



Cloquet Public Schools Regular Meeting

Monday, June 12, 2023 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

Kevin Huseth, HS Instrumental Music Teacher

6:00 pm Regular Meeting

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1. Ethan Lavan Was Section 7A Individual Champion For Boys Tennis Karson Young Was Section 7AA Individual Champion for Boys Golf The following people have advanced to the state tournament: Boy Tennis - Ethan Lavan Boys Golf Team - Karson Young, Karson Patten, Colin Young, Blair Chartier, Anders Gunelson, Cooper Ellena Girls Golf - Abigail Steinert, JuliAnn Steinert Track - Jordan Aultman - 100m, Matthew Erickson - triple jump, Miles Fischer - 1600m, 3200m, Seija Suominen - discus, Taylor Wick - long jump, high jump, triple jump, Alexa Shephard - 400m, Boys 4x100 relay, Boys 4x200 relay and Girls 4x800 relay	
2. Thank you to Tomhave Dental and Lake Superior Dental in Cloquet for donating toothbrushes and toothpaste to the 5th grade health program	
XIII. Upcoming Meetings/Events	
1. Thursday, June 22, 2023 - Ed MN Negotiations - 4:15 p.m. - Boardroom	
2. Monday, June 26, 2023 - Regular School Board Meeting 5:30 p.m. Working Session 6:00 p.m. Regular Meeting	
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XI. Superintendent's Report

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Karson Young Was Section 7AA Individual Champion for Boys Golf

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Boys Golf Team - Karson Young, Karson Patten, Colin Young, Blair Chartier, Anders Gunelson, Cooper Ellena

Girls Golf - Abigail Steinert, JuliAnn Steinert

Track - Jordan Aultman - 100m, Matthew Erickson - triple jump, Miles Fischer - 1600m, 3200m, Seija Suominen - discus, Taylor Wick - long jump, high jump, triple jump, Alexa Shephard - 400m, Boys 4x100 relay, Boys 4x200 relay and Girls 4x800 relay

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May 22, 2023

Board Chair N. Sandman called the working session to order at 5:31 p.m.

Topics discussed:

Dr. Cary reviewed the upcoming agenda including the bond sale for the outdoor PE and activity complex and teacher schedule D proposed changes. He discussed progress on individual contract and teacher negotiations. Dr. Cary gave an update on the current legislative session and potential changes to funding and mandates. He reviewed the ongoing conversations regarding adding lacrosse as a HS sport. There were board questions on elementary class sizes and music for CMS for 23-24. Amy Louhela, PCN Coordinator through REACH presented the positive community norms information to the board. A documentary was shared with the board. The link can be found at <https://vimeo.com/807631147/4e52d2683d> Sarah Buhs presented information from her meeting with Washington's student council. D. Carlson informed the board of the groundbreaking event for the activity complex which will be held on May 30, 2023. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:16 p.m.

May 22, 2023

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on May 22, 2023, was called to order by Board Chair N. Sandman at 6:19 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Dylan Carlson, Director of Buildings and Grounds
- Ashlee Lennartson, EM-C Teacher Representative
- Bill Bauer, Technology Support Specialist
- Paul Riess, Activities Director
- Jana Peterson, Pine Knot Representative
- Jodie Zesbaugh, Ehlers

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

APPROVAL OF BOARD AGENDA

- RESOLVED by G. Huard to approve the May 22, 2023, special board agenda, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by S. Buhs to approve the May 8, 2023, school board meeting minutes, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were reviewed.
- No Public Comment was given.

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

RESOLVED by D. Battaglia to approve Claims, May 17, 2023; Hand Checks, May 12, 2023; Food Service Reports, April 2023, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

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

1. **Resignations**

- a. Marilyn Robb, Media Center Paraprofessional, effective June 2, 2023

2. **Terminations/Non-Renewal:**

- a. Pamela Niesen, 30 hrs./week ECSE Paraprofessional at Churchill Elementary, effective May 11, 2023
 b. Neil Erickson, 6.5 hrs./day Floater Paraprofessional at Churchill Elementary, effective June 2, 2023
 c. Chloe Danielson, 6.5 hrs./day Check and Connect Paraprofessional at CHS, effective June 2, 2023
 d. Joseph Backus, 6.5 hrs./day Check and Connect Paraprofessional at CHS, effective June 2, 2023

3. **Recommendations of Employment:**

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Crystal Jordan	1.0 FTE Kindergarten Teacher at Churchill	MA 5	8/21/23
b. Nicole Zander	1.0 FTE 2 nd Grade Teacher at Washington	MA 5	8/21/23
c. Elinor Cich	0.5 FTE E5 Kindergarten Teacher at Churchill	BA 1	8/21/23
d. Nate Knutson	1.0 FTE EBD Teacher at NLA	BA 3	8/21/23
e. Kyle Wordelman	Homebound Teacher at CMS	\$32.66	5/15/23
f. Brittany Hammond	Recreation Instructor for CE	Fee per stud.	June 1, 2023
g. Nora Thaler	Program Aide Assistant at Li'l Lumberjacks	\$10.69/hr.	April 26, 2023
h. Elinor Cich	Summer TSSS K Churchill Teacher	\$35.38/hr. 120 hrs. (both sessions)	
i. Leah Carlson	Summer TSSS 1 st Churchill Teacher	\$35.38/hr. 120 hrs. (both sessions)	
j. Hailey Graves	Summer TSSS 2 nd Churchill Teacher	\$35.38/hr. 120 hrs. (both sessions)	
k. Allison Jerde	Summer TSSS 3 rd Churchill Teacher	\$35.38/hr. 120 hrs. (both sessions)	
l. Lisa Lillie	Summer TSSS K Churchill Teacher	\$35.38/hr. 120 hrs. (both sessions)	
m. Leah Carlson	Summer TSSS Churchill Coordinator	\$35.38/hr. Up to 30 hours	
n. Grant Hall	Summer TSSS Churchill Paraprofessional	Current rate 120 hrs. (both sess.)	
o. Rachel Godnai	Summer TSSS Churchill Paraprofessional	Current rate 60 hrs. (1st session)	
p. Tracy Mattson	Summer TSSS K Washington Teacher	\$35.38/hr. 120 hrs. (both sessions)	
q. Sheila Kahlstorff	Summer TSSS 1 st Washington Teacher	\$35.38/hr. 60 hrs. (1 st session)	
r. Brittany Baier	Summer TSSS 1 st Washington Teacher	\$35.38/hr. 60 hrs. (2 nd session)	
s. Claire Graves	Summer TSSS 2 ⁿ Washington Teacher	\$35.38/hr. 60 hrs. (1 st session)	
t. Kim Broman	Summer TSSS 2 nd Washington Teacher	\$35.38/hr. 60 hrs. (2 nd session)	
u. Zoe Bystrom	Summer TSSS 3 rd Washington Teacher	\$35.38/hr. 60 hrs. (1 st session)	
v. Jodi Lorenz	Summer TSSS 3 rd Washington Teacher	\$35.38/hr. 60 hrs. (2 nd session)	
w. Brittany Kemi	Summer TSSS 4 th Washington Teacher	\$35.38/hr. 120 hrs. (both sessions)	
x. Kim Broman	Summer TSSS Washington Coordinator	\$35.38/hr. Up to 30 hours	
y. Mary Helgeson	Summer TSSS Washington Paraprofessional	Current rate 120 hrs. (both sess.)	
z. Abigail Sewell	Summer TSSS Counselor	\$35.38/hr. up to 120 hrs.	
aa. Jodi Lorenz	Summer TSSS 5th/6th CMS Teacher	\$35.38/hr. 60 hrs (1st session)	
bb. Nick Smoczynski	Summer TSSS CMS Paraprofessional	Current rate 60 hrs. (1st session)	
cc. Morgan Sailsbury	NLA ESY Teacher	\$35.38/hr. 60 hrs.	
dd. Nate Knutsen	NLA ESY Teacher	\$35.38/hr. 60 hrs.	
ee. Amiliya Calverley	NLA ESY Teacher	\$35.38/hr. 60 hrs.	
ff. Jeremy Scholer	NLA ESY Teacher	\$35.38/hr. 80 hrs.	
gg. Casi Keuten	NLA ESY Paraprofessional	Per Contract 56.25 hrs.	
hh. Melissa Fjeld	NLA ESY Paraprofessional	Per Contract 56.25 hrs.	
ii. Antonia Burger	NLA ESY Paraprofessional	Per Contract 67.5 hrs.	
jj. Alexis Bergum	NLA ESY Paraprofessional	Per Contract 56.25 hrs.	
kk. Dennis Morris	NLA ESY Paraprofessional	Per Contract 56.25 hrs.	
ll. Cara Lahti	NLA ESY Paraprofessional	Per Contract 56.25 hrs.	
mm. Penny Bassett	Summer Food Service	Per Contract 3 hrs./day	
nn. April Isaacson	Summer Food Service	Per Contract 3 hrs./day	
oo. Rachel Wuollet	Summer Food Service	Per Contract 3 hrs./day	

pp. Karen Vacek	Summer Food Service	Per Contract 3 hrs./day
qq. Carmen Dougherty	Summer Food Service	Per Contract 3 hrs./day
rr. Lindsey Peterson	Summer Food Service	Per Contract 3 hrs./day
ss. Amber Sherwood	Summer Food Service	Per Contract 3 hrs./day
tt. Colleen Anderson	Summer Food Service	Per Contract 3 hrs./day
uu. Angela Koss	Summer Food Service	Per Contract 3 hrs./day

4. Extra Services Contracts

- | | | |
|----------------|----------------------------|-------------------------------|
| a. Jen Kolodge | 2022-2023 ESSA Coordinator | 10 days at current daily rate |
|----------------|----------------------------|-------------------------------|

5. Permission to Post

- 1.0 FTE Float Substitute and Long-Term Substitute at NLA for 2023-2024
- Speech Teacher at NLA starting 2023-2024 – 12 hours/mo.
- ESY Speech Teacher with NLA – up to 10 hours

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

SCHOOL BOARD COMMITTEE REPORTS

- May 10, 2023. Health, Safety and Crisis Committee meeting summary was reviewed.
- Student enrollment report from May 17, 2023, was reviewed.

AGENDA ADDENDUMS

- None were presented at this time.

NEW BUSINESS

Jodie Zesbaugh from Ehlers, presented the bond sale information and asked questions from the board.

- RESOLVED by D. Battaglia to approve the resolution awarding the sale of taxable general obligation capital facilities bonds, series 2023A, in the original aggregate principal amount of \$2,715,000.00; fixing their form and specification; directing their execution and delivery; and providing for their payment, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by S. Buhs to approve 2023-2024 milk and break vendors (Kemps and Pan-O-Gold), as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by D. Battaglia to approve the 2023-2024 MSHSL Resolution of Membership, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve 2023-2025 services agreement with Carlton County for transportation of children and youth in foster care placement, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve 2023-2024 agreement with Carlton County Public Health and Human Services and Carlton County Children’s Mental Health and Family Service Collaborative for Family School Support Workers, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the 2023-2024 professional service agreement and business associate agreement with North Homes Children and Family Services, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the recommendation to increase the game crew rates on EM-C Schedule D Table, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by M. Juntunen to approve the recommendation to add the Continuing Education Committee to EM-C Scheduled and provide appropriate compensation, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

- RESOLVED by S. Buhs to approve the annual update to policy #533 District Wellness, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- Second reading of policy revisions 708, 709, and 524

SUPERINTENDENT'S REPORT

- Dr. Cary presented all topics in the working session.

FOR YOUR INFORMATION

- Internal Transfer of 0.962 FTE Music Teacher at Washington Elementary and Cloquet Middle School to 0.962 FTE Combine Visual Art and Music Teacher at Washington Elementary Starting 2023-2024 (Rachel Holte)
- Congratulations 2023 Cloquet High School and Cloquet Area Alternative Education Programs Graduates!
- 2023 Staff Recognition Awards - Thank You For Your Years Of Service
- 2022-2023 Non-Certified and Certified Retirements - Enjoy Your Retirement!
- Boys' Track Team Named 7AA True Team Champion
- Cloquet Ripsaw Robotics Receives Silver All State Team Academic Award
- 2023 Summer District Hours
- May 9, 2023, Wellness Committee Meeting Summary

UPCOMING MEETINGS/EVENTS

- Tuesday, May 30, 2023 - Equity Committee Meeting - 3:45 p.m. - Washington Elementary School
- Wednesday, May 31, 2023 - JOM/LIEC Committee Meeting - 5:30 p.m. - TBD
- Monday, June 5, 2023 - Technology Committee Meeting - 4 p.m. - Boardroom
- Tuesday, June 6, 2023 - DAC Meeting - 4 p.m. - Boardroom
- Monday, June 12, 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 6:43 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello From Churchill,

The school year ended in a general fashion. Field trips, Author's Teas and Battle of the Books for grade 4. The Churchill PBIS committee planned an end of the year movie reward for all grade levels. Thank you to Premiere Theater for the popcorn donation. The Churchill Indian Education program held an Honor Ceremony for grade 4 students on May 30th in Churchill's media center. Thank you to Julian Kitto and his middle and high school drum group. Churchill's end-of-the-year track and field day / family picnic served a record number of family members. Over 300 family members attended and had our picnic lunch. Thank you to B and B Market for allowing us to use the cookout grill. Churchill hosted Washington teachers for a workshop morning and PLC meeting on June 5th. Wendy Waha also presented her culminating Cultural Competency lesson. The week of June 5th teachers are also completing their end-of-year checklists as well as completing report cards. Churchill and Washington's principals are involved in the Literacy for Leaders training with the University of Minnesota this summer.

Happy Summer!

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

- Staff completed Energy Point forms for students, met as grade levels, planned class lists for next year
- Battle of the Books went great for district 4th & 5th grade participants
- Pine Knot tree distribution
- Patrols from Washington and Churchill celebrated at Valley Fair
- Cheered all the CHS Seniors as they walked our halls on their last day of school
- 4th Grade Color Guard Flag Folding Ceremony
- PBIS Rally and prizes, along with "Principal Challenge" activities with each grade level
- 4th Grade Awards
- 4th Grade surprise send-off
- Staff picnic to celebrate a great year
- Retirement celebration of Shelly Kallis, one of outstanding Kindergarten teachers

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

The 2023 Spring Band concert occurred on May 17th in the CHS auditorium, led by Mr. Ryan Hanson. If you have a chance, you can check it out on YouTube (<https://www.youtube.com/watch?v=cgzkE43iFT4>)

The 7th & 8th Grade Pops Concert occurred on May 22nd in the CHS auditorium, led by Ms. Rhonda Card. If you have a chance, you can check it out on YouTube (<https://www.youtube.com/watch?v=HRpIILCVtBk>)

The last week of school takes a lot of energy and dedication from our staff, and I want to recognize my staff and thank them for pushing students to work hard until everything is completed while making lifetime memories along the way.

The last day of school at CMS is always extra memorable with our student vs. staff basketball game. It was an exciting game, with the students winning for only the third time since we started playing this game.

Our end-of-the-year meeting was bittersweet, saying goodbye to the staff. Whenever we lose staff, they take a piece of the school culture they built with them. This year is no exception; their students and colleagues will miss those leaving.

Submitted by Thomas Brenner, Cloquet Middle School Principal
Cloquet High School:

- Graduation went very well! Thank you to board members Sandman, Buhs, and Juntunen for their help handing out diplomas.
- Summer School starts on June 13.
- The athletic facilities construction project appears to be moving along nicely.
- Boys golf is headed to state as a team. We've also got individual participants in the state girls meet.
- Our track teams are sending both boys and girls to the state meet.
- We have a tennis participant in the state meet.
- Softball and baseball have wrapped up their seasons.
- For the first time that I can remember, we end the school year fully staffed with teachers for next fall!
- Our custodians are beginning their annual summer cleaning and building maintenance.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP has ended another successful school year with 24 students walking for graduation, 1 sophomore completing her requirements at FDLTCC for her CNA certification, and 4 very successful FDLTCC students in PSEO. CAAEP will be hosting summer school the month of June on Tuesdays, Wednesdays and Thursdays from 8-4 in the board room. The first two weeks are already over filled and the 3rd and 4th weeks are looking to be equally as busy. CAAEP has again partnered with the REACH program and the county to offer more "hands on" summer school opportunities for students in June, July and August. They include: sailing course with Kevin Taralseth, podcast making with Lauren Empson, BEE camp with Lauren Empson, advocacy and theater with Angela Garbett, and picnic table project with Rod Syck.

Have a safe and fun filled summer!

Submitted by Connie Hyde, CAAEP Principal

Community Education

Our Adults With Disabilities program is finishing up its 40th year! We offered 35 classes this past year in which over 900 people participated. Many of our participants take multiple classes. We had over 100 unique participants of which about 50% are Cloquet residents. Other participants come from Duluth, Hermantown, Esko, Carlton, Barnum, Proctor, and Moose Lake. Annette Wick has coordinated the program for over 28 years and many of her staff have been with the program for over 20 years. Activities this year included van trips to area attractions, exercise classes, arts/crafts, and social gatherings.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:

The month of May is a hectic one for the AIE Program. Planning and celebrating our seniors in the Honor Banquet is the highlight of our year. This year we had 34 identified American Indian students graduate. Our banquet was held in the CHS Cafeteria and our guest speaker was former FDL Chairwoman, Karen Diver. Food was provided by B&B and the CHS/CMS Boys drum group performed an honor and traveling song for the seniors.

Title VI Part 2 requires a public hearing and the LIEC Parent Committee met in person (the first time in 3 years) at the FDL Tribal and Community College. Information was shared and good discussion around programming goals. To view the presentation click [Here](#).

