps between the door and floor
- Contact supervisor if there are any problems

Other Precautions

- **Do not** attempt to load or unload a trailer if any dock equipment is not working properly
- If the dock plate will not hook, notify the truck jockey; he will chuck the wheels using the bypass button
- Contact supervisor if there are any problems

Loading

Step 1

- Trailers are inspected for cleanliness, odor and pest activity
- Trailer temperatures are recorded
- Products are inspected for contamination
- Products are inspected for damage
- Product manufacture and use-by dates are checked



Step 3

Check order/front of board

- Match trailer size to the load
- Assure stops are loaded in order so they are unloaded in the correct order (reverse loading)
- Be sure trailer number, driver notes, overages, outs and subs are listed on the front of each board

Step 4

- Be sure no produce products are placed on the floor
- Use pallets or cardboard when starting out against the bulkhead or walls
- All chemicals are placed on the floor
- All ice cream is blue bagged
- Do not place heavy product atop light products (i.e. watermelon atop chips, etc.)
- Provide a hand jack if necessary
- Be sure load lock is in the trailer
- Load map is followed to ensure proper stop sequence

Step 5

Final steps

- If additional or miss-pick items are added/caught, please write the customer name on the box so the driver knows which customer to deliver it to
- Close trailer doors when all products have been loaded
- Close dock doors (follow instructions in step 1 above)
- Notify truck jockey when completed
- Notify supervisor if there are any questions or concerns



Equipment & Facility

Facility exterior grounds

- All roads, yards, grounds and parking lots are maintained in neat and good condition; free of any trash/litter
- All weeds/ ground cover are controlled within 20 feet of the facility to prevent harborage areas
- Ornamental landscaping does not provide potential harborage areas next to the facility
- Facility grounds have adequate drainage to prevent the pooling of water to avoid contamination by seepage; foot borne filth or breeding place for pests
- All equipment stored on the facilities grounds are at least 20 feet away from the building
- All equipment stored within 20 feet of the building is 6 inches above ground and organized to prevent breeding/harborage areas for pests
- All pipes within 20 feet of the building have closed ends
- All bumpers, levelers and shelters are in good repair and dock pits are clean
- All drains protruding from outer building walls are screened
- All doors and windows are closed or screened with no gaps greater than one-fourth inch
- All cracks and crevices have been sealed to prevent entrance or harborage areas for pests
- All dock shelters, bumpers, and levelers are in good repair



Facility interior

- Floors, walls, and ceilings are constructed of materials that can and are cleaned adequately and maintained in good repair. **TEMPORARY REPAIR MATERIALS ARE NOT USED**
- All dock doors are immediately closed upon trailer leaving the dock. Door levers are adjusted when the dock doors are closed to prevent any gaps
- All lights and other breakable materials are shielded and protected from breakage to prevent potential contamination over any products in shipping, receiving and storage areas
- A written glass and brittle plastic program has been established and in place
- All glass is to be shielded within the facility, handling of glass and brittle plastic packages being sold
- All storage, receiving, shipping, locker rooms, restrooms and break rooms have adequate lighting
- All items are on either a rack or pallet
- No items are stored on the floor in this facility (slip sheet storage acceptable)
- All pallets are in good repair for facility use. Pallets are clean and do not contain aged debris
- All slats of pallets are intact. Pallets stored on the interior of the facility are stacked in straight stacks and well organized
- All break areas, locker rooms, rest rooms, and hand wash stations are maintained, clean, sanitary and in an orderly manner. Hand wash signs are posted in all employee break rooms and locker rooms
- All forklifts/floor scrubbers/vacuums are in good working condition, clean and properly stored. All idle equipment and spare parts are properly cleaned and stored
- All battery storage areas are clean and separate from food storage areas



Pest Control

Guardian Pest Control operators have been designated to inspect ULF 2 times per month as well as maintain the following documentation located in Crystal Plunkett's office.

Types of pesticides include:

- Glue boards
- Insect light traps
- Tin cats
- Mechanical traps

A current map of the facility shows all pest control devices inside and outside the facility that is updated annually

Service records show

- All chemicals used and the method of application
- Signs of any pest activity and the corrective action due to activity noted
- Description of service rendered
- And signature of the pest control operator

Pest control file includes

- Copies of all business licenses
- Proof of indemnity
- Insurance and certification for all PCO's in accordance with state requirements
- All records are accurate, up to date and complete
- All pesticides, chemicals and compounds used at this facility are approved by the appropriate regulatory agency for use in an industrial food distribution center
- All sample labels and MSDS sheets are readily available

Service reports

- Are up to date and readily available
- Service reports show the services performed, types and amounts of chemicals used, method of application, signs of activity, targeted pests, and applicable follow up actions
- Live catch devices and glue boards are maintained, clean and checked twice monthly
- Exterior bait stations are maintained, clean and checked monthly



- Service labels are kept on the interior of all pest control devices. These labels contain the date of service and initials of the PCO who performed the service. **There are no pesticides stored at this facility**

Interior pest control devices are

- Spaced approximately 25 feet apart on the interior perimeter of the facility, including:
- Locker rooms/Break rooms
- Dry storage, or cooler areas that share an outside wall
- Placed within 6 feet of each exterior door, including dock doors
- Not located near products, packaging materials or equipment so as not to contaminate something. Toxic bait is not used in the facilities interior
- Functioning properly and in good working condition
- Free of any decomposed rodents or pest activity and are checked by a PCO at least twice monthly

Exterior pest control devices are

- Spaced approximately 50 feet apart on the exterior perimeter of the facility
- Secured in place at the ground/building junction by a patio block, chained to the building or anchored to the ground
- Tamper resistant; a key or tool is required to open all devices
- Functioning properly and in good working condition
- Free of any decomposed rodents or pest activity and are checked by a PCO monthly
- Baited appropriately. Bait is secured properly so as not to be removed by a rodent or float away in heavy rain fall. Bait has a fresh appearance

There is no pest activity on the exterior perimeter of the building, including

- Bird nests
- Heavy insect activity in close proximity of the facility
- Burrowing
- Excessive pellets in stations
- Heavily chewed or missing bait



Insect control devices are

- 10 feet from any covered, protected or packaged products
- 30 feet from any exposed product, packaging, or equipment
- Cleaned and maintained twice monthly by a PCO
- Located in areas to prevent the attraction of insects from outside into the facility
- Low voltage insect lights (with glue boards) when used are not over any products
- All annual bulb changes are recorded and readily available
- There are no insects, flies, rodents or birds on or in any food products



Sanitation

Maintenance

ULF's sanitation program for daily, monthly and all other scheduled sanitation activities are in place for all areas and equipment of this facility. This includes all buildings, grounds, offices and trailers. All tasks are initiated by the assigned person and verified by a supervisor to be sure their completed tasks meet satisfactory requirements. Any and all tasks that require chemicals and/or water are specifically written out for certain tasks being performed.

