

Cloquet Public Schools Organizational and Regular Meeting

Monday, January 8, 2024 at 6:00 PM

Garfield Board Room

302 14th Street

Cloquet, MN 55720

302 - 14th Street, Cloquet, MN

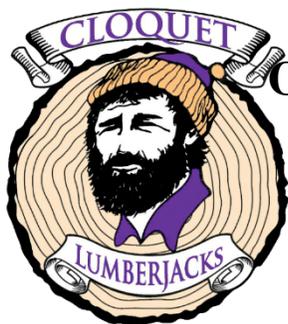
5:30 pm Working Session

6:00 pm Regular Meeting

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2. Tuesday, January 16, 2023 - CE Advisory Committee Meeting - 5:30 p.m. - CE Conf. Room	
3. Monday, January 22, 2023 - Regular School Board Meeting (proposed date) 5:30 p.m. Working Session 6:00 p.m. Regular Meeting	
4. Tuesday, January 23, 2023 - Technology Committee - 3:45 p.m. - CHS Conference Room	
5. Wednesday, January 24, 2023 - Equity Committee Meeting - 4 p.m - Washington Elem.	
XX. Adjournment	

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



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Cloquet, MN 55720

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6:00 pm Organizational & Regular Meeting

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III. Consider Approval of Board Agenda

1. January 8, 2024 School Board Agenda

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V. Election of Board Officers

VI. Establish School Board Salaries, Meeting Per Diem and Mileage Reimbursement

VII. Set Regular School Board Dates/Times for 2024 (discussion needed)

VIII. School Board Committees (Remainder of SY 2023-24 if changes need to be made)

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X. Consider Approval of School Board Minutes

1. December 11, 2023 School Board Meeting Minutes

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

1. Building and Department Reports

XII. Claims, Hand Checks and Food Service Reports

1. Claims, December 28, 2023
2. Hand Checks, December 7, 14, 21, 2023
3. Food Service Report, November 2023

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3. Consider Approving the Resolution Accepting the Rural CTE Mini-Grant Award from Northeast Service Cooperative

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5. Consider Approving the 2023-2025 EM-C Teacher Contract With Adding One (1) Additional Personal Day in 2023-24

6. Consider Approving the 2024-2025 School Calendar

XVII. Superintendent's Report

1. Negotiations

2. Budget

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6:00 p.m. Regular Meeting

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INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

January 8, 2024

RESOLVED by _____

That the following persons be elected Officers of the School Board of Independent School District No. 94, effective January 8, 2024:

CHAIR:

- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
 - Nominations Closed.
 - Voice Vote: D. Battaglia, Sarah Buhs, G. Huard, M. Juntunen, N. Sandman, K. Scarbrough

CLERK:

- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
 - Nominations Closed.
 - Voice Vote: D. Battaglia, Sarah Buhs, G. Huard, M. Juntunen, N. Sandman, K. Scarbrough

TREASURER:

- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
- _____ nominated _____ as Chair and _____ seconded the nomination.
 - Nominations Closed.
 - Voice Vote: D. Battaglia, Sarah Buhs, G. Huard, M. Juntunen, N. Sandman, K. Scarbrough

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			PASSED: January 8, 2024
MELISSA JUNTUNEN			
DAVE BATTAGLIA			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

January 8, 2024

RESOLVED by _____

That the School Board of Independent School District No. 94 shall be paid \$ _____ (currently \$300.00) per month, effective January 8, 2024.

That the School Board of Independent School District No. 94 shall be eligible to claim \$ _____ (currently \$75.00) per meeting attended and mileage reimbursement in the amount of \$0.67/mile effective January 1, 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			PASSED: January 8, 2024
MELISSA JUNTUNEN			
DAVE BATTAGLIA			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			



Cloquet Public Schools School Board Meeting Dates January – December 2024

Central Administration Office
302 – 14th Street, Cloquet, MN 55720
218-879-6721 / www.isd94.org

Contact: Dr. Michael Cary, Superintendent, ext. 6202
Mary Marciniak, Executive Assistant, ext. 6204

JANUARY

Monday, January 8
Monday, January 22

FEBRUARY

Monday, February 12
Monday, February 26

MARCH

Monday, March 11
Monday, March 25 (spring break)
(Decide if doing one meeting March 18th)

APRIL

Monday, April 8
Monday, April 22

MAY

Monday, May 13
Tuesday, May 28 (Due to holiday on 5/27)

JUNE

Monday, June 10
Monday, June 24

JULY

Monday, July 8

AUGUST

Monday, August 12
Monday, August 26

SEPTEMBER

Monday, September 9
Monday, September 23

OCTOBER

Monday, October 14 Indigenous People's Day
Monday, October 28

NOVEMBER

Monday, November 11 Veterans Day
Monday, November 25

DECEMBER

Monday, December 9

Please note:

- Working sessions begin at 5:30 p.m.
- Regular meetings begin at 6:00 p.m.
- School Board Working Sessions and Regular School Board meetings are held in the Garfield School Board Room on the 2nd Floor.
- If there is inclement weather, the Board reserves the right to hold the meeting the following day.