Wrap up discussions took place at all AIE School sites. Looking at next years needs and wants, including areas of improvement, allow us to be more prepared to service students right away in the fall. Also included were meetings to discuss incoming 9th graders and celebrate 4th graders moving onto middle school. Washington Elementary was gifted a performance from CHS/CMS Drummers along with AIE Royalty and other program dancers. This was one of three all school events led by Mrs. Kyra Paitrick to implement cultural teachings to students and staff.



Submitted by Teresa Angell, AIE Director

Building and Grounds

SFM (workers' compensation insurer) is implementing their Safety Grant Program again this year. The Winter Slips and Falls SFM Safety Grant covers 50% of the cost of approved purchases, up to \$2,000, and will be awarded to qualifying school districts for projects designed to reduce winter slip-and-fall risks. The complete grant application is being brought forth for Board approval. If awarded the funds, we would purchase a snow blower attachment and new drive shaft for a tractor we have gotten back into service for Washington Elementary. Washington only has a walk behind snow blower because there is no place to store a tractor. We recently got an old tractor from the high school back into service for Washington to utilize. We will modify a door and door frame at the field house to store it.

We are apply for \$1,399. The District would cover an additional \$1,399 if awarded the grant dollars.

All annual summer PM's will role out on June 12th for the head custodians to complete over the summer months.

Athletic Complex Update:

- Tennis courts have been demo' d and all light poles¹³ have been salvaged.

- Track and football/soccer field has been demo' d.
- All top soil from the football/soccer field has been hauled away.
- 4.5 foot sub cut of the football/soccer field has begun. As soil is being removed, new fill is being put in simultaneously.
- Scoreboard has been taken down and was salvage for potential sale.
- Conversations continue with MMCU regarding signage at field and tennis courts.

Submitted by Dylan Carlson, Building and Grounds Director

Technology

No report submitted

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$168,074.91
02	Food Services	\$71,503.70
03	Transportation	\$141,217.65
04	Community Services	\$6,305.64
05	Capital Expenditure	\$38,336.98
12	Activities	\$44,560.59
Report Total		\$469,999.47

Cloquet Public Schools

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	100654	20671	Check	1	6390		ACHESON, JANE	Yes	No	No	USD	06/13/2023	60.75
			100714	20672	Check	1	9648		ACT INC	Yes	No	No	USD	06/13/2023	7,829.25
			100574	20673	Check	1	10986		AEOA	Yes	No	No	USD	06/13/2023	25.00
			100551	20674	Check	1	10518		ANDERSON JARED	Yes	No	No	USD	06/13/2023	35.00
			100659	20675	Check	1	7142		ANDERSON, LISA	Yes	No	No	USD	06/13/2023	352.00
			100576	20676	Check	1	10988		ANDERSON-DIVER SHELLEY	Yes	No	No	USD	06/13/2023	49.35
			100680	20677	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	06/13/2023	60.00
			100533	20678	Check	1	02766		ARCC	Yes	No	No	USD	06/13/2023	800.00
			100572	20679	Check	1	10935		ARROWHEAD WATER	Yes	No	No	USD	06/13/2023	63.80
			100652	20680	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	06/13/2023	1,016.18
			100534	20681	Check	1	03170		AUDIO VISUAL RESOURCES	Yes	No	No	USD	06/13/2023	3,588.69
			100535	20682	Check	1	03250		B & B MARKET	Yes	No	No	USD	06/13/2023	8,543.02
			100537	20683	Check	1	10004		BAILEY KATHLEEN	Yes	No	No	USD	06/13/2023	175.00
			100575	20684	Check	1	10987		BARNEY JACKIE	Yes	No	No	USD	06/13/2023	18.65
			100670	20685	Check	1	8268		BATES, ERIN	Yes	No	No	USD	06/13/2023	60.00
			100655	20686	Check	1	6414		BATTAGLIA, STEVE	Yes	No	No	USD	06/13/2023	71.80
			100681	20687	Check	1	8867		BELPEDIO, NICOLE	Yes	No	No	USD	06/13/2023	269.42
			100542	20688	Check	1	10294		BENSON ELECTRIC COMPANY	Yes	No	No	USD	06/13/2023	10,000.00
			100687	20689	Check	1	8989		BERG, HEIDI	Yes	No	No	USD	06/13/2023	152.52
			100636	20690	Check	1	5013		BERUBE, LISA	Yes	No	No	USD	06/13/2023	127.00
			100567	20691	Check	1	10877		BILDEN JOLI	Yes	No	No	USD	06/13/2023	95.43
			100694	20692	Check	1	9176		BOGUCKI, ANNIKA	Yes	No	No	USD	06/13/2023	600.00
			100708	20693	Check	1	9548		BRENNER MARK	Yes	No	No	USD	06/13/2023	35.00
			100689	20694	Check	1	9026		BRENNER, JILL	Yes	No	No	USD	06/13/2023	90.31
			100544	20695	Check	1	10339		BROWN NATHANIEL	Yes	No	No	USD	06/13/2023	80.00
			100661	20696	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	06/13/2023	817.34
			100700	20697	Check	1	9348		BULK BOOKSTORE	Yes	No	No	USD	06/13/2023	452.40
			100553	20698	Check	1	10582		BYSTROM ZOE	Yes	No	No	USD	06/13/2023	15.00
			100536	20699	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	06/13/2023	200.00
			100690	20700	Check	1	9071		CARLTON COUNTY TREASURER	Yes	No	No	USD	06/13/2023	935.00
			100697	20701	Check	1	9301		CARMENS RESTAURANT	Yes	No	No	USD	06/13/2023	2,090.00
			100643	20702	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	06/13/2023	711.95
			100566	20703	Check	1	10835		CITY LAUNDERING CO	Yes	No	No	USD	06/13/2023	127.54
			100546	20704	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	06/13/2023	8,765.78
			100554	20705	Check	1	10598		CLIA LABORATORY PROGRAM	Yes	No	No	USD	06/13/2023	180.00
			100550	20706	Check	1	10470		CLOQUET COMMUNITY EDUCATION	Yes	No	No	USD	06/13/2023	25.00
			100590	20707	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	06/13/2023	5,693.45
			100591	20708	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	06/13/2023	114,400.52
			100679	20709	Check	1	8797		COHEN, MICHAEL	Yes	No	No	USD	06/13/2023	524.98
			100592	20710	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	06/13/2023	2,800.10
			100641	20711	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	06/13/2023	60.00

Cloquet Public Schools Check Register by Bank and Check

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		100658	20713	Check	1	6879		DURAND, CHELSEA	Yes	No	No	USD	06/13/2023	182.15
		100597	20714	Check	1	16790		ECLIPSE PAINT AND SUPPLY	Yes	No	No	USD	06/13/2023	1,864.80
		100653	20715	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/13/2023	266.89
		100598	20716	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	06/13/2023	54.24
		100669	20717	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	06/13/2023	816.79
		100676	20718	Check	1	8653		EVERGREEN LAWN SERVICE	Yes	No	No	USD	06/13/2023	1,169.08
		100577	20719	Check	1	10989		EVERSON ANGELA	Yes	No	No	USD	06/13/2023	71.40
		100616	20720	Check	1	3316		FOLLETT CONTENT SOLUTIONS LLC	Yes	No	No	USD	06/13/2023	2,443.07
		100685	20721	Check	1	8894		FONOTI, MACE	Yes	No	No	USD	06/13/2023	140.00
		100702	20722	Check	1	9382		FOSTER, REBECCA	Yes	No	No	USD	06/13/2023	235.82
		100619	20723	Check	1	3537		GAGNE, JESSICA	Yes	No	No	USD	06/13/2023	245.77
		100672	20724	Check	1	8338		GARBETT, ANGELA	Yes	No	No	USD	06/13/2023	14.94
		100713	20725	Check	1	9637		GIGLIOTTI BRENDA	Yes	No	No	USD	06/13/2023	23.46
		100688	20726	Check	1	9009		GILBERT, SYDNEY	Yes	No	No	USD	06/13/2023	260.03
		100578	20727	Check	1	10991		GOEBEL SARAH	Yes	No	No	USD	06/13/2023	52.15
		100559	20728	Check	1	10689		GOMEZ ANDERS	Yes	No	No	USD	06/13/2023	251.00
		100604	20729	Check	1	21460		GOPHER STAGE LIGHTING INC	Yes	No	No	USD	06/13/2023	25.00
		100605	20730	Check	1	21951		GREAT LAKES AQUARIUM	Yes	No	No	USD	06/13/2023	660.00
		100593	20731	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	06/13/2023	5,665.99
		100650	20732	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	06/13/2023	27,500.00
		100695	20733	Check	1	9195		HANSON, CRIMSEN	Yes	No	No	USD	06/13/2023	95.23
		100678	20734	Check	1	8780		HANSON, WILLA	Yes	No	No	USD	06/13/2023	13.00
		100549	20735	Check	1	10462		HAYNES JEREMIAH	Yes	No	No	USD	06/13/2023	35.00
		100579	20736	Check	1	10992		HEART BERRY	Yes	No	No	USD	06/13/2023	550.00
		100562	20737	Check	1	10767		HEDMAN JOSEPH	Yes	No	No	USD	06/13/2023	10.00
		100663	20738	Check	1	7736		HIETALA, LISA	Yes	No	No	USD	06/13/2023	199.99
		100647	20739	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	06/13/2023	3,749.20
		100701	20740	Check	1	9366		HOLTE-CHRISTENSON, RACHEL	Yes	No	No	USD	06/13/2023	124.54
		100651	20741	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	06/13/2023	566.41
		100563	20742	Check	1	10779		HOUGE KENNEDY	Yes	No	No	USD	06/13/2023	153.07
		100608	20743	Check	1	25280		INCLINE STATION	Yes	No	No	USD	06/13/2023	155.10
		100691	20744	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	06/13/2023	1,924.11
		100571	20745	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	06/13/2023	831.48
		100607	20746	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	06/13/2023	641.26
		100568	20747	Check	1	10880		J APPLESEED INC	Yes	No	No	USD	06/13/2023	1,170.45
		100696	20748	Check	1	9276		JAGO, CARA	Yes	No	No	USD	06/13/2023	3,885.98
		100548	20749	Check	1	10444		JENSEN MARLENE	Yes	No	No	USD	06/13/2023	24.00
		100630	20750	Check	1	4572		JLX FILTERS	Yes	No	No	USD	06/13/2023	56,063.54
		100704	20751	Check	1	9492		JOHNSON CONTROLS FIRE PROTEC	Yes	No	No	USD	06/13/2023	698.90
		100570	20752	Check	1	10908		JOHNSON DEREK	Yes	No	No	USD	06/13/2023	151.59

Cloquet Public Schools

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			100656	20754	Check	1	6497		JONES, ANGELA	Yes	No	No	USD	06/13/2023	62.62
			100686	20755	Check	1	8942		JOSTENS INC	Yes	No	No	USD	06/13/2023	701.05
			100599	20756	Check	1	1729		KAHLSTORF, SHEILA	Yes	No	No	USD	06/13/2023	96.60
			100611	20757	Check	1	28656		KALLIS, SHELLY	Yes	No	No	USD	06/13/2023	121.61
			100673	20758	Check	1	8418		KEMPS LLC	Yes	No	No	USD	06/13/2023	7,448.40
			100715	20759	Check	1	9755		KITTO JULIAN	Yes	No	No	USD	06/13/2023	50.00
			100668	20760	Check	1	8224		KLOSOWSKI, BRETT D	Yes	No	No	USD	06/13/2023	102.00
			100603	20761	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	06/13/2023	311.00
			100705	20762	Check	1	9511		KORBY, TYLER	Yes	No	No	USD	06/13/2023	1,317.11
			100612	20763	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	06/13/2023	977.39
			100682	20764	Check	1	8868		LAFONTAINE, ALYSE	Yes	No	No	USD	06/13/2023	384.56
			100657	20765	Check	1	6673		LAKE SUPERIOR ZOOLOGICAL SOC	Yes	No	No	USD	06/13/2023	944.00
			100581	20766	Check	1	10994		LASSARD TINA	Yes	No	No	USD	06/13/2023	45.65
			100613	20767	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	06/13/2023	32,160.56
			100716	20768	Check	1	9792		LEAF	Yes	No	No	USD	06/13/2023	62.53
			100709	20769	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	06/13/2023	210.04
			100628	20770	Check	1	4544		LENARZ, COLLETTE	Yes	No	No	USD	06/13/2023	1,612.78
			100556	20771	Check	1	10680		LERNER PUBLISHING GROUP	Yes	No	No	USD	06/13/2023	361.58
			100711	20772	Check	1	9584		LEW DANE	Yes	No	No	USD	06/13/2023	91.00
			100620	20773	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	06/13/2023	488.70
			100582	20774	Check	1	10995		LINDNER ANN	Yes	No	No	USD	06/13/2023	136.81
			100683	20775	Check	1	8886		LINDNER, CAMERON	Yes	No	No	USD	06/13/2023	214.81
			100660	20776	Check	1	7161		LINE MICHELLE	Yes	No	No	USD	06/13/2023	748.00
			100564	20777	Check	1	10798		LUMBERJACK DESIGN AND FABRIC/	Yes	No	No	USD	06/13/2023	66.00
			100538	20778	Check	1	10128		MAJERLE, JACKIE	Yes	No	No	USD	06/13/2023	948.96
			100583	20779	Check	1	10996		MARCINIAK KIMBERLY	Yes	No	No	USD	06/13/2023	56.20
			100677	20780	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	06/13/2023	235.87
			100667	20781	Check	1	8069		MCINERNEY, JENNIFER	Yes	No	No	USD	06/13/2023	22.67
			100547	20782	Check	1	10427		MCMAHON CHRISTINA	Yes	No	No	USD	06/13/2023	82.66
			100617	20783	Check	1	34186		MENARDS	Yes	No	No	USD	06/13/2023	70.95
			100540	20784	Check	1	10246		MEYERS TONIA	Yes	No	No	USD	06/13/2023	43.41
			100600	20785	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	06/13/2023	1,310.00
			100649	20786	Check	1	5743		MIDAMERICA ADMINISTRATIVE	Yes	No	No	USD	06/13/2023	55.00
			100589	20787	Check	1	11002		MINNESOTA COMMUNICATIONS	Yes	No	No	USD	06/13/2023	212.50
			100584	20788	Check	1	10997		MINNESOTA DEPARTMENT OF HEAL	Yes	No	No	USD	06/13/2023	180.00
			100621	20789	Check	1	36400		MINNESOTA HISTORICAL SOCIETY	Yes	No	No	USD	06/13/2023	2,156.00
			100662	20790	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	06/13/2023	50.94
			100606	20791	Check	1	2368		NE MN REGIONAL SCIENCE FAIR	Yes	No	No	USD	06/13/2023	2,000.00
			100699	20792	Check	1	9332		NELSON J ELIZABETH	Yes	No	No	USD	06/13/2023	215.33
			100644	20793	Check	1	5606		NEUMANN, LISA	Yes	No	No	USD	06/13/2023	83.70

Cloquet Public Schools Check Register by Bank and Check

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0094		2	100623	20794	Check	1	41000		NORTHERN PRINTERY	Yes	No	No	USD	06/13/2023	450.00
			100624	20795	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	06/13/2023	9.59
			100625	20796	Check	1	41104		NORTHLAND FIRE AND SAFETY	Yes	No	No	USD	06/13/2023	446.25
			100557	20797	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	06/13/2023	100.00
			100671	20798	Check	1	8321		NYGAARD, ROBERT D	Yes	No	No	USD	06/13/2023	91.00
			100560	20799	Check	1	10726		OCONNOR JULIE	Yes	No	No	USD	06/13/2023	48.00
			100539	20800	Check	1	10132		OLIN, TYLER	Yes	No	No	USD	06/13/2023	585.90
			100585	20801	Check	1	10998		OLSON LAURA	Yes	No	No	USD	06/13/2023	72.38
			100710	20802	Check	1	9570		OLSON STEVEN J	Yes	No	No	USD	06/13/2023	191.00
			100720	20803	Check	1	9880		OUR REDEEMER'S LUTHERAN PRES	Yes	No	No	USD	06/13/2023	220.00
			100543	20804	Check	1	10317		PAINTER GINA	Yes	No	No	USD	06/13/2023	419.37
			100664	20805	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	06/13/2023	1,408.67
			100596	20806	Check	1	1326		PAN O GOLD	Yes	No	No	USD	06/13/2023	2,076.26
			100594	20807	Check	1	1289		PARK AVE FITNESS	Yes	No	No	USD	06/13/2023	340.00
			100614	20808	Check	1	3073		PCS REVENUE CONTROL	Yes	No	No	USD	06/13/2023	4,625.00
			100674	20809	Check	1	8484		PERRY, DAVID	Yes	No	No	USD	06/13/2023	100.00
			100706	20810	Check	1	9543		PETERSEN KRISTIE	Yes	No	No	USD	06/13/2023	29.94
			100615	20811	Check	1	3091		PETERSON, STACY	Yes	No	No	USD	06/13/2023	468.69
			100601	20812	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	06/13/2023	887.00
			100638	20813	Check	1	5087		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	06/13/2023	957.84
			100541	20814	Check	1	10282		POKEGAMA GOLF COURSE	Yes	No	No	USD	06/13/2023	220.00
			100569	20815	Check	1	10884		POKORNOWSKI TIMOTHY	Yes	No	No	USD	06/13/2023	250.00
			100627	20816	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	06/13/2023	3,157.00
			100602	20817	Check	1	2064		PRITCHETT, SHELLY	Yes	No	No	USD	06/13/2023	134.50
			100634	20818	Check	1	4822		PROSEN, TIM	Yes	No	No	USD	06/13/2023	80.00
			100631	20819	Check	1	46565		REALLY GOOD STUFF	Yes	No	No	USD	06/13/2023	44.97
			100632	20820	Check	1	47100		RIDDELL/ALL AMERICAN SPORTS CC	Yes	No	No	USD	06/13/2023	1,274.45
			100626	20821	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	06/13/2023	379.24
			100552	20822	Check	1	10542		RNR YARDWORKS LLC	Yes	No	No	USD	06/13/2023	1,765.00
			100558	20823	Check	1	10687		ROBERTS MARCUS	Yes	No	No	USD	06/13/2023	82.00
			100609	20824	Check	1	2611		ROEMHILDT, REGINA	Yes	No	No	USD	06/13/2023	351.00
			100586	20825	Check	1	10999		SABYAN THOMAS	Yes	No	No	USD	06/13/2023	13.15
			100545	20826	Check	1	10361		SAMS CLUB DIRECT	Yes	No	No	USD	06/13/2023	155.00
			100707	20827	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	06/13/2023	55.65
			100561	20828	Check	1	10758		SCHOLASTIC INC	Yes	No	No	USD	06/13/2023	139.36
			100635	20829	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	06/13/2023	2,794.40
			100665	20830	Check	1	7858		SEWELL, ABBI	Yes	No	No	USD	06/13/2023	84.52
			100637	20831	Check	1	50250		SKUTEVIK & FLORISTS	Yes	No	No	USD	06/13/2023	919.20
			100719	20832	Check	1	9874		SKYLINE SOCIAL & GAMES	Yes	No	No	USD	06/13/2023	4,637.85
			100693	20833	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	06/13/2023	537.76
			100718	20834	Check	1	9846		SOUND CENTRAL LLC	Yes	No	No	USD	06/13/2023	598.00