ULF has written cleaning and Sanitation Standard Operating Procedure (SSOPs) specifically developed for refrigerated raw product storage areas. There are written procedures for the cleaning and sanitizing of raw and allergenic product spills or damages. There are designated cleaning and sanitation materials located in the back battery room of the building, when spills occur. There is also a warehouse pallet cleaning procedure outlined for those who are responsible for cleaning all isles.

ULF has an ongoing training program for cleaning and sanitation procedures and safe handling of chemicals for those who are involved. Training is documented on the date it was held; topics covered; the attendees; and is recorded on employee's records.

All chemicals and sanitizers are appropriately labeled when not in their original container. All cleaning tools and chemicals used in this facility are stored in janitor's room or back battery room when not in use. The chemical storage area is labeled, organized and segregated from food and foodstuffs and properly secured.



Handling raw meat procedure

- Pick up spilled or damaged product and place in garbage can
- Mop the area with the designated “**Raw Product**” bucket and mop with:
- 4 gallons’ water mixed with **8oz TOTAL**
- Dump out the water and rinse the bucket and mop with clean water. Hang mop up to dry in designated area
- Wash hands before returning to work

Handling allergenic products

Peanuts, soybeans, milk, eggs, fish, crustacean, tree nuts and wheat

- Pick up spilled or damaged product and place in trash can
- Mop the area with designated “**Raw Product**” bucket and mop with:
- 4 gallons water mixed with **8oz TOTAL**
- Dump out the water and rinse the bucket and mop with clean water. Hang mop up to dry in designated area
- Wash hands before returning to work



Floor scrubber procedures

- Apply with pressure washer, sponge, brush, steel wool or auto scrubber to areas where cleaning is needed
- Dilute **TOTAL** with water as follows:
 - Shower rooms: 5:1
 - White wall tires: 5:1
 - Wax stripping: 7:1
 - Bath & tile: 10:1
 - Kitchen Areas: 10:1
 - Concrete floors: 20:1
 - General purpose: 20:1
 - Pressure car wash: 20:1
 - Steam cleaner: 20:1
 - Metal furniture: 25:1
- Rinse thoroughly with water; let air dry or wipe down smooth surfaces dry

Blood procedures

Use the mop with a red handle and bucket labeled “blood use” and follow the directions below. Mop and bucket are located in the back battery room in the white closet against the back wall

- Use 1oz of **Liquid Quaternary Sanitizer** per 5-6 ¼ gallons of water
- Use the appropriately labeled mop and bucket to clean the area thoroughly
- When finished, dump out solution and rinse the mop and bucket. Put back in designated area

Grease/oil spill procedures

Use a Heavy Duty Degreaser for grease and oil spills. Mop and bucket are located in the back battery room in the white closet located along the back wall. Follow directions below

- Mix 3.78 L/gal of **DCT Heavy Duty Degreaser** and 3.78 L/1gal of water into the designated mop and bucket
- Use mop to apply solution to all oily areas; let sit for at least an hour for best results
- Use clean water to mop up the area
- Rinse out mop and bucket when finished and put back in designated area



Warehouse pallet cleaning procedures

Step 1

Get the following materials first:

- Hand/electric pallet jack
- Broom
- Dust pan
- Garbage can

Step 2

- Go to the designated isle and pull out pallet(s) using hand/electric pallet jack

Step 3

- Sweep and mop the area free of debris
- Remove dust from all racking
- Sweep all debris to the front of the previously cleaned pallet, but make sure you do not sweep anything to the middle of the isle. When area is cleaned, put pallet(s) back

Step 4

- When isle is cleaned, pick up any large debris by hand and throw into the garbage

Step 5

- Use the sweeper to finish cleaning the isle

Step 6

- On weekly sanitation schedule, initial the isles cleaned

Step 7

- When all isles in the warehouse have been cleaned, start over



Daily cleaning procedures

Sunday-Friday

- Sweep floors throughout the warehouse (dry, cooler, freezer)
- Dust off all racking with a brush/rag as needed
- Mop up any spills in the warehouse with designated mop and bucket
- Pull pallets from the perimeter and clean white lines (done monthly; see procedures for pallet cleaning)
- Pull pallets out of each pick bin to sweep and mop
- Empty full garbage cans and replace with liners as needed
- Run the floor scrubber throughout the warehouse
- Clean/pick up anything in need of cleaning

Trailers

- All inbound and outbound trailers are checked for cleanliness, sanitary satisfaction, and show no signs of infestation or product contamination from built-up debris. All trailers are in good repair; all seals are in good condition where light cannot be seen around doorframes
- Daily sanitation inspections of all inbound and outbound trailers are documented and readily available. Inspection of trailers include evaluation of sanitation; off odors; and pest activity

Dumpster/compactor

- Area is clean with no debris/residue build-up
- All exterior trash receptacles are covered to prevent the attraction of pests and picked up daily by the city of Cloquet
- A bait station is located within 20 feet of dumpster/compactor if it is located less than 20 feet away from the facility

Dry storage racking/area

- Is clean with no signs of dust build-up
- All pipes, overhead structures, electrical boxes, conduits and fans are free from dust
- Is maintained in a clean and sanitary manner; all spills are immediately cleaned up
- All racks, floors, walls and ceilings are not dirty; there is no evidence of spills, trash or litter
- Palletized products, office supplies and excess storage items in dry warehouse are clean, organized and show minimal dust.