**CLOQUET SCHOOL DISTRICT
SCHOOL BOARD COMMITTEES
(REMAINDER OF 2023-2024 SCHOOL YEAR)**

As of July 10, 2023

- ❖ *Budget/Staffing Committee:* _____
Dave Battaglia, Sarah Buhs, Nate Sandman
- ❖ *Buildings & Grounds Committee:* _____
Dave Battaglia, Sarah Buhs, Gary Huard
- ❖ *Community Education and Recreation Advisory Council:* _____
Melissa Juntunen
- ❖ *Curriculum & Instruction/DAC/District Calendar:* _____
Melissa Juntunen, Ken Scarbrough
- ❖ *District Health, Safety & Crisis Committee:* _____
Sarah Buhs, Gary Huard, Ken Scarbrough
- ❖ *District Equity Committee* _____
Sarah Buhs, Ken Scarbrough
- ❖ *District Insurance Committee* _____
Melissa Juntunen, Nate Sandman
- ❖ *District Policies Review Committee:* _____
Dave Battaglia, Nate Sandman
- ❖ *District Technology Committee:* _____
Melissa Juntunen, Nate Sandman
- ❖ *Ice Arena Committee:* _____
Gary Huard, Nate Sandman
- ❖ *Local Indian Education Committee:* _____
Nate Sandman, Ken Scarbrough
- ❖ *MSBA Legislative Liaison:* _____
Nate Sandman
- ❖ *Minnesota State High School League:* _____
Dave Battaglia

❖ **Salary Negotiations Committees:**

- ***AFSCME Council #65 Units -***

Custodial, Dietary, Paraprofessionals/AIE/COTAs, and Secretaries

Dave Battaglia, Gary Huard, Ken Scarbrough

- ***Education Minnesota – Cloquet (EMC)***

Dave Battaglia, Sarah Buhs, Ken Scarbrough

- ***Non-Certified Administrative Support Association***

Sarah Buhs, Melissa Juntunen, Ken Scarbrough

- ***Superintendent, Principals, Business Manager***

Sarah Buhs, Melissa Juntunen, Nate Sandman

- ***Other Contracts*** (Technology, Print Shop, Community Ed, Data Information Specialist)

Gary Huard, Melissa Juntunen, Ken Scarbrough

❖ ***Special Education Cooperative Advisory Committee:***

Ken Scarbrough

❖ ***Transportation Ad Hoc Committee:***

Gary Huard, Melissa Juntunen (As needed)

December 11, 2023

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

Topics discussed:

Dr. Cary gave an update on the teacher negotiations. He reviewed the union MOUs for new earned sick and safe time. He updated the board on CESO review of the HR and business office functions and informed the board that the facility policies were being reviewed regarding the new turf usage. Dr. Cary also thanked the art teachers and MS art students for the new artwork in the boardroom and told the board they were getting quotes on updating the board room technology. The board asked questions about a resignation and discussed options for keeping the geese off the field, filling cleaner position at the HS and contract negotiations. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 5:53 p.m.

December 11, 2023

The Truth in Taxation Special Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on December 11, 2023, was called to order by Board Chair N. Sandman at 6:00 p.m.

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

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

APPROVAL OF BOARD AGENDA

- RESOLVED by K. Scarbrough to approve the December 11, 2023, Truth in Taxation special board agenda, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

TRUTH IN TAXATION PUBLIC MEETING PRESENTATION

- C. Nelis, Business Manager, presented the annual Truth in Taxation information.
- RESOLVED by K. Scarbrough to approve the 2023 School Levy payable in 2024, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:16 p.m.

December 11, 2023

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on December 11, 2023 was called to order by Board Chair N. Sandman at 6:17 p.m.

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

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

Present in Person:

- | | |
|---|--|
| • Dr. Michael Cary, Superintendent | • Brock Wilton, Director of Building and Grounds |
| • Mary Marciniak, Exec. Asst. to the Superintendent | • Ashlee Lennartson, EM-C Teacher Union Rep. |
| • Candace Nelis, Business Manager | • Bill Bauer, Technology Support Specialist |

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

APPROVAL OF BOARD AGENDA

- RESOLVED by G. Huard to approve the December 11, 2023, board agenda, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by G. Huard to approve the November 27, 2023, school board meeting minutes, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were reviewed.
- Two members of the community provided public comment.