Cloquet Public Schools Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094	2	100565	20835	Check	1	10828		SPECTATOR BLANKETS	Yes	No	No	USD	06/13/2023	7,452.90
		100666	20836	Check	1	7941		STAPLES BUSINESS CREDIT	Yes	No	No	USD	06/13/2023	1,383.13
		100717	20837	Check	1	9828		STARK TIMOTHY	Yes	No	No	USD	06/13/2023	144.10
		100639	20838	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	06/13/2023	1,868.35
		100629	20839	Check	1	4553		STEWARTS BIKES & SPORTS	Yes	No	No	USD	06/13/2023	1,620.00
		100712	20840	Check	1	9626		STRICKLAND ADRIENNE	Yes	No	No	USD	06/13/2023	283.31
		100640	20841	Check	1	53551		SUPER ONE	Yes	No	No	USD	06/13/2023	1,234.29
		100684	20842	Check	1	8889		TARAY, BRENDA	Yes	No	No	USD	06/13/2023	705.53
		100633	20843	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	06/13/2023	3,969.83
		100555	20844	Check	1	10656		TOPPING DEBRA	Yes	No	No	USD	06/13/2023	100.00
		100573	20845	Check	1	10971		TOUCHMATH ACQUISITION LLC	Yes	No	No	USD	06/13/2023	11,738.00
		100642	20846	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	06/13/2023	595.60
		100646	20847	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	06/13/2023	54,841.85
		100587	20848	Check	1	11000		VOYAGEUR BUS COMPANY INC	Yes	No	No	USD	06/13/2023	1,386.51
		100698	20849	Check	1	9319		WALDORF, ELIZABETH	Yes	No	No	USD	06/13/2023	216.87
		100648	20850	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	06/13/2023	720.50
		100703	20851	Check	1	9440		WICK, MICHELLE	Yes	No	No	USD	06/13/2023	51.71
		100588	20852	Check	1	11001		WILKINSON LARA	Yes	No	No	USD	06/13/2023	11.96
		100692	20853	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	06/13/2023	1,925.70
		100645	20854	Check	1	5609		WINBIGLER, MATHEW	Yes	No	No	USD	06/13/2023	170.43
		100675	20855	Check	1	8634		WKLK WMOZ	Yes	No	No	USD	06/13/2023	140.00
		100622	20856	Check	1	3795		YOUNG, AARON	Yes	No	No	USD	06/13/2023	1,404.37
		100610	20857	Check	1	2731		YOUNG, HEATHER	Yes	No	No	USD	06/13/2023	134.05
		100595	20858	Check	1	1299		YOUNG, KYLE	Yes	No	No	USD	06/13/2023	25.00

. Bank Total: 2

\$469,999.47

Report Total:

\$469,999.47

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$396.28
03	Transportation	\$56,060.10
12	Activities	\$368.00
Report Total		\$56,824.38

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	100504	20641	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	05/18/2023	56,060.10
			100503	20642	Check	1	10977		DETROIT LAKES BOYS GOLF	Yes	No	No	USD	05/18/2023	380.00
			100506	20643	Check	1	4415		LAKE SUPERIOR ZOO	Yes	No	No	USD	05/18/2023	368.00
			100505	20644	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	05/18/2023	16.28
														Bank Total: 2	\$56,824.38
														Report Total:	\$56,824.38

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$13,249.95
12	Activities	\$3,941.04
Report Total		\$17,190.99

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	100512	20645	Check	1	9578	CONSTELLATION NEWENERGY -GA	Yes	No	No	USD	05/23/2023	12,024.95
		100510	20646	Check	1	13670	DAIRY QUEEN	Yes	No	No	USD	05/23/2023	342.96
		100507	20647	Check	1	10713	DEFY DULUTH	Yes	No	No	USD	05/23/2023	791.55
		100508	20648	Check	1	10978	MORRISON JACINTA	Yes	No	No	USD	05/23/2023	600.00
		100513	20649	Check	1	9874	SKYLINE SOCIAL & GAMES	Yes	No	No	USD	05/23/2023	2,350.53
		100509	20650	Check	1	10979	STILLDAY MAIJA	Yes	No	No	USD	05/23/2023	625.00
		100511	20651	Check	1	8599	WORLD OF WHEELS	Yes	No	No	USD	05/23/2023	456.00
Bank Total: 2												\$17,190.99	
Report Total:												\$17,190.99	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$1,490.28
03	Transportation	\$60.00
12	Activities	\$3,073.45
Report Total		\$4,623.73

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	100529	20652	Check	1	5655	BARTO, LINNEA	Yes	No	No	USD	06/01/2023	158.89
		100515	20653	Check	1	10025	CALVERLEY AMILIYA	Yes	No	No	USD	06/01/2023	73.42
		100526	20654	Check	1	10985	CARR ADAM	Yes	No	No	USD	06/01/2023	8.40
		100514	20655	Check	1	10019	CARROLL JULIE	Yes	No	No	USD	06/01/2023	158.82
		100525	20656	Check	1	10984	CONANT GREG	Yes	No	No	USD	06/01/2023	8.30
		100531	20657	Check	1	9529	DOTY LINDSEY	Yes	No	No	USD	06/01/2023	199.39
		100519	20658	Check	1	10684	DULUTH EAST SOFTBALL BOOSTER	Yes	No	No	USD	06/01/2023	250.00
		100528	20659	Check	1	4720	GUSTAFSON, ANN	Yes	No	No	USD	06/01/2023	158.62
		100516	20660	Check	1	10157	ISD #0701	Yes	No	No	USD	06/01/2023	200.00
		100524	20661	Check	1	10983	LAWREY RENE	Yes	No	No	USD	06/01/2023	516.75
		100521	20662	Check	1	10980	MINNESOTA TENNIS COACHES ASSC	Yes	No	No	USD	06/01/2023	60.00
		100530	20663	Check	1	6299	NELSON, BETH	Yes	No	No	USD	06/01/2023	124.65
		100517	20664	Check	1	10342	SECTION 7A COMMITTEE	Yes	No	No	USD	06/01/2023	400.00
		100523	20665	Check	1	10982	THALER STACY	Yes	No	No	USD	06/01/2023	159.06
		100522	20666	Check	1	10981	THOMPSON TERRANCE	Yes	No	No	USD	06/01/2023	368.12
		100527	20667	Check	1	2267	WALMART CAPITAL ONE	Yes	No	No	USD	06/01/2023	1,455.59
		100520	20668	Check	1	10969	WOLFF ANGIE	Yes	No	No	USD	06/01/2023	158.72
		100518	20669	Check	1	10644	WORLDSTRIDES PROGRAM ATTN P/	Yes	No	No	USD	06/01/2023	165.00
Bank Total: 2												\$4,623.73	
Report Total:												\$4,623.73	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$2,060.00
Report Total		\$2,060.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	100532	20670	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	06/05/2023	2,060.00
														Bank Total: 2	\$2,060.00
														Report Total:	\$2,060.00

**TREASURER'S REPORT
INDEPENDENT SCHOOL DISTRICT NO. 94
DECEMBER 2022**

FUND	Balance Beginning of Month		Receipts	Disbursements	Balance End of Month		Clerks Balance End of Month
	Cash	Investments			Cash	Investments	
GENERAL	(\$2,848,880.59)	\$10,231,387.77	\$6,589,237.43	\$7,637,996.48	(\$3,897,639.64)	\$10,518,592.74	\$6,333,748.13
FOOD SERVICE	\$841,268.83		\$125,699.62	\$141,079.38	\$825,889.07		\$825,889.07
TRANSPORTATION	\$126,112.06		\$0.00	\$164,572.53	(\$38,460.47)		(\$38,460.47)
COMMUNITY SERVICE	\$890,477.86		\$187,407.58	\$164,776.15	\$913,109.29		\$913,109.29
ACTIVITIES	\$591,833.72		\$68,237.79	\$85,938.90	\$574,132.61		\$574,132.61
<u>TOTAL OPERATING</u>	<u>(\$399,188.12)</u>	<u>\$10,231,387.77</u>	<u>\$6,970,582.42</u>	<u>\$8,194,363.44</u>	<u>(\$1,622,969.14)</u>	<u>\$10,518,592.74</u>	<u>\$8,608,418.63</u>
CAPITAL OUTLAY	(\$308,513.50)		\$0.00	\$15,408.94	(\$323,922.44)		(\$323,922.44)
DEBT REDEMPTION #94	\$3,896,864.44	\$0.00	\$154,910.55	\$0.00	\$4,051,774.99	\$0.00	\$4,051,774.99
OPEB DEBT SERVICES	\$426,674.90	\$0.00	\$2,327.54	\$0.00	\$429,002.44	\$0.00	\$429,002.44
<u>TOTAL FUNDS AVAILABLE</u>	<u>\$3,615,837.72</u>	<u>\$10,231,387.77</u>	<u>\$7,127,820.51</u>	<u>\$8,209,772.38</u>	<u>\$2,533,885.85</u>	<u>\$10,518,592.74</u>	<u>\$12,765,273.62</u>
BUILDING FUND	(\$1,942,093.49)	\$2,008,761.39	\$0.00	\$0.00	(\$1,942,093.49)	\$2,015,507.59	\$66,667.90
OPEB IRREVOCABLE TRUST	(\$1,638,404.93)	\$5,341,438.85	\$24,428.90	\$51,926.53	(\$1,665,902.56)	\$5,242,465.98	\$3,675,536.29

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

	Balance Per BANK STATEMENT	Outstanding Checks	Deposits Not Shown on Bank Statement	Other Reconciling Items	Balance Per Treasurer's
US BANK	\$1,066,664.04	\$2,140,774.24	\$0.00	\$0.00	(\$1,074,110.20)
ADD UNDEPOSITED CASH ON HAND				29	
TREASURER'S BALANCE PER BOOKS					(\$1,074,110.20)

INVESTMENTS
2022-2023 - FISCAL YEAR

DATE: DECEMBER 2022

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN LIQUID ASSET		-	-
\$ 4,985,452.29		AMERITRADE		-	\$ 13,376.86
\$ 4,858,512.33	1.70%	MSD MAX		DAILY	\$ 17,050.88
<hr/>					
\$ 674,628.12	1.69%	MN TRUST CD	3/19/2021	\$ 3,692.31	\$ 2,212.22
<hr/>					
\$ 10,518,592.74	- TOTAL INVESTMENT VALUE				\$ 32,639.96
					CHECKING ACCOUNT/MSDLAF LIQUID CLASS INTEREST & FEES
					\$ 3,495.35
					TOTAL MONTHLY INTEREST
					\$ 36,135.31

YTD TOTAL INTEREST AS OF 12/30/22 \$ 137,359.50
=====

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\$ 67,100.00 2022-23 BUDGET

2021-2022 - FISCAL YEAR

\$ 12,684,353.93 - TOTAL INVESTMENT VALUE 12/31/2021 \$ 40,944.51 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 97,922.60 - TOTAL INTEREST EARNED FOR FISCAL YR 2021-2022

**INVESTMENTS: FUND 06 CONSTRUCTION
2022-2023 - FISCAL YEAR**

DATE: DECEMBER 2022

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -		MN TRUST	SDA		\$ -
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 36,522.95	1.58%	MN TRUST	Dividend Reinvest / Bank Fee	\$	119.74
		MN TRUST	Trade Int-Security Sale/DTC Maturity	\$	-
\$ 1,978,984.64		EHLERS / Ameritrade		\$	(51.29)

\$ 2,015,507.59 - TOTAL CONSTRUCTION FUND INVESTMENT VALUE

TOTAL MONTHLY INTEREST \$ 68.45

YTD TOTAL INTEREST AS OF 12/31/22 \$ 9,039.20

=====

\$ 10,000.00 2022-23 BUDGET

2021-2022 - FISCAL YEAR

\$ 1,983,673.16 - TOTAL INVESTMENT VALUE 12/31/2021

\$ (868.79) - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 15,966.65 - TOTAL INTEREST EARNED FOR FISCAL YR 2021-2022



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

Transfer Submitted

CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94
Transfer Amount

Print Confirmation

\$500,000.00

Confirmation # 3701008

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled Apr 24, 2023

Make Another Transaction

Done



-  Accounts Dashboard
-  Activity History
-  Statements & Documents
-  Organizational Settings
- CONTACT US
 -  Secure Contact
 -  FAQ



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

Transfer Submitted

CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94
Transfer Amount

Print Confirmation

\$1,200,000.00

Confirmation # 3705242

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled May 01, 2023

[Make Another Transaction](#)

[Done](#)



-  Accounts Dashboard
-  Activity History
-  Statements & Documents
-  Organizational Settings
- CONTACT US
-  Secure Contact
-  FAQ



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

✔️ Transfer Submitted

Transfer Amount

Print Confirmation

\$1,000,000.00

Confirmation # 3716167

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled May 17, 2023

Make Another Transaction

Done



-  Accounts Dashboard
-  Activity History
-  Statements & Documents
-  Organizational Settings
- CONTACT US
-  Secure Contact
-  FAQ



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

Transfer Submitted

CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94
Transfer Amount

🖨️ Print Confirmation

\$500,000.00

Confirmation # 3721110

Transaction Type Transfer Between Products

Transfer From 600041 - General Fund
MSDLAF+ MAX Class

Transfer To MSDLAF+ Liquid Class

Date Scheduled May 24, 2023

Make Another Transaction

Done



-  Accounts Dashboard
-  Activity History
-  Statements & Documents
-  Organizational Settings
- CONTACT US
 -  Secure Contact
 -  FAQ

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director
Caitlin McCollum, Kids Corner Coordinator

DATE: 5/19/2023

RE: Resignation of Wheeler Anderson from his position as Program Aid Assistant from Kids Corner effective May 26th, 2023

RATE OF PAY: \$15.97

HOURS WORKED: 10 school year, up to 40 summer

START DATE: 12/21/2020

END DATE: 05/26/2023

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director
Caitlin McCollum, Kids Corner Coordinator

DATE: May 19, 2023

RE: Resignation of Brandi Wroblewski from her position as Program Aid Assistant from Kids Corner effective May 15th, 2023.

RATE OF PAY: \$16.82

HOURS WORKED: 10 school year, up to 40 summer

START DATE: 08/10/2020

END DATE: 05/15/23



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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tim Prosen, Assistant Principal Cloquet High School/Targeted Services Director

DATE: June 5, 2023

RE: **Recommendation for Employment – Target Services Summer School**

I recommend that the following staff for the 2022 Targeted Services Summer School (6/13/2022 – 08/18/2022):

Site/Grade	Teacher	Total Hours	Rate of Pay	Total Cost
Churchill grade 1 (session 1)	Wil Osborne	60	\$35.38	\$2122.80

BUDGETED CURRENT YEAR: Yes.

REASON FOR HIRE: Targeted Services Summer School

*** Rate of pay will be based on the final 2021-2023 Teacher Contract.*



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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: May 30, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Joseph Backus as a 1.0 Social Worker Teacher for the Cloquet High School 2023-2024 school year. This position is fully funded through the State Personnel Development Grant. Joe just completed his Bachelor's Degree at CSS, employment is contingent upon securing the proper Social Work license.

RATE OF PAY: BA Step 1

TOTAL COST: Per Contract

HOURS TO BE WORKED: Monday - Friday

STARTING DATE: August 21, 2023

LENGTH OF CONTRACT: 2023-2024 School Year

POSTED: Yes

REASON FOR HIRE: Vacancy

RATIONALE FOR HIRE: The interview committee interviewed Mr. Backus and felt he would be great fit for the Cloquet High School. He is currently working in this role as a Check and Connect Para and has built some great relationship with the students.

(Employment is contingent upon Cloquet School Board approval)



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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: May 25, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Jody Lorenz as a 1.0 DCD M/M Special Education Teacher for the Cloquet High School 2023-2024 school year. Employment will be contingent upon securing an Out of Field Placement from PELSB for the 23-24 school year.