- The 18” inspection perimeter is clean; no spills trash or litter is apparent. The perimeter is not used for equipment storage

Coolers/freezer racking/area

- All floors, racks, walls, ceilings of coolers, freezers and cool docks are in good repair and maintained in a clean and sanitary condition
- Is clean with no signs of dust build-up
- Is free from any evidence of spills, trash and litter
- All racks and pallets of product are in good condition; not dirty or damaged
- Coolers and freezers show no signs of condensation. Freezers show no signs of ice build-up
- All products in coolers/freezers are free from condensation, ice, and snow
- All areas under the racks and rack footings are clean with no signs of debris
- Floors are kept dry

Product holding areas

- Clean with no aged product spills, residue or leaking product apparent

Dock levers and wells

- Clean with no wood pieces, product or packaging present upon inspection
- All brushes and gaskets are in place

Loading dock area

- Is clear of debris or spilled product
- All equipment or items stored on the docks are clean and organized

Small ware area

- Is clean; racking is free from dust build-up
- All items are stored properly



Food Defense

ULF's food defense team consists of those in the safety committee. This team meets annually to assess all phases of operations to determine deliberate contamination risks and to mitigate a strategy to reduce any identified risks.

ULF has outlined procedures for:

- Employee security
- Grounds and facility security
- Product security
- Visitor security

A course of action to respond to a criminal act, medical emergency, fire and severe weather is outlined in ULF's Emergency Action Plan. During a potential evacuation, all personnel records are secured in an easily accessible location for management to retrieve and be used as a headcount of their employees. Emergency action plans for the warehouse and garage are posted on bulletin boards in prominent places for employees to see and review in the event of an emergency. The 24-hour emergency response list of names and numbers is also posted on prominent bulletin boards throughout the warehouse and garage.

ULF annually evaluates, reviews, trains and tests the effectiveness of the plans/procedures outlined in this book by conducting mock trials. Revisions are made accordingly using in-house security team and guidelines provided by security publications, FDA and OSHA internet sites. Routine food security inspections are performed to verify all departments are doing an adequate job.

Additional security steps have also been put in place to protect the wellbeing of ULF's employees, assets, and all areas of the facility. Below is a list of additional emergency response listings:

- **Emergency Command Center (USFDA)**
Minneapolis District Office
212 3rd Avenue
Minneapolis, MN 55401
612-334-4100
- **Emergency Point of Contact**
US Food and Drug Administration
5600 Fishers Lane
Rockville, MD 20857



In addition to notifying local law enforcement, the FDA requests that if any food establishment operator suspects any of their products that are regulated by the FDA to have been subjected to tampering, criminal or terrorist action, to notify the FDA 24-hour hotline:

- FDA 24-hour Emergency Number
301-443-1240

Or call

- FDA District Office of MN
612-758-7221
- FDA website is www.fda.gov

Employee screening

ULF employees are screened, including reference checks to verify all information obtained is accurate for security and documentation purposes. Criminal background checks are performed for all Drivers and future supervisor hires. Immigration status with the U.S. Immigration and Naturalization Service is checked when appropriate.

Supervision

It is the responsibility of management and supervisors to provide an appropriate level of supervision to all employees; including, new employees, warehouse workers, cleaning and maintenance staff, contract workers, mechanics, administrative, data entry and computer support staff. Supervisors are responsible for daily work assignments; knowing who is and should be on the premises, what work they are doing, and where they are located at all times.

Id system

All employees are required to wear a positive ID photo badge at all times while on the premises. Employees are trained to know where they can and cannot enter the building due to restrictions based on their specific job duties. When an employee retires or is terminated, their badge is collected and deactivated immediately. Reassessment as to where employees are granted access or are restricted to is an ongoing process.

Personal items, such as lunch containers and purses are not allowed in food storage areas of the warehouse. Employees understand the policy of regular inspections of lockers, bags, and vehicles when deemed necessary.



Training

Emergency and security training are conducted on hire and annually for all employees. They are trained to report immediately to their supervisor if they suspect or observe any signs of violence, tampering with or disabling equipment, or any unusual behavior. Upon notification of suspicious activity, supervisors call the Safety and Food Defense team immediately to determine the course of action. If necessary, local law enforcement will be informed.

Incoming mail and packages are received and handled by trained personnel to assure safe receipt.

Facility

ULF is surrounded with chain link fencing and deterrent securing gates to keep those who are not permitted on the premises away. All doors, loading docks, windows, roof openings, vent openings, storage trailers, and bulk storage tank for fuel are secured at all times. Security guards, locks, alarms, and video surveillance monitors are utilized as well. Keys for all doors, locks, and opening are accounted for and kept in a secured area for management use only, unless determined otherwise.

Chemical security

Access to janitor's chemical storage areas are restricted to employees not permitted in these areas. Only trained personnel have a key to unlock doors and closets containing chemical supplies. The sanitation department personnel are trained and responsible to use only food safe EPA chemicals for cleaning. Chemicals used are recorded and an MSDS label is attached. Any irregularities outside of normal cleaning schedules will be investigated immediately.

Computer system security

Access is restricted to computer process control systems and critical data systems to those with appropriate clearance; using passwords and firewalls. Past employees cannot access computer systems as their passwords are turned off immediately upon retirement or termination. Traceability of computer transactions has been established. Procedures for backing up critical computer based data systems in place and reviewed for adequacy.

Air, water, and utilities security

Accesses to air intake points are secured using fences, guards, and video surveillance cameras. Intake points are also inspected routinely for physical damage or tampering.

Contact with City of Cloquet Water Company and Minnesota Energy are maintained should ULF employees be alerted of problems. Portable drinking water is supplied from an approved source.



Inbound product security

The integrity of all incoming products is controlled by ULF. Manufacturers and brokers certify requirements by the federal and state government agencies are met for food security; including storage facility and transport vehicles for HACCP, manufacturing and labeling of all products provided to ULF. Requests for locked and sealed trailers (and seal numbers) are made to ULF when necessary.

Products being delivered to ULF are verified before being admitted onto the premises. Vendor name, delivery driver identification and expected shipment information are confirmed by the warehouse receiving supervisor. Only then will the security guard give the driver permission to enter the facility grounds.

All full in-bound loads are required to have intact seals; this is verified and recorded by the guard shack. LTL loads and other shipments are locked and inspected for load integrity; seals are removed by the guard shack as well. Receiving records document the review of matching seal numbers and product integrity. Inspection of incoming packaging, labels, and products is performed for signs of tampering or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications) when deemed necessary.

Outbound product security

ULF assures the requirements stated by the federal and state government agencies are met for food security; HACCP; manufacturing and labeling of all products, to ensure all products are protected from deliberate contamination. All ULF drivers document their inspection of tractors, trailers and load before leaving ULF. ULF drivers are responsible and held accountable for the control of tractor, trailer and load at all times upon leaving ULF grounds. Tractors and trailers will be secured while on ULF premises and locked when on the road when they are left unattended.

ULF's outside salesman frequently visit their customers, making it possible to alert management if any problems with products are detected.

Bio-terrorism Registration

Upper Lakes Foods has registered with the US FDA bioterrorism regulation.



Visitor Security

ULF restricts the number of entrances to a minimum for security purposes. All visitors, including contractors, supplier representatives, delivery drivers, customers, couriers, third-party auditors, regulators, reporters coming to the facility are permitted on the premises only after receiving clearance from the person they are here to see. All visitors receive a visitor's pass from the guard shack. Visitor's passes are identified with a number. The guard shack records all visitor information, including:

- Name
- Arrival time
- Person they are here to see
- Reason for visit
- Pass number
- What they are carrying
- Departure time

Upon receiving the above information, the guard shack will call the person the visitor(s) are here to see, and must be given the OK to enter. Visitors are instructed on where to park, enter the building and who will be meeting them once inside the facility. The time of entry and exit are logged.

Security guards are trained to check incoming and outgoing vehicles for suspicious activity and, if advised by a supervisor to restrict access or exit to anyone. Guards are also given a daily appointment calendar to confirm entry is expected for those who have a previously made an appointment.

Once visitors are inside the building, access is restricted to food storage areas and locker rooms. All visitors are escorted and accompanied by a ULF employee at all times. Visitor signs are posted at the main entrance and visitors are asked to review ULF's policies.

Trailer Refrigeration Failure Procedures.

In the event of a trailer refrigeration failure the delivery driver will notify Transportation supervisors and Lawrence Leasing. (218)451-0576

- Lawrence Leasing will trouble shoot codes with the driver.
- Lawrence Leasing will conduct a service call and repair trailer if possible
- If not repairable the driver will return to Cloquet/ Northfield and swap out trailer.



New Vendor Procedures

Letter to manufacturers/brokers

ULF understands the importance of providing a properly manufactured, labeled and food safe supply for our customers. Our goal is to minimize potential health hazards to all end users. An integral part of this process is our product recall procedure, which is immediate and comprehensive.

Brokers and manufacturers must comply with the following criteria in order to continue business with ULF:

- Manufacturer certifies the requirements by federal and state government agencies have been met for food security; proper manufacturing and labeling of products provided to ULF, including products under ULF label or other labels. Manufacturers must verify good manufacturing practices and HACCP Plans are followed.
- In the event of a product recall, the manufacturer/broker must provide the following information:
 - Product(s) involved
 - Brand(s) involved
 - Product shipping dates
 - Purchase order numbers
 - Seriousness of the recall
 - Product disposition
- Call the following in the event of a product recall:
 - William Flynn
Monday-Friday
7:00a.m.-5:00p.m.
1-800-879-1265 ext. 4277
 - If William Flynn cannot be reached, please contact:
 - Brian Sorensen 4261
 - Scott Sorensen 4250
 - Shawn Sorensen 4150
- After 6:00p.m. call 1-800-879-1265
Ask for the night supervisor
- After hours (Friday 5:00p.m. to Sunday 11:00a.m.) call 218-722-3799

ULF request all manufacturers provide a certificate of insurance with limits of at least \$1 million dollars to be kept with our records and updated annually.



Acknowledgement and certification

Manufacturer/broker agrees to the terms and conditions of the requirements listed above

Manufacturer/broker _____

By: _____ Date: _____

Please indicate acceptance by signing and returning a copy of this letter to Upper Lakes Foods, along with your certificate of insurance.

New vendor information

Vendor Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Terms _____

Unipro Approved _____ Kosher Approved _____

Broker Name _____

Minimum for Delivery _____

P/U Allowance _____

Product Type(s): cooler _____ Dry _____ Frozen _____

Paper _____ Supply & Equipment _____



Attention all Visitors!

For your protection and that of all ULF employees, we ask you pay attention to the signs posted for restricted areas around our facility. You **MUST** be accompanied by a ULF employee at all times, unless authorized otherwise. We request you use good sanitation practices and adhere to instructions given to you.

Thank you for your cooperation and enjoy your visit



Audit Participation

Upper Lakes Foods - Cloquet, MN

Completed a

Distribution Center Food Safety and Quality Systems Audit

with a score of

99.41%

September 13, 2021

Martin R. Fowell

Director of Audit Services

Next audit scheduled for September 2023.



Audit Participation

Upper Lakes Foods, Inc: Northfield, MN

Completed a

Distribution Center Food Safety Audit

With a score of

97.43%

on August 25, 2022

Issuing Officer



Director of Audit Services

Mérieux NutriSciences

● 401 N. Michigan Avenue - Suite 1400 - Chicago, Illinois 60611
● Tel. : +1 (312) 938-5151 ● www.merieuxnutrisciences.com/us

Prime Vendor Product List

School District(s)	Cloquet Schools ISD 94
RFP Due Date	March 22nd, 2023
Pricing based on distributor invoice cost the week of:	February 6th, 2023

Distributor Name:	Upper Lakes Foods, Inc.
Contact Name:	Renee Parks
Telephone & Email:	800-879-1265
Fixed Fee	\$1.55
USDA Fixed Fee	\$4.00