RATE OF PAY: BA Step 6

TOTAL COST: Per Contract

HOURS TO BE WORKED: Monday - Friday

STARTING DATE: August 23, 2022

LENGTH OF CONTRACT: 2023-2024 School Year

POSTED: Yes

REASON FOR HIRE: Vacancy

RATIONALE FOR HIRE: Mrs. Lorenz taught in this position during the 2022-2023 school year and did so with great success. She will continue doing great work.

(Employment is contingent upon Cloquet School Board approval)



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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: May 23, 2023
RE: Recommendation for Employment

I am recommending the employment of Shelly Kallis for the 1.0 FTE Kindergarten Long Term Substitute Teacher position, to begin the Fall of 2023, around August 30th, to cover for a teacher on leave. This position will be a 10-week position.

RATE OF PAY: First 30 days at daily substitute rate
From 31st day on (with backpay) – MA – Step 1

HOURS TO BE WORKED: 8 hours/day (Monday – Friday)

START DATE: Fall 2023, around August 30, 2023

LENGTH OF CONTRACT: Ten Week Position

BUDGETED CURRENT YEAR: Yes

POSTED: Posted, internally and externally

RATIONALE FOR HIRE: Mrs. Kallis is the perfect kindergarten long-term sub. She is retiring after teaching Kindergarten at Washington for many years. We would keep her forever if we could.

STAR CODE: 180101

(Employment is contingent upon Cloquet School Board approval.)

RM/BA

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: May 19th, 2023
RE: Hiring of Esse Ovadje

I am recommending that Esse Ovadje be hired as a Program Assistant for Kids Corner.

RATE OF PAY: \$15.15
HOURS TO BE WORKED: 25-40 (full time in the summer)
STARTING DATE: 05/25/23
LENGTH OF CONTRACT: ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Resignation of Staff
QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: May 19, 2023
RE: Hiring of Meagen Csomos

I am recommending that Meagen Csomos be hired as a Program Assistant for Kids Corner.

RATE OF PAY: \$15.97
HOURS TO BE WORKED: 25-40 (full time in the summer)
STARTING DATE: 05/25/23
LENGTH OF CONTRACT: ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Resignation of Staff
QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: Wednesday, April 26, 2023
RE: Hiring of Kristen Goldberg

I am recommending that Kristen Goldberg be employed as a Program Assistant at Li'l Lumberjacks' Learning Center.

RATE OF PAY: \$15.15/hr
HOURS TO BE WORKED: 10-15 hrs/wk
STARTING DATE: May 1, 2023
PROBATIONARY PERIOD: 1 year (5/1/24)
LENGTH OF CONTRACT: On-going
BUDGETED CURRENT YEAR: Yes
QUALIFIES FOR BENEFITS: Does not qualify

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: March 19, 2023
RE: Hiring of LeeAna Burley

I am recommending that LeeAna Burley be hired as a Program Aid for Kids Corner.

RATE OF PAY: \$11.28
HOURS TO BE WORKED: 25-40 (full time in the summer)
STARTING DATE: 05/31/2023
LENGTH OF CONTRACT: ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Resignation of Staff
QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Allison Ringat be hired as a Lifeguard contingent upon certification for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: June 1, 2023

FROM: Erin Bates, Community Education Director

RE: I am recommending that Abigail Schunk be hired as a Lifeguard for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour

HOURS TO BE WORKED: Up to 40 hours week

STARTING DATE: June 1, 2023

LENGTH OF CONTRACT: Ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Opening

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

NONLICENSED PERSONNEL
APPLICATION FOR EMPLOYMENT

ISD # 094 is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, sexual orientation, religion or natural origin, marital status, or status with regard to public assistance of whatever nature or disability.

PERSONAL DATA: DATE: 5/14/23 SOCIAL SECURITY NO. ~~000-00-0000~~

Name Schunk Abigail Chantelle
(Last) (First) (Middle or Maiden)

Present Address 3846 Canosia Rd Cloquet Mn 55720
(Street) (City) (State) (Zip)

Present Telephone Number (218)-591-0279

Military Service Dates _____ Date of Discharge _____

Military Occupational Specialty (MOS) _____

EMPLOYMENT DESIRED:

Position lifeguard at Pinehurst Date you can start 6/12/23

Do you have any objection for us contacting your current employer about your employment candidacy with our school district at this time? Check one: YES NO

EDUCATION:

Education	Name & Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School	Proctor high school, Proctor Mn	7 8 9 10 <u>11</u> 12	Yes or <u>No</u>	
College				
Trade, Business or Correspondence School				

Special Skills or Abilities: lifeguard + waterfront safety certified

Applicant's Comments: I am intrested in working at Pinehurst as a lifeguard.

Employer		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One) Yes No
FROM Mo. Yr.	TO Mo. Yr.	TOTAL TIME Yrs. Mos.	___ FULL TIME or ___ Part-Time ___ Hrs/Wk		STARTING SAL.	LAST SALARY
Reason for leaving						
Specific Duties						

Attach additional pages of employment/volunteer information if necessary.

REFERENCES (THREE REFERENCES REQUIRED)

Full Name	Address City, State Zip	Relationship	Occupation (if applicable)	Telephone No.	Years Acquainted
Jon Nelson	2820 Piedmont Ave Duluth, MN, 55811	Swim Coach	real estate agent	(218)-206-1185	5 years
Karley Frey	133 Greenwood Ln Duluth, MN, 55803	Family friend		(701)-866-3234	15 years
Dylan Ford	204 8 th St, Cloquet, MN, 55720	Pastor	Pastor	(218)-310-2033	5 years

Check if applicable: ___ Disabled individual

Please indicate in this box any accommodations you may need to participate in the testing, interview, or selection process.

VETERAN'S PREFERENCE: If you are a Veteran or the spouse of a disabled or deceased Veteran and wish to claim Veteran's Preference, you must provide the required documents (DD214 or disability certificate) and signature.

Please check the appropriate items if you are claiming Veteran's Preference:

I hereby indicate that I am a: ___ Veteran ___ Disabled Veteran

Signature: _____

Check appropriate response. Have you ever been convicted of a felony or crime? (Conviction will not necessarily disqualify you from employment.)

___ YES NO

Work Experience: Be complete. Experience and training ratings are determined by the information you provide. **DO NOT MARK APPLICATION "SEE RESUME."** Account for ALL your time. Applications will be rejected if incomplete. Complete the dates of employment section for all positions occupied.

Present or last employer		Address		City	State	Zip
Trout lake camps		10173 trout lake dr,		Pine river,	MN	56474
Job Title		Supervisor		Phone #		May we contact? (Circle One)
Support staff / D-team		Colton Devening		(218)-543-4565		<input checked="" type="radio"/> Yes <input type="radio"/> No
FROM	TO	TOTAL TIME		FULL TIME or		STARTING SAL.
Mo. 06 Yr. 2019	Mo. 08 Yr. 2022	Yrs. 12	Mos. 12	<input checked="" type="checkbox"/> Part-Time _____ Hrs/Wk		room + board →
Reason for leaving						
End of season						
Specific Duties						
looking after kids, boat docks safety/cleanliness, + sanitation jobs.						

Second last employer		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One)
FROM		TO		TOTAL TIME		STARTING SAL.
Mo. Yr.		Mo. Yr.		Yrs. Mos.		LAST SALARY
Reason for leaving						
Specific Duties						

Third last employer		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One)
FROM		TO		TOTAL TIME		STARTING SAL.
Mo. Yr.		Mo. Yr.		Yrs. Mos.		LAST SALARY
Reason for leaving						
Specific Duties						

Fourth last employer		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One)
FROM		TO		TOTAL TIME		STARTING SAL.
Mo. Yr.		Mo. Yr.		Yrs. Mos.		LAST SALARY
Reason for leaving						
Specific Duties						

For additional relevant work or volunteer experience, please complete applicable parts of the following sections.

Employer		Address		City	State	Zip
Job Title		Supervisor		Phone #		May we contact? (Circle One)
FROM		TO		TOTAL TIME		STARTING SAL.
Mo. Yr.		Mo. Yr.		Yrs. Mos.		LAST SALARY
Reason for leaving						
Specific Duties						

PLEASE READ AND SIGN

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment and may constitute grounds for my immediate dismissal should I be employed by the Cloquet School District (ISD 94). I hereby authorize investigation of all statements contained in this application and other application or employment credentials submitted. I also authorize any and all current and former employers, organizations where I have volunteered, references named in this application, or any agent of such a current or former employer or volunteer organization, to release to ISD 94 and its agents any and all public or private information regarding my job performance, fitness, or qualifications to perform the position I am presently seeking and any other employment or related information. I understand the ISD 94 will use this information to determine my fitness and qualifications for the position I am seeking. I hereby release ISD 94 and all current and former employers, volunteer organizations, and references listed herein and any and all agents acting on behalf of ISD 94, former employers, volunteer organizations, or references from any and all liability of whatever nature by reason of requesting or providing such information.

I understand that Minnesota Statutes may require that I authorize and pay for a criminal background check should I be offered this position.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the ISD 94 School Board. Until such approval, Carlton County shall not be liable for reliance on any oral or written offers of employment made to me. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

It is unlawful to knowingly hire any alien not authorized to work in the United States. Verification of all new hires will be by examining: 1) United States passport or 2) United States birth certificate or social security card and a driver's license, state issued I.D. card or alien identification document.

This authorization expires one year from the date of my signature below.

Date 5/14/23 Applicant's Signature Abigail Schumb

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Jolie Urie be hired as a Lifeguard for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”



American Red Cross
Training Services

Certificate of Completion

Jolie Urie

has successfully completed requirements for

Lifeguarding with CPR/AED for Professional Rescuers and First Aid

Date Completed: 5/21/2023

Validity Period: 2 Years

Conducted by: American Red Cross



To verify certificate, scan code or visit redcross.org/digitalcertificate and enter ID.

Learn and be inspired at LifesavingAwards.org



0179CTC

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: June 1, 2023

FROM: Erin Bates, Community Education Director

RE: I am recommending that Makayla Linden be hired as a Lifeguard contingent upon certification for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour

HOURS TO BE WORKED: Up to 40 hours week

STARTING DATE: June 1, 2023

LENGTH OF CONTRACT: Ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Opening

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Justin Cass be hired as a Lifeguard contingent upon certification for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Freyja Lopez be hired as a Lifeguard contingent upon certification for Cloquet Community Education.

RATE OF PAY: \$12.28 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Ellis Allen be hired as a Front Desk worker and Lifeguard contingent upon certification for Cloquet Community Education.

RATE OF PAY: \$10.59 per hour / \$12.28 per hour

HOURS TO BE WORKED: Up to 40 hours week

STARTING DATE: June 1, 2023

LENGTH OF CONTRACT: Ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Opening

QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Kaylie Will be hired as a Front Desk worker for Cloquet Community Education.

RATE OF PAY: \$10.59 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Eryka Moran be hired as a Front Desk worker for Cloquet Community Education.

RATE OF PAY: \$10.59 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: June 1, 2023
FROM: Erin Bates, Community Education Director
RE: I am recommending that Shaylynn Fitzsimmons be hired as a Front Desk worker for Cloquet Community Education.

RATE OF PAY: \$10.59 per hour
HOURS TO BE WORKED: Up to 40 hours week
STARTING DATE: June 1, 2023
LENGTH OF CONTRACT: Ongoing
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Opening
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: May 30, 2023

RE: **2022-2023 RECOMMENDATION FOR EXTRA SERVICES CONTRACT – CHS SOCIAL WORKER**

I am recommending an extra services contract for 2 days of summer work, with up to an additional three days of comp time with my approval, be issued to KATIE DANIELSON, Cloquet High School Social Worker, to complete SPDG reporting. The cost of these extra days will be covered by the money generated from the grant.

- Katie Danielson – 2 days @ Daily Rate of Pay

Employment is contingent upon Cloquet School Board approval.

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for elementary volleyball camp coach

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

- Heidi Anderson -\$125
- Kelsey Motzko-\$125
- Stephanie Pasek- \$125

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

PR



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<http://www.isd94.org>

Memorandum

To: Cloquet School Board

From: Dr. Michael Cary, Superintendent
Building Principals

Date: June 8, 2023

RE: Hire of Teacher Leaders

The following teachers will serve as Teacher Leaders in 2023-2024. The district committees included: District Advisory Committee, District Technology Committee and District Curriculum Committee. Under the Teacher Collective Bargaining agreement, the stipend for 2023-2023 school year was \$2,238* per person (Dept Head Stipend). *The 2023-2024 rate will be adjusted based on contract negotiations with EMC. Committee assignments will be made in August.

Cloquet High School (2022-2023 currently listed)

Dave Esse	PE/Health/AVID/Equity
Chandra Allen	CTE
Kevin Brenner	Math
Rene Montgomery	English
Chris Swanson	Social Studies
Ryan Zimny	Science
Al Denman	Special Education
Julie Deters	Fine Arts
Jeanna Aldridge	World Languages
Lindsey Markwardt	RP/Equity

CAAEP

Jeremiah Haynes	Fine Arts
Rod Syck	Math
Angela Garbett	Special Ed
Leah Lee	Equity

Cloquet Middle School

Angela Beste	Math
Farrah Grimm	Science
Courtney Josefson	PE /Health
Andrea Cacek	Fine Arts
Clay Foxx	Special Education
Dan Jago	English
Jessica Youngren	Social Studies
Jason Barney	5 th Grade
Ann Lindner	6 th Grade
Jenny Rackliffe	Equity

Churchill Elementary

Shannon Kackman	Kindergarten
Brenda Niemi	1 st Grade
Martha Mitchell	2 nd Grade
Rick Sievert	3 rd Grade
Jess Gagne	4 th Grade
Heidi Berg	Special Education
Heidi Anderson	Specialists
Jane Acheson	Intervention
Phil Beadle	Equity

Washington Elementary

Tracy Mattson	Kindergarten
Ann Doesken	1 st Grade
Kim Broman	2 nd Grade
Amanda Gustafson	3 rd Grade
Jenn Mangan	4 th Grade
Maddie Belden	Special Ed
Katy Buytaert	Specialists
Kyra Paitrick	Intervention
Misha Alaspa	Equity
Jody Zeleznikar	Special Education

Additional under grant funding:

Nicole Ojanen
Nicole Vegar
Stef Biebl
Jeff Ojanen
Jessica Santti
Michelle Kilroy
Dara Topping

MC:mm

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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Tom Brenner, Middle School Principal
DATE: 5/30/2023
Re: Permission to Post

I am requesting permission to post for .7 FTE Music Teacher Position at Cloquet Middle for 5th & 6th.

TB:KP



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: June 7, 2023

RE: Permission to Post

I am requesting permission to post for a 3rd Grade Teacher for the 2023-2024 school-year. The position is to return to four sections at Washington due to section size and in consideration of the high needs of many of our incoming third graders. This posting is contingent upon ESSER fund approval.

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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal

DATE: 6/8/2023

Re: Permission to Post

I am requesting permission to post for 1.0 FTE Multi-Categorical Special Education Teaching Position at Cloquet Middle School for the 2023-2024 school year.

TB:KP



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

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

To: Dr. Michael Cary, Superintendent for the Cloquet Public Schools
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: June 6, 2023
Re: Permission to Post for Two 1:1 Paraprofessionals for Student Needs Documented in IEPs

The Northern Lights Academy is requesting permission to post for two 6.75 hour/day paraprofessional positions for the 2023-2024 school year due to two students needing 1:1 support per IEPs. Neither student is from the Cloquet district and the cost of this paraprofessional position will be billed to the resident districts.

Please let me know if you have any questions.



Winter Slips and Falls Prevention SFM Safety Grant

Application and instructions

SFM[®]
The Work Comp Experts

Instructions

Please include the following with your completed application for consideration as a grant recipient:

- All required answers and requested information listed in the application
- Vendor quotes for equipment/products to be purchased. Quotes must list the type of equipment/products and cost.

Introduction

The SFM Slips and Falls Safety Grant Program awards selected employers insured by SFM a 50% match — up to \$2,000 — for projects designed to reduce winter slip-and-fall risks. All applications must be received by **November 3, 2023** for consideration. **This is a reimbursement program for half the cost of equipment and products approved by SFM. Invoices dated prior to the approved agreement date are not eligible for this program.** Applications are reviewed by an SFM selection committee on a **first-come-first-served basis and will be considered until all available funds are distributed.** Grants are awarded to employers that best satisfy the SFM Safety Grant Program goals.

Example	
Winter safety equipment	
Total purchase price	\$4,000
SFM pays	\$2,000
Employer pays	\$2,000

SFM Safety Grant Program goals include:

1. To decrease the risks of wintertime slips and falls for employees.
2. To provide equipment/resources that directly prevent winter slips and falls.

Equipment and products purchased with SFM Safety Grant funds may include:

1. Traction footwear
2. Powered brooms
3. Pre-treatment ice control products
4. Anti-slip floor treatment at entrances or problem areas
5. Salt and sand spreaders
6. Track off mats
7. And more

For ideas on other equipment and products, see [SFM's Injury Prevention Product and Vendor List](#) at [sfmic.com](#)

***Salt and Ice Melt are NOT eligible for this grant. Applications requesting salt will NOT be approved.**

If your grant is approved, you will be contacted regarding the specifics. Whether your grant application is approved or not in no way diminishes your obligation to address the known hazards. No funds will be distributed until all grant documents are signed by all parties; funds expended before that must not rely on grant approval.