A	B	C	D	E	F	G	H	I	J	K	L	M
Distributor Item Number or leave blank if not currently stocked	Manufacturer Product Code	Product Description	Brand	Pack Size/ Purchase Unit	Invoice Cost from Manufacturer	Freight	Manufacturer Allowance for the 2022-2023 SY	Net Case Cost	Fixed Fee	Final Unit Price to District (Fixed Fee + Net Case Cost)	Annual District Usage (cases)	Extended Price to District (Unit Price x Annual District Usage)
682355	10483210928	CHIC TENDER FC CRUMB BRD NAE	TYSON	2/5#	\$ 46.56	\$ -	\$ -	\$ 46.56	\$ 1.55	\$ 48.11	400	\$ 19,244.00
682350	10037310928	CHICKEN PATTY WG HOMESTYLE	TYSON	105/4.07OZ	\$ 76.06	\$ -	\$ -	\$ 76.06	\$ 1.55	\$ 77.61	150	\$ 11,641.50
682399	16660100928	CHICKEN DRUMSTICK BRD WG CKD	TYSON	1/29.64#	\$ 87.27	\$ -	\$ -	\$ 87.27	\$ 1.55	\$ 88.82	150	\$ 13,323.00
682387	10703620928	CHICKEN WING BNLS CRSPY WG	TYSON	4/7.5#	\$ 96.54	\$ -	\$ -	\$ 96.54	\$ 1.55	\$ 98.09	150	\$ 14,713.50
755651	155548	CHICKEN TERIYAKI BBQ CN	YANG'S	6/5#32OZ	\$ 134.49	\$ 14.50	\$ -	\$ 148.99	\$ 1.55	\$ 150.54	100	\$ 15,054.00
569827	10000055525	BEEF PATTY CHARBROIL CN	ADVANCEPIERRE	90/2.5 OZ	\$ 49.98	\$ -	\$ -	\$ 49.98	\$ 1.55	\$ 51.53	250	\$ 12,882.50
591160	10000009739	BEEF CRUMBLE CKD CN	ADVANCEPIERRE	8/5#	\$ 193.41	\$ -	\$ -	\$ 193.41	\$ 1.55	\$ 194.96	75	\$ 14,622.00
765888	10000013816	BEEF RIB W/HONEY BBQ CN	ADVANCEPIERRE	100/3.25 OZ	\$ 77.63	\$ -	\$ -	\$ 77.63	\$ 1.55	\$ 79.18	75	\$ 5,938.50
572152	11003	BREADSTICK CHEESE BITES 1OZ	WILD MIKE'S	240/10Z	\$ 61.96	\$ -	\$ -	\$ 61.96	\$ 1.55	\$ 63.51	250	\$ 15,877.50
571932	78359	PIZZA FRENCH BREAD GARLIC WG	TONY'S	60/4.29 OZ	\$ 47.63	\$ 2.65	\$ -	\$ 50.28	\$ 1.55	\$ 51.83	150	\$ 7,774.50
572134	78357	PIZZA FRENCH BREAD PEP WG	TONY'S	60/4.93OZ	\$ 49.24	\$ -	\$ -	\$ 49.24	\$ 1.55	\$ 50.79	175	\$ 8,888.25
573680	7738712671	PIZZA STUFFED CRUST CHEESE WG	THE MAX	72/4.84OZ	\$ 43.56	\$ -	\$ -	\$ 43.56	\$ 1.55	\$ 45.11	150	\$ 6,766.50
573759	7738712602	CHEESESTICK MAX 100% MOZZ WG	THE MAX	192/1.93OZ	\$ 73.30	\$ -	\$ -	\$ 73.30	\$ 1.55	\$ 74.85	75	\$ 5,613.75
582466	96086	CORN DOG CHIC MINI WHL GRAIN	FOSTER FARMS	2/5#	\$ 28.55	\$ -	\$ 3.30	\$ 25.25	\$ 1.55	\$ 26.80	200	\$ 5,360.00
581458	018510	PORK LINK CKD SKLS .8OZ GF	JONES	200/.8 OZ	\$ 26.30	\$ 1.07	\$ -	\$ 27.37	\$ 1.55	\$ 28.92	150	\$ 4,338.00
548666	123312	WIENER BEEF LOW SOD 8-1	CLOVERDALE	1/10#	\$ 33.70	\$ -	\$ 2.50	\$ 31.20	\$ 1.55	\$ 32.75	250	\$ 8,187.50
764280	46025-75012-00	FRENCH TOAST STICK CINN WG	MICHAEL'S FOODS	85/2.9OZ	\$ 39.18	\$ -	\$ -	\$ 39.18	\$ 1.55	\$ 40.73	200	\$ 8,146.00
646631	418301	FISH STICK WG ULTIMATE 1 OZ	TRIDENT	1/10#	\$ 36.10	\$ -	\$ -	\$ 36.10	\$ 1.55	\$ 37.65	100	\$ 3,765.00
690025	1000007470	POTATO FF SEAS CC DEEP GRV	MCCAIN	6/5#	\$ 39.82	\$ 1.90	\$ -	\$ 41.72	\$ 1.55	\$ 43.27	100	\$ 4,327.00
701203	MXC04717	POTATO FRY SEAS LS OR 1/2"	MCCAIN	6/5#	\$ 37.63	\$ 1.92	\$ -	\$ 39.55	\$ 1.55	\$ 41.10	100	\$ 4,110.00
761660	41308 31063	PASTA PENNE RIGATI WG 51% CKD	MARZETTI PASTA	1/20#	\$ 28.08	\$ -	\$ -	\$ 28.08	\$ 1.55	\$ 29.63	150	\$ 4,444.50
768517	43284	MACARONI & CHEESE RF FC	LAND O'LAKES	6/5#	\$ 59.71	\$ -	\$ -	\$ 59.71	\$ 1.55	\$ 61.26	150	\$ 9,189.00
211202	46255	CHEESE AMERICAN 160 CT	LAND O'LAKES	6/5#	\$ 62.56	\$ -	\$ -	\$ 62.56	\$ 1.55	\$ 64.11	100	\$ 6,411.00
729119	10143	MUFFIN BLUEBERRY WG IW	OTIS SPUNKMEYE	72/2OZ	\$ 29.78	\$ -	\$ -	\$ 29.78	\$ 1.55	\$ 31.33	150	\$ 4,699.50
729674	8862	MUFFIN DOUBLE CHOC IW WG	SARA LEE	48/2OZ	\$ 16.25	\$ -	\$ -	\$ 16.25	\$ 1.55	\$ 17.80	200	\$ 3,560.00
747118	610001	JUICE ORANGE 100%	CITRUS SUN	96/4OZ	\$ 15.35	\$ 0.70	\$ -	\$ 16.05	\$ 1.55	\$ 17.60	250	\$ 4,400.00
182014	1619	BEAN BKD BEST	BUSH'S BEST	6/#10CAN	\$ 44.32	\$ 2.68	\$ 2.00	\$ 45.00	\$ 1.55	\$ 46.55	100	\$ 4,655.00
448346	11563	KETCHUP DISP POUCH	RED GOLD	2/1.5GAL	\$ 18.59	\$ 1.86	\$ 0.26	\$ 20.19	\$ 1.55	\$ 21.74	100	\$ 2,174.00

A	B	C	D	E	F	G	H	I	J	K	L	M
Distributor Item Number or leave blank if not currently stocked	Manufacturer Product Code	Product Description	Brand	Pack Size/ Purchase Unit	Invoice Cost from Manufacturer	Freight	Manufacturer Allowance for the 2022-2023 SY	Net Case Cost	Fixed Fee	Final Unit Price to District (Fixed Fee + Net Case Cost)	Annual District Usage (cases)	Extended Price to District (Unit Price x Annual District Usage)
271951	85505HVR	DRESSING ORIGINAL RANCH GF	HIDDEN VALLEY	4/1 GAL	\$ 50.59	\$ 3.02	\$ -	\$ 53.61	\$ 1.55	\$ 55.16	75	\$ 4,137.00
202561	11061	CHIP TACO IN A BAG	OLD DUTCH	72/1.5OZ	\$ 28.59	\$ -	\$ 2.52	\$ 26.07	\$ 1.55	\$ 27.62	200	\$ 5,524.00
203265	18792	CHIPS TORTILLA ROUNDS RF WG	TOSTITOS	104/.875oz	\$ 40.74	\$ -	\$ 4.41	\$ 36.33	\$ 1.55	\$ 37.88	150	\$ 5,682.00
390708	16000-11768	CEREAL FROSTED FLAKES BOWL	GENERAL MILLS	96/1OZ	\$ 24.16	\$ -	\$ -	\$ 24.16	\$ 1.55	\$ 25.71	100	\$ 2,571.00
396881	3800078787	CEREAL APPLE JACKS RS BOWL	KELLOGGS	96/1OZ	\$ 28.45	\$ -	\$ -	\$ 28.45	\$ 1.55	\$ 30.00	100	\$ 3,000.00
200238	76468	POTAO PEARLS EXCEL	BASIC AMERICA		\$ 60.47	\$ 1.80	\$ -	\$ 62.27	\$ 1.55	\$ 63.82	75	\$ 4,786.50
											5150	\$ 255,806.50

March 15, 2023

Dear Families,

This letter is to inform you that your child continues to be in need of certain vaccination(s) or a completed exemption form. Ideally this requirement will be obtained prior to the end of this school year.

Attached is a link to Minnesota's Immunization Law Exemption Provision. This link also has the forms necessary for documentation.

Currently, your child needs the following immunizations:

- 1.
- 2.
- 3.
- 4.

If immunizations are contraindicated for medical or non-medical reasons - the attached and included *Immunization Form* will be required, completed according to the instructions.

There are many ways in which vaccines can be received:

1. Your provider or doctor's office.
2. Carlton County Public Health in downtown Cloquet offers free to low-cost vaccines.
3. Clinics may be offered in the District this Spring and or during back to school conferences in Early September.

WE are also able to offer some options for transportation.

If Vaccines are not obtained or the proper exemption forms are not completed, building administrators will be in contact with you near the start of the school year.

If you have any questions, please do not hesitate to contact our District School Nurse Coordinator, Sarah Ellena, RN, PHN, LSN at 218-878-3025.

[MN Immunization Law Exemption Provision](#)
[Are Your Kids Ready?/When to Get Vaccines](#)
[Immunization Record Form - MN Dept of Health](#)

March 15, 2023

Dear Families,

This letter is to inform you that your child will require certain vaccination(s) or a completed exemption form prior to the start of school next Fall.

We want to provide you with enough time to schedule your vaccinations with your provider or obtain the proper exemption forms. Attached is a link to Minnesota's Immunization Law Exemption Provision with additional information.

Current 11th grade students entering 12th grade are now required to show proof of having had a Meningococcal Booster Vaccine. Our school records indicate that your child has not yet received this vaccine or provided an exemption form.

If immunizations are contraindicated for medical or non-medical reasons - the attached and included *Immunization Form* will be required, completed according to the instructions.

There are many ways in which this vaccine and others can be received:

1. Your provider or doctor's office.
2. Carlton County Public Health in downtown Cloquet offers free to low-cost vaccines.
3. Vaccine clinics will be offered in the District this Spring and or during back to school conferences.

We may also be able to offer options for transportation.

If you have any questions, please do not hesitate to contact our District Nurse Coordinator, Sarah Ellena, RN, PHN, LSN at 218-878-3025.

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Dear Families,

This letter is to inform you that your child will require certain vaccination(s) or a completed exemption form prior to the start of school next Fall.

We want to provide you with enough time to schedule your vaccinations with your provider or obtain the proper exemption forms. Attached is a link to Minnesota's Immunization Law Exemption Provision. This link also has the forms necessary for documentation.

Current 6th grade students entering 7th grade commonly need an updated Tdap booster (Tetanus diphtheria acellular pertussis) and a Meningococcal Vaccine. Our school records indicate that your child will need the following vaccinations:

- 1.
- 2.
- 3.
- 4.

If immunizations are contraindicated for medical or non-medical reasons - the attached and included *Immunization Form* will be required, completed according to the instructions.

There are many ways in which vaccines can be received:

1. Your provider or doctor's office, Essentia, Raiter Clinic, MNAW Clinic, Etc.
2. Carlton County Public Health in downtown Cloquet offers free to low-cost vaccines.
3. Clinics will be offered in the District this Spring and or during back to school conferences.

WE are also able to offer some options for transportation.

If you have any questions, please do not hesitate to contact our District Nurse Coordinator, Sarah Ellena, RN, PHN, LSN at 218-878-3025.

[MN Immunization Law Exemption Provision](#)
[Are Your Kids Ready?/When to Get Vaccines](#)
[Immunization Record Form - MN Dept of Health](#)

State Statute 121A.15 Health Standards; Immunizations; School Children

Certain Vaccines are required to enroll in childcare, early childhood programs, and school (online, homeschool, public or private).