Completed application packets should be —

Mailed to:

SFM—The Work Comp Experts
ATTN: Safety Grant Committee
3500 American Blvd. Suite 700
Bloomington, MN 55431

Emailed to:

LPCoordinator@sfmic.com

Faxed to:

ATTN: Safety Grant Committee
Loss Prevention Coordinator
(952) 838-2000

All requested information is required.

Company information

Organization's name: _____

Contact person: _____

Title: _____

Address: _____

City, state, zip: _____

E mail address: _____

Phone: _____ Fax: _____

Number of locations _____

A. A detailed project description (“project” means what you want to purchase with your grant money) – Explain what equipment/ products you are buying and why. Explain how this project will decrease the risks of winter slips and falls. Tell how it meets a specific need not currently being met. The description should include all project activities.

B. Implementation schedule with all timelines — Explain when you are going to order, receive and install the project. You are allowed 30 days from the date of the last signature on the grant agreement to finish your project. Can you meet this deadline? If not, please explain.

C. Project participants — Give the name and address of the person(s) who will be primarily responsible and accountable for completing this project. List employees and vendors separately. Give titles and credentials to show qualifications.

D. Items and costs — Describe the item(s) to be purchased and the cost of each item. You will also need to attach a vendor quote or other pricing indicator for each set of equipment/products.

Costs

Total grant-eligible project costs: _____

Amount requested from SFM grant:
(cannot be more than 50% match,
up to \$2,000) _____

Amount of employer matching funds: _____

Amount received from other sources _____

(list source and amount):

The information contained in this application is accurate and true to the best of my knowledge. I am authorized by my employer to make this request. I agree that all applicable regulations will be adhered to in completing the proposed project(s). I agree to allow an SFM representative to observe the use or operation of equipment or products purchased as a result of this grant.

By checking the box, you agree to all terms and conditions.

Authorized representative

Date

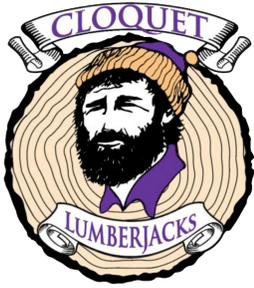
Title



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	5/2	5/17	5/26		
CHURCHILL																				
18	Handicap Kindergarten	17	20	20	20	20	20	21	20	20	20	20	20	20	20	21	23	23		
15	Early Five/Dev Kindergarten	22	22	22	22	22	22	21	21	21	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	60	60	60		
53	First Grade	71	72	71	71	71	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	46	46	46		
69	Third Grade	80	79	79	79	79	79	79	79	79	76	76	77	77	77	77	77	77		
71	Fourth Grade	78	78	78	78	77	77	77	77	76	74	74	74	74	75	75	75	75		
367	TOTAL CHURCHILL	383	379	376	376	375	375	375	374	375	369	369	371	371	372	371	373	373	0	
WASHINGTON																				
20	Handicap Kindergarten	17	19	18	18	17	17	18	19	19	19	18	18	18	18	19	19	19		
81	Kindergarten - All Day	80	80	81	81	82	83	82	81	81	82	83	83	83	83	83	83	83		
78	First Grade	107	108	107	107	106	106	106	105	105	105	106	106	106	106	106	106	106		
106	Second Grade	89	89	88	88	88	88	87	86	86	86	86	86	86	86	86	86	86		
114	Third Grade	104	104	104	103	102	102	102	101	101	102	101	101	101	100	100	100	100		
106	Fourth Grade	103	102	102	102	101	102	102	102	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	496	496	496	0	
872	TOTAL ELEMENTARY	883	881	876	875	871	873	872	868	869	865	865	867	867	867	867	869	869	0	
	Open Enrollment-Elementary																			
MIDDLE SCHOOL																				
191	Fifth Grade	184	183	182	182	181	181	182	181	184	183	183	183	183	184	183	183	183		
192	Sixth Grade	199	199	200	198	199	200	196	199	201	202	201	200	200	200	200	200	200		
204	Seventh Grade	195	193	191	190	190	190	190	190	188	190	190	191	191	190	189	190	190		
203	Eighth Grade	208	209	209	209	210	211	211	211	211	211	210	209	209	209	210	210	210		
790	TOTAL MIDDLE SCHOOL	786	784	782	779	780	782	779	781	784	786	784	783	783	783	782	783	783	0	0
	Open Enrollment-CMS																			
HIGH SCHOOL																				
215	Ninth Grade	208	206	206	204	203	203	200	200	200	198	196	194	191	192	190	191	191		
205	Tenth Grade	215	213	210	209	209	209	209	209	208	206	205	204	200	200	202	200	200		
175	Eleventh Grade	214	214	210	209	206	204	202	202	202	200	199	195	191	191	189	191	192		
159	Twelfth Grade	180	177	177	177	177	175	177	175	175	175	176	176	174	174	175	174	176		
754	TOTAL HIGH SCHOOL	817	810	803	799	795	791	788	786	785	779	776	769	756	757	756	756	759	0	0
	Open Enrollment-CHS																			
2416	TOTAL HK-12	2486	2475	2461	2453	2446	2446	2439	2435	2438	2430	2425	2419	2406	2407	2405	2408	2411	0	0
	TOTAL OPEN ENROLLMENT	0	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	92	91	92		
10	Junior High (grades 6-8)	9	9	10	10	9	9	9	8	9	9	11	10	10	11	12	12	11		
89	TOTAL CAAEP-Full-Time	84	86	88	85	82	84	83	85	84	87	92	90	107	105	104	103	103	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	2509	2511	2514	0	0

** NOT included in totals.



2023-2024 School District Priorities

Strategic Plan:

- ◆ Targeted Technology Plan
- ◆ Partnering for Mental Health

District Leadership Standards:

- ◆ Student Support
 - ◇ Supports for students
 - ◇ Emotional health and social needs
 - ◇ School safety and security
- ◆ Teaching and Learning
 - ◇ Professional knowledge of teaching and learning
 - ◇ Curriculum and instruction
 - ◇ Staff development
- ◆ Human Resources
 - ◇ Hiring and staff development
 - ◇ Personnel concerns
 - ◇ Delegation of duties

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

June 12, 2023

RESOLVED by _____

That the School Board of Independent School District No. 94 hereby authorizes FY '24 expenditures up to 80% of the 2022-2023 Budget, as presented (copies on file in the Superintendent's Office).

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

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: June 12, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

Adopted 6/12/2023

REVENUES AND EXPENDITURES FY 23/24

Revised:

INDEPENDENT SCHOOL DISTRICT NO. 094

Operating Fund Balances:

FUNDS	DESCRIPTION	AUDITED	PROPOSED	TRANSFERS	PROPOSED	TRANSFERS	EXPENSE	ESTIMATED
		JUNE 30, 2023	2023-2024	IN	2023-2024	OUT	REVENUE	JUNE 30, 2024
		FUND BALANCE	REVENUES	2023-2024	EXPENDITURES	2023-2024	DIFFERENCE	FUND BALANCE
01	Unassigned General Fund	\$4,463,894.00	\$36,157,754.00	\$0.00	\$36,160,120.00	\$0.00	(\$2,366.00)	\$4,461,528.00
	Non-Spendable - General Fund Inventory	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	Non-Spendable - General Fund Pre-Paid Expenses	\$31,836.00	0.00	0.00	0.00	0.00	\$0.00	\$31,836.00
(01)	Assigned for Achievement and Integration	\$165,535.00	340,403.00	0.00	252,402.00	0.00	\$88,001.00	\$253,536.00
(01)	Assigned for Curriculum	200,347.76	200,000.00	0.00	169,676.00	0.00	\$30,324.00	\$230,671.76
(03)	Assigned for Pupil Transportation	\$499,447.00	1,807,753.00		1,741,627.00	0.00	\$66,126.00	\$565,573.00
(12)	Assigned for Student Activities	\$582,648.48	482,080.00	0.00	447,296.00	0.00	\$34,784.00	\$617,432.48
(01)	Reserved in General Fund	18,194.00	365,285.00	0.00	313,079.00		\$52,206.00	\$70,400.00
(05)	Restricted for Operating Capital	\$277,135.00	607,802.00	0.00	666,814.00	0.00	(\$59,012.00)	\$218,123.00
(05)	Restricted for Long Term Fac Maint	\$187,664.00	281,634.00	0.00	328,475.00	0.00	(\$46,841.00)	\$140,823.00
(01)	Restricted for Safe Schools levy	56,427.00	0.00	0.00	0.00	0.00	0.00	\$56,427.00
(01)	Committed for Severance Payments	\$1,710,582.00	0.00	0.00	0.00	0.00	\$0.00	\$1,710,582.00
	Total Fund 01	\$8,193,710.24	\$40,242,711.00	\$0.00	\$40,079,489.00	\$0.00	\$163,222.00	\$8,356,932.24
02	Restricted for Food Service Fund	\$783,216.00	\$1,315,000.00	\$0.00	\$1,429,646.00	\$0.00	(\$114,646.00)	\$668,570.00
	Non-Spendable - Food Service Inventory	\$13,493.00	0.00	0.00	0.00	0.00	\$0.00	\$13,493.00
	Non-Spendable - Food Service Pre-Paid Expenses	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	Total Fund 02	\$796,709.00	\$1,315,000.00	\$0.00	\$1,429,646.00	\$0.00	(\$114,646.00)	\$682,063.00
04	Restricted for Community Education	\$501,528.00	\$2,375,411.00	\$0.00	\$2,442,777.00	\$0.00	(\$67,366.00)	\$434,162.00
	Restricted for Early Child/Family Ed.	\$166,174.00	0.00	0.00	0.00	0.00	\$0.00	\$166,174.00
	Restricted for School Readiness	\$169,819.00	0.00	0.00	0.00	0.00	\$0.00	\$169,819.00
	Restricted for Adult Basic Education	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	Unassigned for Community Services	\$0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
	(Non-Public, Pre-School)							
	Non-Spendable - Pre-Paid Expenses	\$7,619.00	0.00	0.00	0.00	0.00	\$0.00	\$7,619.00
	Total Fund 04	\$845,140.00	\$2,375,411.00	\$0.00	\$2,442,777.00	\$0.00	(\$67,366.00)	\$777,774.00
	TOTAL OPERATING FUNDS	\$9,835,559.24	\$43,933,122.00	\$0.00	\$43,951,912.00	\$0.00	(\$18,790.00)	\$9,816,769.24

	AUDITED JUNE 30, 2023 FUND BALANCE	PROPOSED 2023-2024 REVENUES	TRANSFERS IN 2023-2024	PROPOSED 2023-2024 EXPENDITURES	TRANSFERS OUT 2023-2024	EXPENSE REVENUE DIFFERENCE	ESTIMATED JUNE 30, 2024 FUND BALANCE
<i>NON-OPERATING FUND BALANCES :</i>							
06 <i>Restricted</i> for Bldg. Constr.	\$53,243.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$54,243.00
	-----	-----	-----	-----	-----	-----	-----
Total Fund 06	\$53,243.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$54,243.00
07 <i>Restricted</i> for Debt Service Fund	\$1,610,886.00	\$4,680,323.00	\$0.00	\$4,593,006.00	\$0.00	\$87,317.00	\$1,698,203.00
	-----	-----	-----	-----	-----	-----	-----
Total Fund 07	\$1,610,886.00	\$4,680,323.00	\$0.00	\$4,593,006.00	\$0.00	\$87,317.00	\$1,698,203.00
47 <i>Restricted</i> for OPEB Debt Service Fund	\$98,728.00	\$431,046.00	\$0.00	\$457,944.00	\$0.00	(\$26,898.00)	\$71,830.00
	-----	-----	-----	-----	-----	-----	-----
Total Fund 47	\$98,728.00	\$431,046.00	\$0.00	\$457,944.00	\$0.00	(\$26,898.00)	\$71,830.00
<i>Fiduciary Funds -</i>							
45 OPEB Trust Fund	\$3,463,171.00	\$400,000.00	\$0.00	\$725,000.00	\$0.00	(\$325,000.00)	\$3,138,171.00
	-----	-----	-----	-----	-----	-----	-----
TOTAL NON-OPERATING FUNDS	\$5,226,028.00	\$5,512,369.00	\$0.00	\$5,775,950.00	\$0.00	(\$263,581.00)	\$4,962,447.00
	-----	-----	-----	-----	-----	-----	-----
TOTAL FUNDS	\$15,061,587.24	\$49,445,491.00	\$0.00	\$49,727,862.00	\$0.00	(\$282,371.00)	\$14,779,216.24

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Accept donation from Eagles Club

Please approve the following donations from the Cloquet Eagles Club.

\$4500 to Cloquet Football Team
\$4500 to Cloquet Girls Athletics

Donations have been used for many things in the past that the school budget does not cover. Uniforms and equipment are items money may be used for. Add ons to our school video program that is usually paid for out of fundraiser budgets are another item money has been used on in the past. Girls athletics coaches can discuss with the activities director any equipment they may need above and beyond their budget and we can supplement using this donation. We feel very fortunate that the Cloquet Eagles Club supports our programs.

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

PR



Where Minnesota School Boards Learn to Lead

June 2023

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- Membership feedback has been a helpful guide as we build a stronger and responsive strategic vision for your Association over the next years.
- Your MSBA staff is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services of MSBA. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our mission is to build strong school boards for a stronger Minnesota.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. We are pleased to inform you that there will be no increase in member dues or service fees for the upcoming year. Your invoice, along with a renewal notice for those districts in MSBA's Policy Services and/or BoardBook Premier, is included with this letter.

We wish you a successful 2023-2024 school year and hope to continue as your valued and trusted Association. If you have any questions, please do not hesitate to contact me.

Sincerely,

Kirk Schneidawind, Executive Director
kschneidawind@mnmsba.org

Linda Leiding, President

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56085-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-04879-T4C8C0
Date	6/1/2023
Amount Due	\$10,790.00
Date Due	8/15/2023

Cloquet
 302 14th St
 Cloquet, MN 55720-2102

Customer Name	Purchase Order No.			
Cloquet				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - Cloquet	1		\$750.00	\$750.00
ISD Membership - Cloquet	1		\$7,940.00	\$7,940.00
BoardBook Subscription Tier 1 - Cloquet	1		\$2,100.00	\$2,100.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Subtotal	\$10,790.00
Total	\$10,790.00



Strong School Boards Stronger Minnesota



A statewide unifying voice for public education; MSBA supports and empowers Minnesota public school boards through advocacy, board development, and policy and legal guidance.

Unifying Voice for Public Education



Keeping members connected and informed

-  The Leader and Update newsletter
-  Journal magazine
-  Social media platforms

Legal & Policy Services



Ensuring our school boards lead through policy

-  Providing school districts & charter schools with policy templates
-  Analysis of court decisions
-  Student Handbook updates

Public Education Advocacy



Supporting public education at state, federal levels

-  Advocacy Tour & Delegate Assembly
-  Day at the Capitol
-  Capitol Canary Legislative Action Alerts

Board Development



Developing high-performing school boards

-  Learning to Lead workshops and many others
-  Webinars and virtual conversation series
-  Leadership Conference and Summer Seminar



2023-2024 Summary of Services

ARCC has been providing data processing and other services deemed desirable for the use of our member districts since 1975. This document describes the services we currently provide.

ARCC is governed by a board comprised of four (4) Superintendents, two (2) Business Managers, four (4) District School Board Members and one (1) district representative from the Instructional Management area. The Board uses survey data from our 30 member districts to determine the services we provide. We encourage you to communicate with us throughout the year with suggestions.

Finance

- 1) **SMART Finance Development, Training, Support and Processing** – SMART Finance is the platform used to record financial data by the members of five RMIC's (Regional Management Information Center). We cooperatively invest in the development of SMART Finance software. We provide day-to-day application support, ongoing training for users, process application software upgrades, perform database upgrades and nightly backups, etc. We can also write custom reports for districts to assist in reporting financial information.
- 2) **Uniform Financial Accounting and Reporting Standards (UFARS) Training, Support, Editing and Reporting** – UFARS changes annually to meet both state and federal reporting requirements. We provide UFARS training for district staff and respond to questions as new or unique situations come up in the districts. At the end of the fiscal year we edit district account structure, cleanup errors and submit district UFARS files to MDE. We monitor reporting status to ensure that deadlines are met. We also provide representation on the UFARS Advisory Committee at the Minnesota Department of Education (MDE).
- 3) **Funding and Management Training** – We provide a series of training sessions addressing funding and financial management issues. Some sessions award professional development CEU credits/clock hours for Superintendents and Business Managers. Sessions include:
 - Business Manager Brainstorm Meetings
 - Profiles Review
 - Legislative Update
 - Levy Review
 - Truth in Taxation
 - Fiscal Year-End UFARS Workshop (big book)
 - Fiscal Year-End SMART Finance Workshop (little book)
 - School Finance 101 for Principals and New Superintendents
 - SMART Finance Group & Individual Training, this year highlighting:
 - Requisition approval functionality in SMART eR
 - Assigning permissions for requisitions to staff based on allowable account codes

- Regular learning sessions and demonstrations on SMART functionality including sessions on document management, exporting files to Excel without losing formatting and more
- New Business Manager Group & Individual Training
- Open Lab Work Days – to work individually with districts on the following:
 - Budget Assistance
 - Property Tax and State Aids Year-End Reconciliation Assistance
 - Audit Preparation
 - Cares Act, ESSER, GEER funding
 - Applying for E-Rates

4) **Miscellaneous Finance Support**

- **IRS Form 1099** - We answer questions, provide editing and training on filing IRS form 1099's, and submit the files electronically to the IRS.
- **Legislative Support** – We work closely with member districts as they craft their legislative initiatives and work with regional lobbyists as they lobby for these initiatives. During the legislative session we respond to numerous requests to analyze the impact of legislation on member districts.
- **Audit Assistance** – ARCC can assist districts with audit workpapers, this is most likely to happen when there is turnover in the Business Manager position.
- **Budget Review** – ARCC will review district budgets for reasonableness upon request.
- **Bank Reconciliation** – ARCC can provide districts with segregation of duties and reconcile bank statements. This also provides districts with timely reconciliation which can also be an audit finding. This supplemental service is billed at an hourly rate of \$100 per hour.
- **Shared Business Manager Services** – Districts can purchase available time to perform business manager functions which supplement district finance staff. This service can be used by districts during times of staff turnover, emergency or for large projects. Another request is to provide accounts payable processing in response to an emergency. These supplemental services are billed at an hourly rate of \$150 plus travel to a district site.
- **Interview Assistance** – ARCC has a repository of interview questions and interview/selection scoring rubrics to assist districts in hiring for key administrative positions. Upon request, ARCC staff may also participate in the interview process.