To enroll in child care, early childhood programs, and school in Minnesota, children must show they've had certain immunizations or file a legal exemption. Parents may file a medical exemption signed by a health care provider or a non-medical exemption signed by a parent/guardian and notarized.

TIMELINE for Notification of Immunizations Needed to Families:

March 15, 2023

Notification Letter to Families whose children need vaccines or exemption prior to the start of the school year. Letter/Email/Communication to families of current students in

- 6th grade going into 7th
- 11th graders into 12th.
- All other students that are currently out of compliance.

Includes:

1. Letter from Health Services
2. "Are your Kids Ready?" What Minnesota's Immunization Law Requires
3. Immunization Form - Minnesota Department of Health - Immunization Program
 - a. Immunization documentation or pro
 - b. Signatures required
 - c. Exemption Form to have signed and notarized.

March 14 & 16, 2023

Prior to Roundup vaccine records are requested via information that goes home to all families. During Kindergarten Roundup nurse reinforces the requirements; vaccine record or exemption form. June letter will be sent indicating requirements needed if not obtained during round-up.

June 15, 2023

Reminder letter/email/automated call with regard to which immunizations are needed prior to the start of school on September 7 for grades 1-12 and September 8 for Kindergarten students.

September 15, 2023-October 15, 2023

Contact Families who remain out of compliance. Put a plan into place with the family and building principal.

October 15, 2023

If there has been no communication, plan or catch-up schedule established, Administration will inform families that their child will need to remain home until proof of vaccination or exemption form is provided and compliance with the law is met.

Interventions to avoid exclusion:

1. Inform families early of the required vaccinations or option to provide documentation from provider or parent/guardian signature with notary.
2. Two additional Reminder letters/messages.
3. Send Information sheets provided from Carlton County Public Health who offer free to low cost vaccines at the building located downtown Cloquet.
4. Possible Vaccination Clinics held at schools Spring 2023 and during back to school conferences. (I will connect with CCPH And MNAW public health)
5. Communicate to families that the district can provide transportation to receive vaccines through FSSW, Social Workers, AIE, or other means as authorized by administration.

General Fund Budget Changes: 2023-24

Budget Reduction	Amount
<p>2.9 FTE of teaching staff positions will be reduced: Positions that did not impact current employees were reviewed first for potential reduction. Areas where insufficient enrollment exists were reviewed second.</p> <ul style="list-style-type: none"> • 6th grade teacher: Our 6th grade cohort was 7 sections during this year as 5th graders. We currently have eight 6th grade sections for the current year. We can reduce a section in this grade level for 2023-24 and maintain comfortable class sections sizes. • Middle School Specialists: Due to the reduced section of 6th grade, there are subsequent small reductions in specialist time that amount to 0.2 FTE. • High School Special Education Teacher: A 1.0 FTE position is being reduced through attrition. • 0.5 Science FTE: This position was an add this past year, in part because of anticipated increase in enrollment at CHS. That enrollment increase did not materialize and this can be reduced back to previous levels. • 0.2 Art FTE: Reduce 0.2 FTE of art and shift students to fill other underutilized elective options. 	\$290,000
<p>Paraprofessional Reductions: A total of five paraprofessionals are being reduced, three at Washington and two at Cloquet Middle School.</p>	\$125,000
Net Budget Change	-\$415,000

*Budget Note – We built a 7% insurance increase into our original budget projection based on utilization data from our insurance consultant. We received our rate quotes for the coming year, with the recommended bid coming in at closer to a 4% average. This will save a nominal amount compared to our original budget projections. Also, our original deficit number was based on the concept of a 5% increase to both basic aid revenue and staffing expenses. At present, all legislative proposals have a 4% increase for the year presented. A 4% increase to both basic aid revenue and staff salaries would represent a lower deficit than the 5% and 5% projection.



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Thomas Brenner, Cloquet Middle School Principal

DATE: April 18, 2023

RE: Recommendation for Internal Transfer

I am recommending the internal transfer of Jennifer Gagner from 1.0 FTE 6th Grade to 1.0 FTE 7/8 Science Teacher at Cloquet Middle School.

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



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill School Principal
DATE: April 18, 2023
RE: Internal Transfers

I am recommending an internal transfer of Christine Esse, 1.0 FTE Kindergarten Teacher, for an additional Second grade, 1.0 FTE Teacher, 23-24 school year at Churchill Elementary.

I am also recommending an internal transfer of Elizabeth (Beth) Nelson, 1.0 FTE Early Fives Teacher to a Kindergarten position for the 23-24 school year, due to the elimination of the Early Fives Program, because of low enrollment.

Thank you.

DW:mb



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary School Principal

DATE: April 20, 2023

RE: Recommendation for Internal Transfer

I am recommending the internal transfer of Annette Bringe-Wick from 1.0 FTE 3rd Grade Teacher to 1.0 FTE 2nd Grade Teacher at Washington Elementary School. For the 2023-24 school year due section class sizes, we have eliminated a 3rd grade section and added a 2nd grade section.



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary School Principal

DATE: April 21, 2023

RE: Recommendation for Internal Transfer

I am recommending the internal transfer of Jolene Aho from 1.0 FTE 2nd Grade Teacher to 1.0 FTE Intervention Teacher at Washington Elementary School.

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



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

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Cloquet Middle School	2001 Washington Ave	218.879.3328
Churchill Elementary School	515 Granite St	218.879.3308
Washington Elementary School	801 12th St.	218.879.3369
Cloquet Area Alternative Education	302 14th St	218.879.0115
Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: April 17, 2023

RE: We are requesting permission to accept \$6875.00 from the Minnesota Department of Education for summer preschool funding for children who were 4 or 5 by September 1, 2022, and have not yet attended kindergarten. The deadline to expend the funds is June 30, 2023.