PAYROLL

- 1) **Staff Automated Reporting (STAR) Training, Support, Editing and Reporting** – As with UFARS, we provide district payroll staff with STAR training and field calls regarding new or unique situations. We edit district data, assist with clean up, and submit files semi-annually to MDE. We monitor STAR deadlines and coordinate regional STAR training with MDE.
- 2) **SMART HR Development and Support** – Similar to SMART Finance, we cooperatively invest in the development of SMART HR. The software and district databases reside on ARCC maintained servers. We perform all application software upgrades, database upgrades and nightly backups of district databases, etc. We update tax tables and ensure that our system remains compliant with all state and federal laws. We provide in-depth application training, support and assistance for users, including setup of initial school year and year-end payroll payrolls.

- 3) **Payroll Processing** – We process, print and ship all regular, special and payoff payrolls, including requested reports. We also submit the payroll files to outside agencies, including:
- Teachers Retirement Association (TRA)
 - Public Employees Retirement Association (PERA)
 - ACH (Direct Deposits), Quarterly Wage and Hour Report (MN Dept. of Economic Security)
 - W-2 Reporting (printing of forms and submission of files to the Social Security Administration and the Department of Revenue for Minnesota and Wisconsin)
 - IRS 1095 printing and submissions
 - New hires for the state’s child support enforcement division
 - Annual wage audit reports for submission to workers’ compensation insurance companies
- 4) **Training** – ARCC staff provide the following training opportunities:
- Fiscal Year End (spring)
 - SMART data for STAR Reporting (fall/winter)
 - Calendar Year End (late fall)
 - SMART HR 101 (year-round)
 - Budgeting Salaries and Benefits using SMART HR (year-round)
 - ACA Reporting Work Days (year-round)
 - SMART New Module, this year highlighting:
 - Electronic certifications (employee assignments)
 - Electronic document storage and signing
 - Employees given the ability to change W4 and Direct Deposit accounts through eR
 - More onboarding options
 - Leave request/approval system
 - Time tracking system
 - Ability to process employee reimbursements through eR
 - COBRA management
 - Benefits management (through an arrangement with a third-party vendor)
 - Regular learning sessions and demonstrations on SMART functionality including sessions on document management, exporting files to Excel without losing formatting and more
 - Veritime integration (year-round)
 - Wage Statement Work Days (year-round)
 - On the slate for programming – Sub Calling System in SMART.
- 5) **OPEB Reporting** – ARCC staff work with district staff in extracting information from SMART HR in a standard format that allows an actuary to perform Other Post Employment Benefit analysis more efficiently. This helps limit your actuary fees.
- 6) **Affordable Care Act (ACA)** – The SMART HR/Payroll application complies with ACA requirements. ARCC staff work with district payroll staff to update files and generate required reports.
- 7) **Wage Statements** – The SMART HR/Payroll application complies with MN Department of Labor requirements. ARCC staff work with district payroll staff to generate required information to their employees on both their paychecks and Wage Statements.

STUDENT

- 1) **Minnesota Automated Reporting Student System (MARSS) Training, Support, Editing and Reporting and EdFi** – We provide district student staff with MARSS and EdFi training, field calls as new or unique situations arise, day-to-day phone support and offer district on-site visits. We work closely with district MARSS staff in regards to the editing of MARSS data, error corrections and the timely submission of files to MDE. We also coordinate a regional MARSS session with MDE staff.
- 2) **Minnesota Common Course Catalogue (MCCC)** – In partnership with MDE, ARCC provides training for districts on the MCCC and also assist them in getting their MCCC data correctly entered into Infinite Campus and subsequently submitted to MDE.
- 3) **Infinite Campus Installation, Conversion, Support and Processing** – Infinite Campus is the core student information system that ARCC supports. We provide day to day phone and email support; custom report writing and will schedule district site visits for in depth administrative support and training.
- 4) **Training** – ARCC offers targeted training for Infinite Campus users:
 - On Site Teacher Training (Must be scheduled in advance, cannot be scheduled the last two weeks of August and first two weeks of September)
 - Scheduling One on One (year-round)
 - Ad Hoc Report Writing Workshop (January)
 - Campus User Group (April and November)
 - Free and Reduced Lunch Application Management (August)
 - Week Long Infinite Campus Refresher (June)
 - Point of Sale Cashier Training (August)
 - School Nurse Training (year-round)
 - MARSS (October)
 - Academic Planning
 - Course Scheduling
 - Teacher Tools/Engagement Check In
 - School Store and Activity Registration
 - Enhanced Survey Tools
 - School Counselor Training (year-round)
 - Messenger with Voice Module (year-round)
 - Electronic Payment Module (year-round)
 - Ed-Fi Conversion (spring)
- 5) **Power School Support and Training** – Districts who are currently using the Power School Student Information System can get day to day support and training of new staff. The service would cover EdFi conversion assistance, assistance with MCCC and CRDC as well as database hosting and backups.
- 6) **Civil Rights Data Collection** – Annually the federal government requires districts to submit data regarding compliance with various civil rights laws. ARCC provides Infinite Campus report templates that districts can customize to complete these reports. This would also be an option for any other data requested.
- 7) **Data** – Working with Infinite Campus and using Campus Learning, ARCC will coordinate automatic data transfer with third party vendors.

OTHER / MISCELLANEOUS

- 1) **E-Mail Service** – ARCC maintains an email server that member districts can use. We have built a number of group e-mail accounts, or “aliases”, that allow customers to use a single e-mail address to contact a specific group of ARCC members. The following is a list of our group e-mail addresses:

Superintendents

MASA 26	masa26supers@arcc.org
MASA 27	masa27supers@arcc.org
MASA 28	masa28supers@arcc.org
Region II Superintendents	reg2supersonly@arcc.org
Region II Superintendents & Directors	reg2supersandothers@arcc.org

Principals

NE MN Association of Secondary	nemassp@arcc.org
NE MN Association of Elementary	nemespa@arcc.org

Other

Region II Business Managers	r2busmgr@arcc.org
Region II E-Rate	r2erate@arcc.org
Region II Payroll Coordinators	r2pay@arcc.org
Region II Technology Users Group	tug@arcc.org

- 2) **Summer Superintendent Session** – ARCC hosts a 2-day session for Superintendents that cover relevant topics, school finance, legal issues, etc. ARCC applies for CEU clock hours for Superintendents who attend.
- 3) **Coordination of “Let’s Talk Thursday” Weekly Superintendent Zoom Meetings** – Originally started as a response to Covid, these weekly meetings have become a place to connect with each other and with administrators from school agencies such as the Minnesota School Boards Association, Minnesota Association of School Administrators, Minnesota Rural Education Association and other guests as necessary.
- 4) **Technology Users Group (TUG)** – ARCC coordinates regular meetings of district technology staff. The agenda is driven by member input and provides a professional development segment in the afternoon.
- 5) **Assistance Obtaining Technology Funding** – ARCC supports districts in applying for E-Rate discounts and we assist districts with finding E-Rate form numbers for their Telecommunication Equity Aid application.
- 6) **Negotiated Group Pricing** – When beneficial for members, ARCC negotiates with vendors to provide group purchasing advantages on administrative software and supplies like checks, labels, payroll forms, etc.
- 7) **Fiscal Agent Services** – ARCC is available upon request to provide fiscal agent services for federal or state projects that serve some or all of our member districts.

- 8) **Virtual Private Network (VPN) Service** – This service enables district staff to access SMART HR or Finance from home via the Internet as if they were logged into their school’s network. Software provided by ARCC is loaded onto a district staff member’s device to gain access to ARCC’s applications via a secure, encrypted connection across the Internet, protected from hacking. Your auditors can also be given ‘view-only’ access to SMART Finance.
- 9) **Miscellaneous Application Service Provider (ASP) Services and Third-Party Integration** – ARCC operates as an ASP for the Finance, Payroll and Student applications. We also work with a number of third-party vendors who integrate with supported software.
- 10) **Miscellaneous Agency Inquiries** – We can provide “anonymous questions” to agencies on behalf of members. This is beneficial when districts are considering different ways of doing things that may not be clearly defined.

GOVERNANCE

Following are the current ARCC Governance Board members and their contact information. These individuals welcome your input. Participation of board members who are users of the services we provide is invaluable; our organization’s success is due greatly to the design of the ARCC Governance Board and the emphasis on representation from districts of all sizes.

Category I: Largest Districts

Tim Riordan School Board Member Rock Ridge ISD #2909 P.O. Box 687, Virginia, MN 55792 218-780-5524 (C) tim.riordan@rrps.org	Richard Aldrich Superintendent Hibbing ISD #0701 800 E 21 st St, Hibbing, MN 55746 218-208-0848 (W) richard.aldrich@isd701.org
--	--

Category II: Mid – Large Districts

Bob Rahja School Board Member Chisholm ISD #0099 405 NW 8 th Street, Chisholm, MN 55719 218-290-4317 (C) brahja@chisholm.k12.mn.us	Dan Stifter Superintendent Aitkin ISD #0001 306 2 nd St NW, Aitkin, MN 56431 218-924-2115 x 3420 (W) dstifter@isd1.org
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Category III: Small – Mid Districts

Barb Kalmi School Board Member Nashwauk/Keewatin ISD #0319 P.O. Box 508, Keewatin, MN 55753 218-969-2844 (C) bkalmi@isd319.org	Reggie Engebritson Superintendent Mountain Iron/Buhl ISD #0712 8659 Unity Drive, Mountain Iron, MN 55769 218-735-8271 x 1104 (W) renegebritson@isd712.org
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Category IV: Smallest Districts

Mark Meyer School Board Member Hill City ISD #0002 500 lone, Hill City, MN 55748 218-XXX-XXXX (C) mmeyer@isd002.org	Peter Hardy Superintendent Nett Lake ISD #0707 600 E Harvey, Ely, MN 55731 218-969-1600 (C) phardy@isd707.org
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At Large: District Staff

Sheri Sanbeck Instructional Management Grand Rapids ISD #0318 Aitkin ISD #0001 306 2 nd St NW, Aitkin, MN 56431 218-924-2115 x 3404 ssandbeck@isd1.org	Steve Anderson Business Manager Proctor ISD #0704 131 9 th Ave Proctor, MN 55810 218-628-4934 x 1016 (W) sanderso@proctor.k12.mn.us	Jennifer Drotts Business Manager Deer River ISD #0317 101 First Ave NE Deer River, MN 56636 218-246-3407 (W) jdrotts@isd317.org
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ARCC's Executive Director, Cindy Lee Olson, welcomes questions or comments on any area of service. Ms. Olson's contact information is: E-mail – cindylee@arcc.org, Phone – 218-723-1700 x101 or Cell – 218-591-6317.



To: ARCC Member Superintendents
From: Cindy Lee Olson, Executive Director
Subject: 2023-2024 Membership Renewal
Date: June 1, 2023

The ARCC Governance Board recently approved our Fiscal Year (FY) 2023-2024 budget and fee structure. We have not increased membership fees since Fiscal Year 2018-2019, (five years). However, this year we are looking at securing our network infrastructure and ensuring reliable access to SMART, we have implemented a small increase to cover these increased operating costs. As always, our goal in setting fee rates is to develop a structure that enables us to maintain the consistent reliable support that you expect from ARCC with minimal fee rate changes from year to year.

The following were considerations in setting Fiscal Year 2023-2024 membership fees:

- ARCC dues are based on adjusted (weighted) pupil units (APU), and our membership experienced an overall decrease of 139.80 APU, which is -.046%.
- Salaries and benefits are over 68% of our budget. We continue to work hard to maintain quality staff and ensure there is as little impact as possible on the quality of service we provide.
- Facility costs are 12.4% of our budget, this includes lease and utility costs.
- Professional Services are 11.8% of our budget. This includes costs to maintain and improve SMART Finance and SMART HR/Payroll software functionality, licensing, updates, training and support on all modules; through a partnership with four other regional management information centers.
- A major portion of your ARCC bill may be charged to your Operating Capital fund.
- A minor portion of your ARCC bill is recoverable through State Telecom Equity Aid.

In addition to establishing our budget and fee structure in May, the ARCC Governance Board makes decisions on our service model. The following is a brief summary of some of those recent decisions:

- We continue to support districts who use both Infinite Campus and PowerSchool Student Information Systems. This will include support for MARSS, EdFi, MCCC, CRDC and other mandated reporting requirements. It can also include things like training, database hosting and backups, if districts desire that service.
- Many districts receive "Lack of Segregation" audit findings. Outsourcing bank statement reconciliations can help with that finding. It also keeps the district up to date on reconciliations during the year, which is also a common audit finding. The cost of this service is \$100 an hour.
- In the past we have assisted districts when they have an emergency, sudden turnover, or just need help with a project. The cost for this service is \$125 per hour. This would not include any work we do as a part of training your employees as that is included in your membership billing. It is only for when we are doing the project from start to finish for the district.
- We continue to support districts in applying for E-Rate and Telecom Equity Aid funding.
- Starting in July we will be sending payroll reports electronically. The cost of shipping and paper continue to increase. Many districts currently scan the reports as soon as they arrive and store electronically. This will save a step in the process and money at the same time.

Please feel free to call me at 218-723-1700 x101 (or my cell 218-591-6317) if you have any questions or concerns about your ARCC services or invoice or our service model additions. If you plan to make a change in the services you receive, please contact us so we may provide you with a revised contract and invoice.

The membership renewal packet is being sent electronically by email this year. The packet includes the following documents to process:

Specific Services Contract – please have your board approve and the clerk sign. Please return a copy of the signed document by email to kburn@arcc.org.

Dues Invoice – please process payment of the enclosed Invoice. Copies will not be sent by U.S. mail.

ARCC staff and I look forward to supporting the vital work you all do!

I would like to recognize and thank the ARCC Governance Board Members for their guidance over the past year(s). The current ARCC Board members are as follows:

2023 ARCC Governance Board Members

School Board Members

Mark Meyer – Hill City
Barb Kalmi – Nashwauk
Bob Rahja – Chisholm
Tim Riordan – Rock Ridge

Superintendents

Richard Aldrich – Hibbing
Reggie Engebritson – Mt Iron
Peter Hardy – Nett Lake
Dan Stifter – Aitkin

Business Managers

Steve Anderson – Proctor
Jennifer Drotts – Deer River/IASC

Instructional Management

Sheri Sanberg – Grand Rapids

Enclosures:

Summary of ARCC Services
Historical 5-Year Fee Comparison
Fee Legend
Statistic and Fee Change Analysis
Membership Dues Invoice (Send to your accounts payable department)

Separate File to Execute and Return to ARCC:

Specific Services Contract (Sign and return a copy to Kara Burn at ARCC,
cburn@arcc.org)

Arrowhead Regional Computing Consortium 10 Year Historical Fee Legend

	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
Formula Allowance	\$7,137	\$6,863	\$6,728	\$6,567	\$6,438	\$6,312	\$6,188	\$6,067	\$5,948	\$5,831
Pupil Type	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Re-weighted Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)	Adjusted Pupil Units (APU)
Base Membership	Flat fee \$3,400 Coops \$1,700	Flat fee \$3,250 Coops \$1,625	Flat fee \$3,250	Flat fee \$2,750	Flat fee \$2,500	Flat fee \$2,250				
Membership Dues	APU x \$4.50	APU x \$4.25	APU x \$4.25	APU x \$3.00	APU x \$2.25	APU x \$2.25				
Finance & UFARS	APU x \$15.50 Coops \$1,100	APU x \$15.25 Coops \$1,000	APU x \$15.25 Coops \$1,000	APU x \$15.25 Coops \$1,000	APU x \$15.25 Coops \$1,000	APU x \$15.25	APU x \$15.00	APU x \$14.00	APU x \$12.50	APU x \$12.50
Payroll & STAR Per Pupil Unit	APU x \$11.50	APU x \$11.25	APU x \$11.25	APU x \$11.25	APU x \$11.25	APU x \$11.25	APU x \$11.00	APU x \$10.00	APU x \$8.50	APU x \$8.50
Payroll Processing Per PR Run	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$55 per payroll	\$40 per payroll	\$40 per payroll
Payroll Processing Per Pay Check, ESS and Direct Deposit ACH	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each	\$.35 Each
Infinite Campus	APU x \$10.75 (minimum \$5,550+ \$.75 APU)	APU x \$10.50 (minimum \$5,550+ \$.50 APU)	APU x \$10.50 (minimum \$5,550+ \$.50 APU)	APU x \$10.00 (minimum \$5,550 minimum)	APU x \$9.25 (minimum \$5,500 minimum)	APU x \$8.60 (minimum \$5,250 minimum)	APU x \$8.60 (minimum \$5,250 minimum)			
MARSS Reporting for Non Campus Districts	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,450	Flat fee \$2,400	Flat fee \$2,200	Flat fee \$2,200

Color indicates change in fee



SPECIFIC SERVICES CONTRACT 2023-2024

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. 0094 – CLOQUET (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its members and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take actions necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER needs.
 - a. Employ staff necessary to provide training*, development, implementation, reporting and operational support of the services available, including:
 - Statewide Finance System (SMART Finance) software, development, training and support
 - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
 - School finance procedures particular to the state of Minnesota
 - Statewide Personnel/Payroll System (SMART HR) software, development, training and support
 - Training, editing, reporting and submission of STAR data to the Minnesota Department of Education
 - Assistance with the Affordable Care Act: tracking, compliance and reporting and assistance in providing employee wage theft statement to district employees
 - Training, editing, reporting and submission of MARSS and EdFi data from Infinite Campus, PowerSchool and other student information systems to the Minnesota Department of Education

- Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus and PowerSchool student information system to the Minnesota Department of Education
- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System, third party integration
- Federal E-Rate support, Minnesota Telecom Equity Aid support

*Training will include time appropriate meals and refreshments at no additional charge.

- b. Maintain appropriate records and procedures for backup of Member’s data that is housed on ARCC’s servers.
 - c. Provide consultation and advice to MEMBER for conversion and implementation of selected services.
 - d. Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
 - e. Maintain all systems and services.
 - f. Maintain confidentiality of MEMBER’s data.
 - g. Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
2. MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
 3. MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.
 - a. Selected services are:

X	Finance/Accounting - Support and Training
X	Payroll/HR – Support and Training
X	Infinite Campus – Support, Training, MARSS, Ed Fi & Other Mandated Reporting
	Power School – Support, Training, MARSS, EdFi & Other Mandated Reporting
	MARSS/EdFi Support Only – No other Student Information System Support

- b. Invoices for the above selected services will be due and payable on:
July 1, 2023 and January 1, 2024.

c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.

4. The ARCC Governance board has set 2023-2024 service rates, as follows:

Membership Fee	\$3,400.00 plus \$4.50 per Adjusted Pupil Unit (APU), final prior year count
Finance/Accounting	\$15.50 per APU, final prior year count
Personnel/Payroll	Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$.35 per Check, ESS or Direct Deposit processed, plus \$11.50 per APU, final prior year count
Student Records	Infinite Campus: \$10.00 per APU, final prior year count, including \$5,550.00 minimum, plus \$.75 per APU Campus Learning (required) PowerSchool. \$5,550 for the first 500 students. \$7.50 per each additional student. Other Systems: \$2,450.00 MARSS editing/reporting
Bank Reconciliation	\$100 per hour
Project Services	\$125.00 per hour, upon request from MEMBER (example: report writing, data conversion, short and long term business manager and payroll services, Audit preparation/coordination etc.)

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.

6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2024-2025 discounts will be made in 2023-2024.

7. This contract shall be in effect on July 1, 2023, and shall remain in effect through June 30, 2024. Services selected in this contract allow for processing and reporting of 2023-2024 activity, as well as processing and reporting of 2022-2023 activity during the contract period.

8. A 180 day notice is required to terminate this contract.
9. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
10. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending to be bound thereby:

ARCC:

Meeting Date Approved: May 25, 2023

By: Jennifer Drotts, Clerk/Treasurer of Board



MEMBER:

Meeting Date Approved: _____, 2023

By: _____ [Printed Name & Title of Signer]

_____ [Signature]

Arrowhead Regional Computing Consortium
Statistic and Fee Change Analysis
Cloquet

Statistics	2023-2024	2022-2023	\$ Change	% Change
Adjusted Pupil Units	3,006.25	2,994.14	12.11	0.40%
Payroll Runs Processed	33	31	2	6.45%
PR Forms Processed	13,369	13,093	276	2.11%

Fee Legend	Unit Measurement	2023-2024	2022-2023	\$ Change	% Change
Base Membership	Per Entity	\$3,400.00	\$3,250.00	\$150.00	4.62%
Membership Dues	Per Adjusted Pupil Unit	\$4.50	\$4.25	\$0.25	5.88%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$15.50	\$15.25	\$0.25	1.64%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$11.50	\$11.25	\$0.25	2.22%
Payroll Runs	Per Payroll Runs Processed	\$55.00	\$55.00	\$0.00	0.00%
Payroll Forms	Per Payroll Forms Processed	\$0.35	\$0.35	\$0.00	0.00%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.75 Per APU	\$10.75	\$10.50	\$0.25	2.38%
Other SIS MARSS Support	Per Entity	\$2,450.00	\$2,450.00	\$0.00	0.00%

Fees Billed	Unit Measurement	2023-2024	2022-2023	\$ Change	% Change
Base Membership	Per Entity	\$3,400.00	\$3,250.00	\$150.00	4.62%
Membership Dues	Per Adjusted Pupil Unit	\$13,528.13	\$12,725.10	\$803.03	6.31%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$46,596.88	\$45,660.64	\$936.24	2.05%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$34,571.88	\$33,684.08	\$887.80	2.64%
Payroll Runs	Per Payroll Runs Processed	\$1,815.00	\$1,705.00	\$110.00	6.45%
Payroll Forms	Per Payroll Forms Processed	\$4,679.15	\$4,582.55	\$96.60	2.11%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.75 Per APU	\$32,317.19	\$31,438.47	\$878.72	2.80%
Other SIS MARSS Support	Per Entity	\$0.00	\$0.00	\$0.00	N/A
Total		\$136,908.23	\$133,045.84	\$3,862.39	2.90%

Analysis of Fee Changes	2023-2024	2022-2023	\$ Change	% Change
Fees Charged per Entity	\$3,400.00	\$3,250.00	\$150.00	4.62%
Fees Charged on Pupil Units	\$127,014.08	\$123,508.29	\$3,505.79	2.84%
Fees Charged on Payroll Usage	\$6,494.15	\$6,287.55	\$206.60	3.29%
Total Fee Change	\$136,908.23	\$133,045.84	\$3,862.39	2.90%



Arrowhead Regional Computing Consortium
 4884 Miller Trunk Hwy Ste 300
 Hermantown Min 55811
 Ph 218.723.1700 Fax 218.723.1923

INVOICE

Number	Date	Page
1760	07/01/2023	Pg 1 of 1

Ext Invoice No Ref:

Bill To: ISD #094
 CLOQUET SCHOOL DISTRICT
 302 14TH ST
 CLOQUET MN 55720-1757

Email: cnelis@isd94.org
 2023-2024 Annual Membership Dues

Customer	Cus Phone	Cus Fax	Terms	Due Date
1-1047			Due on Receipt	07/01/2023
ISD #094				

No.	SKU Code/Description/Comments	U/M	Units	Rate	Total
1	Base Membership dues		1.00	3,400.00	3,400.00
2	APU Membership dues		3,006.25	4.50	13,528.13
3	APU Finance Fees		3,006.25	15.50	46,596.88
4	Payroll fees		1.00	41,066.03	41,066.03
5	Student Information fees		1.00	32,317.19	32,317.19

1/2 of full amount of Annual Membership dues are due 7/1/23. The remaining dues will be due 1/1/24.

Each district may allocate up to 78.74% of this bill against Operating Capital revenue.

Subtotal	\$136,908.23
Sales Tax	\$0.00
Invoice Total	\$136,908.23
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$136,908.23

Arrowhead Regional Computing Consortium Historical Fee Comparison Cloquet

Fiscal Year	<u>23-24</u>	<u>22-23</u>	<u>21-22</u>	<u>20-21</u>	<u>19-20</u>
Pupil Measurement Type	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units	Adjusted Pupil Units
Pupil Units	3,006.25	2,994.14	2,944.33	2,906.46	2,900.59
Base Membership	3,400	3,250	3,250	3,250	3,250
Membership Dues	13,528	12,725	12,513	12,352	12,328
Total Membership Fees	<u>16,928</u>	<u>15,975</u>	<u>15,763</u>	<u>15,602</u>	<u>15,578</u>
Finance/UFARS Fees	46,597	45,661	44,901	44,324	44,234
Payroll/STAR Fees	41,066	39,972	39,284	38,982	39,088
Total Finance & Payroll Fees	<u>87,663</u>	<u>85,633</u>	<u>84,185</u>	<u>83,306</u>	<u>83,322</u>
Campus Student Support	32,317	31,438	30,915	30,518	30,456
Campus One-Time Fee	0	0	0	0	0
Total Student Fees	<u>32,317</u>	<u>31,438</u>	<u>30,915</u>	<u>30,518</u>	<u>30,456</u>
Total ARCC Services	<u>136,908</u>	<u>133,046</u>	<u>130,864</u>	<u>129,426</u>	<u>129,356</u>
	1 Year	5 Years			
\$ Change	3,862	7,553			
% Change	2.903%	5.84%			

June 6, 2023

Michael Cary
Cloquet School District
302 14th St
Cloquet MN 55720

Hi, Michael,

On behalf of all our Greater Minnesota students and educators, MREA thanks Cloquet School District for its membership that helps us actively engage with legislators and state officials to address E-12 funding and policy issues.

Your renewed membership for FY2023-24 is essential to MREA's advocacy that impacts all our students.

Your Year-Round Voice for Education

As your district's voice at the Capitol, MREA works to keep your legislators and policy officials informed of the impacts of their decisions. During the recent historic legislative session MREA achieved rural education legislative success, including:

- Increasing the basic education formula to allow your district the most flexibility serving students
- Aligning the basic education formula with an inflationary index to secure predictable funding
- Expanding state aid to buy down district special education cross-subsidies
- Holding harmless compensatory aid amidst universal meals implementation
- Check out all our 2023 Accomplishments on the enclosed flyer.

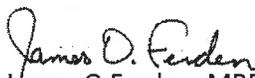
Cloquet School District can count on MREA to keep working for you throughout the year, too, with:

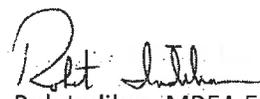
- Webinars that clarify unemployment insurance changes, truth-in-taxation requirements, and more
- Professional development and networking opportunities at our Greater Education Summit
- Rural educator and school program awards that celebrate the positive impacts of education

Greater Minnesota Is Greater Together

While we continue assessing the outcomes of the 2023 legislative session, we know we are greater when we all work together as the Voice for Greater Minnesota Education. Please send in your district's renewal invoice, dues, and updated information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,


James O Ferden, MREA Board President
Board Chair, Win-E-Mac Schools


Bob Indihar, MREA Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

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MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1490

Due: July 15, 2023

BILL TO:

Michael Cary
Cloquet School District
302 14th St
Cloquet MN 55720

Current expiration: June 30, 2023
New membership year: July 1, 2023-June 30, 2024
2023-24 Membership type: Full ISD Membership
***APU = 2993 **Shared District: NA**

Base Fee:	\$1100.00
*Legislative Fee:	+\$1400.00
2023-24 Dues:	\$2500.00
Amount Enclosed: \$ _____	

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.*

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: Cloquet School District	Superintendent Cell Phone: _____
Primary Contact to Receive Communications: Michael Cary	Principal Place of Business: 302 14th St
Contact Position Title: Superintendent	City, State, Zip: Cloquet, MN 55720
Contact Email: mcary@isd94.org	Website Address: www.isd94.org
District Phone: 218.879.6721 x 6202	County: Carlton

***Primary Contact Signature:** _____ **Date:** _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

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MREAvoice.org



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>

Facility Cost Recovery Agreement

July 1, 2023 – June 30, 2026

Northern Lights Academy hereby enters into an Agreement with Cloquet Public Schools (ISD #94) from July 1, 2023 through June 30, 2026, for space (approximately 3,200 sq. ft.) at Garfield School, 302 – 14th Street, Cloquet, Minnesota 55720, for the purpose of conducting school related activities and Cooperative business.

Northern Lights Academy agrees to operate in accordance with the District and Northern Lights Academy calendar and business hours. Set facility utilization costs shall be paid annually and is agreed to as follows:

July 1, 2023 to June 30, 2024	4.00%	\$50,846.00
July 1, 2024 to June 30, 2025	2.00%	\$51,863.00
July 1, 2025 to June 30, 2026	**	\$**

** The third year of this agreement will increase by the same percentage as the General Education formula.

Rental fees include the cost of utilities, heat, custodial related services, routine building maintenance and snow removal, and access to designated parking lots. Should additional storage space be provided, Cloquet Public Schools (ISD #94) assumes no responsibility for theft or property damage.

Northern Lights Academy shall, through the terms of this Agreement and at its own cost, keep and maintain the premises in good, sanitary, lawful, and neat order and condition. Damages beyond normal wear and tear shall be repaired at Northern Lights Academy’s expense. The “Tobacco Free” Policy shall also be enforced.

This Agreement can be amended or voided by either party with six (6) months written notice.

Superintendent - Cloquet Public Schools (ISD #94)

Date

Board Chair, Cloquet Public Schools (ISD #94)

Date

Director, Northern Lights Academy

Date

Board Chair, Northern Lights Academy

Date



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
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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>

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Cloquet Public Schools – ISD #94**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0094-01**

Superintendent or Exec. Director Name: **Dr. Michael Cary**

Will act as the IOwA? Yes No

From July 1, 2023 to June 30, 2024

Board Chair Signature: _____

Name: Nathan Sandman

Title: School Board Chair

Date: 6/12/23

Cloquet, Minnesota
June 12, 2023

RESOLVED by _____

Designation of Identified Official with Authority (IOWA) for Education Identity Access Management

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota secure systems in accordance with the user’s assigned job duties and will revoke that user’s access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Dr. Michael Cary, mcary@isd94.org, EDIAM User ID: Jacks1234 to act as the Identified Official with Authority (IOWA) for Cloquet Public School District 0094-01 effective **July 1, 2023 until June 30, 2024.**

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: June 12, 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 DISTRICT PRINT SHOP OPERATOR**

I -- PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Elizabeth Nelson (hereinafter referred to as the "Employee").

II -- TERM

The term of this agreement shall be for the period commencing on July 1, 2023, and terminating on June 30, 2026, or at such other time as otherwise provided herein.

III -- BASIC COMPENSATION

The Employee's compensation for year one (1) of this agreement shall be for 218 part-time work days at 6¾ hours a day, plus seven holidays with the salary paid as follows:

- 2023-24 \$20.86/hour
- 2024-25 To Be Determined (same increase as put on the teachers' salary schedule for 2024-25)
- 2025-26 To Be Determined (same increase as put on the teachers' salary schedule for 2025-26)

The employee shall receive, for years of service to the district, longevity pay of \$115 per month for the 11 months worked during each contract year.

IV – DUTIES AND DUTY YEAR

The District Print Shop Operator position is a 225-day contract for the time period August 1, 2023– June 30, 2026. Responsibilities will include District printing duties and other duties as assigned (i.e. – delivering district intra-school mail). The work calendar will be set by the district administration. It is further agreed, between the District and the said Employee 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 District.

V – BENEFITS

Benefits are listed below. The benefits listed in District Policies 423.0, 423.1, 423.2, 423.3, 423.4, and 423.5 are not considered part of this contract. If employee qualifies for health insurance benefits according to the Affordable Care Act, benefits will be paid according to the District's Health Insurance Plan.

Sick Leave: Employee shall receive thirteen (13) days of paid sick leave per year. Sick leave shall be computed as of July 1 each year. Accumulation of sick leave days is unlimited.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, spouse's children/step-children, adult children, or parent.

If misuse of sick leave is suspected, the building administrator will meet with the employee, and may ask for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting.

The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Note: The 2013 Legislature amended a sick leave law and will study this amendment's impact in the 2014 legislative session. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

181.9413 SICK LEAVE BENEFITS; CARE OF RELATIVES.

(a) An employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, as defined in section 181.940, subdivision 4, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This section applies only to personal sick leave benefits payable to the employee from the employer's general assets.

(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee's employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. For the purpose of this paragraph:

(1) "domestic abuse" has the meaning given in section 518B.01;

(2) "sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352;

and

(3) "stalking" has the meaning given in section 609.749.

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

(d) For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

(e) For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

(f) For the purpose of this section, "grandchild" includes a step-grandchild, and a biological, adopted, and foster grandchild.

(g) This section does not prevent an employer from providing greater sick leave benefits than are provided for under this section.

(h) An employer shall not retaliate against an employee for requesting or obtaining a leave of absence under this section

Emergency Days: Up to three (3) working days (non-accumulative) per year may be granted with pay upon approval of District Administration. All such days granted will be deducted from sick leave balance. Days granted will be prorated based on their regular work day; for example, if employed for 6¾ hours per day they would receive up to three (3) 6¾ -hour-days of paid emergency leave per year.

Personal Days: Employee shall be granted three (3) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

If the employee uses three (3) days or less of sick leave within one full school year of employment, an additional one (1) personal leave day with pay will be granted the following school year, or the employee may choose to be reimbursed for that personal day. Reimbursement shall be at the employee's hourly rate. This additional day is non-cumulative so the maximum number of personal days in a given year would be four (4).

Holidays: Employee shall receive Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day and Juneteenth as paid holidays.

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

Term Life Insurance: Group term life insurance shall be provided at school district expense in the amount of \$50,000.

LTD (Long Term Disability) Coverage: Long-term disability benefits will be provided, according to the terms of the District’s Long-Term Disability Policy at employee expense up to 66 2/3% of the employee’s basic salary to a maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days. Employee shall be required to participate in the group at their own expense. The salary of each employee shall be increased by the cost of their long-term disability premium.