Shannon Krikava

From: MDE, ELS (MDE) <mde.els@state.mn.us>
Sent: Thursday, April 13, 2023 4:02 PM
To: Shannon Krikava
Subject: 2023 Summer Preschool Funding Award Notification

Follow Up Flag: Follow up
Flag Status: Flagged



2023 Summer Preschool Funding Award Notification

April 13, 2023

CLOQUET PUBLIC SCHOOL DISTRICT

Dear Michael Cary, Shannon Krikava, and Candace Neils,

Congratulations! Your application for 2023 Summer Preschool Funding has been approved by the Minnesota Department of Education (MDE). **CLOQUET PUBLIC SCHOOL DISTRICT** is offered **\$6,875.00** to support the delivery of summer preschool programming for children who were 4 or 5 by September 1, 2022 and have not yet attended kindergarten. The deadline to expend the funds is **June 30, 2023**.

Background

MDE awarded \$20 million in Summer Preschool Funds (FIN 165) for use in summer 2021 and 2022. The deadline to expend funds was August 31, 2022. If programs did not operate in 2022 or spend their full allocation by the deadline, funds were returned to MDE. MDE had approximately \$1 million in returned funds that have been distributed to school districts and charter schools that are operating a summer program in 2023. Funds must be spent by June 30, 2023, so programs will need to use other funding sources for July and August.

Funding Requirements

By accepting 2023 Summer Preschool Funds, your program agrees to meet the following requirements:

- **Minimum enrollment:** Programs must serve at least one 4- or 5-year-old child that will be entering kindergarten in fall 2023 at each site (date of birth between September 2, 2016 and September 1, 2018 who has not yet attended kindergarten). Funds can be used to benefit other ages of children in mixed-age classrooms, but the classroom must have at least one age-eligible child.
- **Instructional Hours:** There is no minimum instructional hour requirement, but programs must offer a classroom experience to children.
- **Allowable Expenses:** Funds can be used for tuition, teachers and staff, consultants (such as child mental health or inclusion), transportation, food, interpreter or multilingual support costs, consumable materials, field trips or special guest expenses, and family engagement activities that support transitions to kindergarten. View the [2023](#)

Summer Preschool Frequently Asked Questions (FAQ) document on the MDE Early Learning Programs webpage for additional details.

- **Spending Deadline:** The deadline to expend funds is June 30, 2023. Programs can begin spending funds on outreach and materials immediately, but materials would need to be received by June 30, 2023.
- **Reporting:** Programs must complete a short survey by July 21, 2023. Programs will describe how funds were used and report enrollment counts including number of children in each Summer Preschool priority category. Only aggregate counts will be collected; no private child data or attendance data will be submitted to MDE as part of the report. MDE will send instructions and the survey link by June 1.

State's Right to Cancel

This award notice does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the award if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

For Further Information or Questions

Please view the 2023 Summer Preschool FAQ on the MDE Early Learning Programs webpage for additional details. Please email MDE.ELS@state.mn.us with any questions. Please include "Summer Preschool" and your district or charter school's name in the subject line.

Again, congratulations on your successful application, and thank you for the work you do on behalf of Minnesota's children and families.

Sincerely,

Sandra Myers

Early Learning Services Supervisor

MDE.ELS@state.mn.us

Minnesota Department of Education

400 NE Stinson Blvd., Minneapolis, MN 55413

education.mn.gov

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

April 24, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following donations as identified on the attached form from Minnesota Department of Education – Summer Preschool Funding.

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: April 24, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

From: [Mike Doyle](#)
Subject: SOMN Unified Indigenous Games this Friday
Date: Wednesday, April 19, 2023 1:09:59 PM
Attachments: [Unified Indigenous Games_PR_Cloquet.pdf](#)

We are hosting SOMN Unified Indigenous Games this Friday, April 21 in the High School large gym. Attached is the press release from SOMN.

This will be all 4 of the CMS/CHS Unified PE classes along with Duluth East Unified. It will be around 100 students.

People from SOMN and Bemidji State University will be leading the Indigenous activities to the students.

The SOMN and BSU staff will be arriving around 8 AM.

Here is the schedule of events:

9:30-9:45- Schools/students arrive

10:00- Opening Ceremonies

10:15- Games Begin!

12:00- Lunch starts

12:30- Schools/students depart

Thanks everyone.

Mike Doyle
PE/DAPE Teacher
Cloquet High School
Cloquet Middle School
2001 Washington Avenue
Cloquet, MN 55720
218-879-3328 ext 2156

Special Olympics Minnesota to host Unified Indigenous Games at Cloquet High School

CLOQUET, MN, APRIL 12, 2023: On Friday, April 21, 2023, Special Olympics Minnesota will host a Unified Indigenous Games Invitational at Cloquet High School. Special Olympics' "Unified" model combines students with and without disabilities to play, learn and grow together. Students from across Northern Minnesota will attend the Games.

Unified Indigenous Games began in Bemidji in December 2022. The idea for the event was sparked by a group of students from TrekNorth High School, a Unified Champion School. Special Olympics Minnesota Schools Program Manager Shannon Murray partnered with local leaders to make it happen.

Dan Ninham was hired as a consultant to develop and manage the first Unified Indigenous Games Invitational in Bemidji and his expertise will guide future Unified Indigenous Games programming. Ninham is Wolf Clan from the Oneida Nation in Wisconsin and has more than 35 years of experience teaching middle school physical education.

"Mii 'ow ezhi-odaminoyang Anishinaabeg' means 'How we play as the people,'" said Ninham. "It will be a special day to showcase some of the physical activities of the indigenous peoples of North America."

"Special Olympics Minnesota has so much to learn from these games," said Murray. "Inclusion has been practiced on this land since long before Special Olympics was established and we're so excited to see our mission displayed in new ways. Unified Indigenous Games give our native students who participate in Unified a space to see their culture reflected and honored in our programming as well as give our non-natives students a cross-cultural learning experience."

The event will incorporate large and small group activities that honor and accommodate the students in attendance. Students will participate in activities such as "seal crawl", "kickball race with a story of the race of the clouds" and "foxtail throw for accuracy."

About Unified Champion Schools

Special Olympics Unified Champion Schools® is a strategy for schools Pre-K through university that intentionally promotes meaningful social inclusion by bringing together young people with and without intellectual disabilities (ID) to lead in the creation of accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports®, inclusive youth leadership, and whole-school engagement. Special Olympics Unified Champion Schools is generously supported by the Office of Special Education Programs at the U.S. Department of Education.