Retirement Severance: Upon retirement, the Employee shall receive severance payment of \$90/day for each day of unused sick leave, not to exceed 120 days. This benefit is conditional upon the employee being at least fifty-five (55) year of age and having worked for the District for at least ten (10) years, nine months per year, and six (6) hours per day. Employee will receive a straight severance payout. Employee may designate a beneficiary or beneficiaries who will receive the employee’s severance should that employee meet the contract qualifications for severance, but die prior to retirement. In order for this payment to be received, it will be the employee’s responsibility to designate a beneficiary with the District’s business office.

Dental Insurance:

Dental Insurance: The employee will receive the same benefits as described in the Education Minnesota – Cloquet teacher contract: Article X, Section 2: Benefits, E. Dental Insurance.

Health Reimbursement Arrangement (HRA):

HRA Contribution: If the employees does not qualify for the district contribution towards health insurance, she/he shall receive \$600/year in a Health Reimbursement Arrangement (HRA).

IN WITNESS WHEREOF, we have hereto subscribed our names this 12th day of June, 2023.

Board of Education
Independent School District No. 94

BY:

Chairperson

Clerk

Superintendent

By:

Employee

Home Address

City, State and Zip Code

**AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR DISTRICT PRINT SHOP OPERATOR**

I -- PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Elizabeth Nelson (hereinafter referred to as the "Employee").

II -- TERM

The term of this agreement shall be for the period commencing on July 1, 202~~30~~, and terminating on June 30, 202~~63~~, or at such other time as otherwise provided herein.

III -- BASIC COMPENSATION

The Employee's compensation for year one (1) of this agreement shall be for 218 part-time work days at 6¾ hours a day, plus seven holidays with the salary paid as follows:

- 202~~30~~-241 \$~~20.86~~~~19.01~~/hour (~~1.75% increase~~)
- 202~~41~~-252 To Be Determined (same increase as put on the teachers' salary schedule for 202~~41~~-252)
- 202~~52~~-263 To Be Determined (same increase as put on the teachers' salary schedule for 202~~52~~-263)

The employee shall receive, for years of service to the district, longevity pay of \$~~115~~~~500~~ per ~~year~~month for the 11 months worked during each contract year.

IV – DUTIES AND DUTY YEAR

The District Print Shop Operator position is a 225-day contract for the time period August 1, 202~~30~~– June 30, 202~~63~~. Responsibilities will include District printing duties and other duties as assigned (i.e. – delivering district intra-school mail). The work calendar will be set by the district administration. It is further agreed, between the District and the said Employee 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 District.

V – BENEFITS

Benefits are listed below. The benefits listed in District Policies 423.0, 423.1, 423.2, 423.3, 423.4, and 423.5 are not considered part of this contract. If employee qualifies for health insurance benefits according to the Affordable Care Act, benefits will be paid according to the District's Health Insurance Plan.

Sick Leave: Employee shall receive thirteen (13) days of paid sick leave per year. Sick leave shall be computed as of July 1 each year. Accumulation of sick leave days is unlimited.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, spouse's children/step-children, adult children, or parent.

If misuse of sick leave is suspected, the building administrator will meet with the employee, and may ask for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting.

The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

Note: The 2013 Legislature amended a sick leave law and will study this amendment's impact in the 2014 legislative session. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

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(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee's employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. For the purpose of this paragraph:

(1) "domestic abuse" has the meaning given in section 518B.01;

(2) "sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352;

and

(3) "stalking" has the meaning given in section 609.749.

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

(d) For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

(e) For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

(f) For the purpose of this section, "grandchild" includes a step-grandchild, and a biological, adopted, and foster grandchild.

(g) This section does not prevent an employer from providing greater sick leave benefits than are provided for under this section.

(h) An employer shall not retaliate against an employee for requesting or obtaining a leave of absence under this section

Emergency Days: Up to three (3) working days (non-accumulative) per year may be granted with pay upon approval of District Administration. All such days granted will be deducted from sick leave balance. Days granted will be prorated based on their regular work day; for example, if employed for 6¾ hours per day they would receive up to three (3) 6¾ -hour-days of paid emergency leave per year.

Personal Days: Employee shall be granted ~~threetwo~~ (32) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

If ~~a~~ the employee uses three (3) days or less of sick leave within one full school year of employment, an additional one (1) personal leave day with pay will be granted the following school year, or the employee may choose to be reimbursed for that personal day. Reimbursement shall be at the employee's hourly rate. This additional day is non-cumulative so the maximum number of personal days in a given year would be ~~fourthree~~ (43).

Holidays: Employee shall receive Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, ~~and~~ Memorial Day and Juneteenth as paid holidays.

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

Term Life Insurance: Group term life insurance shall be provided at school district expense in the amount of \$50,000.

LTD (Long Term Disability) Coverage: Long-term disability benefits will be provided, according to the terms of the District's Long-Term Disability Policy at employee expense up to 66 2/3% of the employee's basic salary to a maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days. Employee shall be required to participate in the group at their own expense. The salary of each employee shall be increased by the cost of their long-term disability premium.

~~**Longevity:** Employee will receive \$500/year.~~

Retirement Severance: Upon retirement, the Employee shall receive severance payment of \$90/day for each day of unused sick leave, not to exceed 120 days. This benefit is conditional upon the employee being at least fifty-five (55) year of age and having worked for the District for at least ten (10) years, nine months per year, and six (6) hours per day. Employee will receive a straight severance payout. Employee may designate a beneficiary or beneficiaries who will receive the employee's severance should that employee meet the contract qualifications for severance, but die prior to retirement. In order for this payment to be received, it will be the employee's responsibility to designate a beneficiary with the District's business office.

Dental Insurance:

~~Dental Insurance: The employee will receive the same benefits as described in the Education Minnesota – Cloquet teacher contract: Article X, Section 2: Benefits, E. Dental Insurance.~~

Health Reimbursement Arrangement (HRA):

~~HRA Contribution: If the employee does not qualify for the district contribution towards health insurance, she/he shall receive \$600/year in a Health Reimbursement Arrangement (HRA).~~

IN WITNESS WHEREOF, we have hereto subscribed our names this ~~1223thrd~~ day of ~~June~~November, 202~~30~~.

Board of Education
Independent School District No. 94

BY:

Chairperson

Clerk

Superintendent

Employee

Home Address

City, State and Zip Code



MEMORANDUM

TO: Education Minnesota Cloquet

FROM: Dr. Michael Cary, Superintendent
Steve Battaglia, Principal – Cloquet High School

DATE: May 30, 2023

RE: **MOU for CHS Yearbook Advisor for School Year 2023-24**

We request the consideration of a one-year MOU to allow the CHS Annual (Yearbook) Schedule C position be converted to the option of a 6th period assignment. Schedule changes have necessitated yearbook to be treated similar to a course in order to properly coordinate with student yearbook staff.

At present, we are requesting a single year MOU to trial the new process. We would like to consider the option of extending the MOU for future years should the change work well for all parties. This MOU will expire as of June 30, 2024 unless extended through mutual agreement of Education Minnesota Cloquet and the School Board of ISD 94.

Employment is contingent upon Cloquet School Board approval.



MEMORANDUM

TO: Education Minnesota Cloquet

FROM: Dr. Michael Cary, Superintendent
Tom Brenner, Principal – Cloquet High School

DATE: June 5, 2023

RE: **MOU for CMS ADSIS Teachers**

CMS requests a one-year MOU to allow CMS ADSIS teachers Jen Misquadace and Anna Gamst to start and end the 2023-2024 school year two weeks earlier to run a reading remediation boot camp. Their new start date would be August 14, 2023, and their new end date would be May 21, 2023, with the understanding that they will complete their professional choice day before their new start date or after their new end date.

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

Adopted: 4/9/94

Revised:

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall

be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.

- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some

person other than the student’s parents or custodians who can be contacted in case of an emergency.

- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district’s policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.84 (Policy)
- Minn. Stat. § 123B.86 (Equal Treatment)
- Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
- Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. Ch. 125A (Special Education and Special Programs)
- Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
- Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
- Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
- Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
- Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
- Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
- Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
- Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
- Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
- Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Adopted: 1/27/20, 10/11/94

Revised: 1/27/20, 11/25/19

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school,

are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.

- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious

observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service

on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;

- (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer

- may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement
1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre- school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 3. A school bus operated under this section must bear a current certificate of inspection.
 4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 - Minn. Stat. Ch. 169 (Traffic Regulations)
 - Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)

- Minn. Stat. § 169.02 (Scope)
- Minn. Stat. § 169.443 (Safety of School Children; Bus Driver’s Duties)
- Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
- Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
- Minn. Stat. § 169.454 (Type III Vehicle Standards)
- Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
- Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
- Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
- Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
- Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
- Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
- Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
- Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
- Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
- Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
- Minn. Stat. Ch. 245C (Human Services Background Studies)
- Minn. Stat. § 609.02 (Definitions)
- Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
- 49 C.F.R. Part 383 (Commercial Driver’s License Standards; Requirements and Penalties)
- 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
- 49 C.F.R. § 383.33 (Notification of Driver’s License Suspensions)
- 49 C.F.R. § 383.5 (Transportation Definitions)
- 49 C.F.R. § 383.51 (Disqualification of Drivers)

Cross References:

- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 707 (Transportation of Public Students)
- MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
- MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: 7/8/19, 4/22/13, 5/23/95

Revised: 7/8/19, 4/22/13, 3/27/06, 1/26/98, 4/23/96

524 POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the Cloquet Public Schools electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, and the applications they support and/or access. The purpose of district-provided Internet access is to facilitate communications in support of research and education.

II. GENERAL STATEMENT OF POLICY

The Cloquet School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal of providing these resources is to promote educational excellence in Cloquet schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

III. LIMITED EDUCATIONAL PURPOSE

Access to the technology in the Cloquet School district has been established for educational purposes. The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on the limited-purpose network. All electronic technologies must be used in support of the educational program of the District.

IV. DEFINITIONS

The term "users" refers to any person using the District's electronic technologies.

The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term "intranet" refers to all District network(s) which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers.

V. RESPONSIBILITY OF USE

School computers, telecommunications, memory devices, networks, and related hardware and software are the property of the Cloquet School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with the network functions and the standardization of technologies, may result in the limitation or revocation of access.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

- A. Users are prohibited from using school district Internet resource/accounts for the following purposes:
1. To access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process; or
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. To knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. To engage in any illegal act or violate any local, state, or federal statute.
 4. To vandalize, damage, or disable the property of another person or organization; to make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means tamper with, modify or change the school district system software, hardware, or wiring; or to take any action to violate the school security system or use the school district system in such a way as to disrupt the use of the system by other users. Users may not add or remove any software nor modify the equipment, software, configuration, or environment. All

electronic technology requests must go through the District's Technology Department processes.

5. To gain unauthorized access to information resources or to another person's materials, information, or files without the implied or direct permission of that person.
6. To post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 1. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy #515; or
 2. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy #515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit the user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" or "Facebook."
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. To violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. For conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Policy #514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the internet through school district provided systems when off school district premises also may be in violation of this policy as well as the other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure should be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary, to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.
- D. The Cloquet School District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.
- E. Ethical use Expectations
1. Use of school district Internet access is limited to educational purposes such as research, professional development, instruction, and collaborative projects.
 2. Users will protect individual accounts by keeping passwords secure, not using another person's account, and reporting any security problems to a teacher, principal, supervisor, or other appropriate authority.

3. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the Internet access accounts.
4. Users storing information on district diskettes, hard drives, or servers do so at their own risk.
5. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment. Such prohibited interference or disruption includes, but is not limited to:
 - a. Wide-scale distribution of messages to forums or mailing lists unrelated to current classroom topics.
 - b. Propagation of computer viruses or worms.
 - c. Use of the network to make unauthorized entry into other computational information or communication devices or resources. (This includes unauthorized security probing activities or other attempts to evaluation security integrity of a network or host system.)
6. Vandalism or harassment will not be tolerated.

Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user’s work. Harassment includes but is not limited to the sending of unsolicited mail.
7. Obstructing other users’ work by consuming excessively large amounts of system resources (disk space, CPU time, bandwidth), wasting technology resources (toner, ink cartridges, supplies) or by deliberately crashing the machine (s) will not be tolerated and is subject to discipline.

VI. FILTERS

- A. With respect to any of its computers with Internet access, the School District will monitor online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to the prurient interest in nudity, violence, sex or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during the use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The District is obligated to monitor and/or review filtering activities.
- E. The District implements several methods to help protect the network from harmful viruses and reduce the amount of SPAM email (email filter, firewalls, etc.). A privacy disclaimer is attached to all outgoing email messages. All these methods address the need to keep our system operational and protect the district from lawsuits.

VII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Cloquet School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the district’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. The telecommunications network and equipment are owned and operated by the school district for the expressed use of staff and students in education-related activities. The district retains the right to monitor activity of users consistent with the law.
- D. Parents have the right at any time to investigate or review the contents of their child’s files. Parents have the right to request the termination of their child’s individual account at any time.
- E. District staff is advised that the School district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District’s electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.
- F. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the districts electronic technologies.

- G. Web Publishing - when publishing content to third-party sites, including web pages and web logs (BLOGs), all policies and guidelines of the District apply. Teachers assume responsibility of having students adhere to these guidelines.
- H. Student E-mail accounts
 - 1. The school district may provide for or allow student e-mail accounts.
 - 2. In cases like special projects, when students use e-mail accounts, the Acceptable Use Policy applies to e-mail generated by the student.

VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. The employee must sign the Internet Use Agreement for employees. The form must then be filed with the district.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Staff, Students and District Guests may use personal devices to access the internet on Guest and/or BYOD WiFi networks. Using these networks does not guarantee privacy of your data and communication while using this network. There are potentially serious issues with any computer connected to the Internet without the appropriate security protection, ranging from viruses, worms and other programs that can damage the user’s computer, to attacks on the computer by unauthorized or unwanted third parties. By using this Service, you acknowledge and knowingly accept these potentially serious risks of accessing the Internet over an unsecured network. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection on their computer devices.

Use of the District’s educational technologies is at the user’s own risk and is provided on an “as is, as available” basis. The District will not be responsible for any damage users may suffer, including but not limited to, loss, damage or unavailability of data stored on the District’s systems or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District’s electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District’s educational technologies or

the Internet. The District does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all telecommunication, Internet,

or computer use. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically.

X. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District's electronic technologies shall be consistent with school district policies and the mission of the Cloquet Public Schools.

XI. USER NOTIFICATION

All users shall be notified of the guidelines and policies governing district computer network use. This notification shall include:

- A. Disclaimers limiting the school district's liability relative to:
 - 1. Information stored on school district diskettes, hard drives, or servers.
 - 2. Information retrieved through school district computers, networks, or online resources.
 - 3. Personal property used to access school district computers, networks, or online resources.
 - 4. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet. Such obligations incurred by a student through the Internet are the sole responsibility of the student and/or the student's parents.
- B. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- C. Notification of password ownership and password protection procedures.
- D. Notification that, should the user violate the Acceptable Use Policy, the users access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- E. Notification that, even though the district may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of the Acceptable Use Policy.
- F. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private personnel Data, and School Board Policy 515, Protection and privacy of Pupil Records.
- G. Notification that all provisions of the policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as televisions, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system or information resources from home or a remote location.
- B. Parents/guardians will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the Acceptable Use Agreement provided to the student user;
 2. A description of parent/guardian responsibilities;
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
 4. A statement that the Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
 5. A statement that the District's Acceptable Use Policy is available for parental review.
- C. This regulation requires that all electronic resources and materials be consistent with adopted guidelines; supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, and abilities of the students. Access to telecommunications will enable students to explore thousands of libraries, databases and resources.
- D. On a global network, it is impossible to effectively control the content of data. The District will employ **reasonable** means available to attempt to limit access to inappropriate or offensive material. The School Board believes that the benefits to students from access to Internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

XIII. STAFF RESPONSIBILITIES

Staff responsibilities include, but are not limited to the following:

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.
- Supervise and/or monitor all whom one grants access to technology resources regarding implementation of this policy.
- Take an active role in ensuring that students and their parents are aware of their responsibility to use technology resources in an ethical and educational manner.

XIII. STUDENT RESPONSIBILITIES

Student responsibilities include, but are not limited to the following:

- Demonstrate basic skills in computer use.
- Demonstrate an understanding of this policy.
- Have parental permission before being allowed to use the Internet or computer network.
- Be aware of the dangers of online communications with strangers.
- Report any abusive or suggestive messages or information immediately to a supervisor or monitor.

The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

XIV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION AND POLICY REVIEW

- A. Administration may develop the necessary guidelines for the implementation of this policy. The District Administration may develop appropriate user notification forms, guidelines and procedure necessary to implement this policy for submission to the School Board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The District’s Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)
- 17 U.S.C. § 101 et seq. (Copyrights)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
- Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
- United States v. Amer. Library Assoc., 539 U.S. 194(2003)
- Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
- R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
- Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
- S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
- Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
- M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



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>

TOPIC:

Juneteenth Holiday

BACKGROUND:

The Legislature officially adopted Juneteenth as a State Holiday this past legislative session.

PROCESS:

We received communication from MSBA and MDE pertaining to Juneteenth (June 19th). The guidance from these two agencies is that districts should treat Juneteenth as a holiday on which no official school business should take place including summer school, community education activities or office work at school sites or other district locations. Specifically, the guidance is to treat Juneteenth in the same way that July 4th is treated with respect to being a named holiday during which the system is closed.

The statutes identify specific holidays on which no official school business can take place. The statutes were then updated to provide an exception to the statute. The updated statute providing this exception does not include Juneteenth in the list of holidays during which school business can take place.

Administration is directing that the business office treat Juneteenth (June 19th) as an officially recognized paid holiday.