CONSIDER APPROVAL OF CLAIMS AND WIRES

- RESOLVED M. Juntunen to approve Claims, December 6, 2023; Treasurer's Reports: June, July, August, September and October 2023, Investment Reports: June, July, August, September and October 2023 and Wire Transfers: October 2 and 11, 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 D. Battaglia to approve the Consent Items, as presented.

1. Terminations

- April Brannan, 30 hrs./week ECSE Paraprofessional, effective December 8, 2023

2. Resignations:

- Brett Gibson, Technical Support Specialist II, effective January 5, 2024
- Timmy Housley, Full Time Custodian, at CMS/CHS, effective December 11, 2023 pending hire
- James Belden, 6.75 hrs./day Part Time Cleaner at CHS, effective December 11, 2023 pending hire
- Esse Ovadje, Program Assistant at Kids Corner, effective December 19, 2023
- Rhonda Nelson, 6.5 hrs./day Paraprofessional at Cloquet High School, effective December 21, 2023

3. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY	START DATE
a. EXCEL Targeted Services (see attached)			
b. Nicole Lackas	Homebound Teacher at CHS	\$32.66*	ASAP
c. Brenda Gigliotti	Homebound Teacher at CHS	\$32.66*	ASAP
d. Timmy Housley	8 hrs./day Head Custodian at Garfield	\$31.22*	12/12/23
e. James Belden	8 hrs./day Custodian at Cloquet High School	\$26.75*	12/12/23
f. Lucas Mehelich	Head Lacrosse Coach	\$5,500*	2023-2024
g. Lisa Foster	Aqua Fit Instructor at CE	% of fees	12/9/23
h. Ziigwan Lees	Program Aide Assistant Li'l Thunder	\$10.69	10/18/23
i. Kasey Wynkoop	Program Aide at Li'l Lumberjacks	\$11.28	11/7/23
j. Abbie Burley	Program Aide at Kids Corner	\$19.54	12/18/23

* Rate will be updated with the 2023-2025 EM-C Master Agreement

4. Permission to Post

- Two (2) 1.0 FTE School Psychologist or School Counselor (preferred) or School Social Worker (considered)
- 0.5 FTE Speech Teacher at Churchill and Washington Elementary Schools
- 1.0 FTE LT Substitute Special Education Teacher at CHS
- 1.0 FTE LT Substitute Math Teacher at CHS
- 1.0 FTE LT Substitute Social Studies Teacher at CMS
- Two (2) Homebound Teachers at CHS
- 30 hrs./week ECSE Paraprofessional
- 6.5 hrs./day Paraprofessional at Cloquet High School

5. Staffing Adjustments

- Building Leadership Team assignment change from Rene' Montgomery to Erin Streblov (Prorated amounts for each for time served in the position)
- 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

- Student enrollment report from December 5, 2023, was reviewed.

NEW BUSINESS

- RESOLVED by G. Huard to approve the Memorandums of Understandings (MOUs) with AFSCME Units (Paraprofessional/AIE, Secretarial, Custodial, and Dietary) and Ed MN - Cloquet Regarding Earned Sick and Safe Time, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by N. Sandman to approve the updated Community Education leave policy, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by D. Battaglia to approve the resolution accepting the Minnesota Youth Water Safety Grant, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by S. Buhs to approve the resolution accepting the donation of an AED from Cloquet Area Fire Department, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

SUPERINTENDENT'S REPORT

- Dr. Cary covered most topics in the working session. He explained the importance of reporting bullying and state law regarding student discipline. He also discussed the importance of commercial properties in Cloquet to help offset some of the costs to the individual resident taxpayer, as well as the impacts of current tax structure on rural vs. metro communities.

FOR YOUR INFORMATION

- Long Term Substitute Paraprofessional at Washington (Shari Steffes) Updated State Date
- Internal Transfers of NLA Paraprofessionals
- Washington Elementary December Newsletter

UPCOMING MEETINGS/EVENTS

- Tuesday, December 12, 2023 - Technology Committee - 3:45 p.m. - CMS Conference Room
- Tuesday, December 12, 2023 - DAC Meeting - 4 p.m. - Garfield Boardroom
- Tuesday, December 19, 2023 - Technology Committee - 3:45 p.m. - CHS Conference Room
- Monday, January 8, 2024 - Organizational & Regular School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Regular Meeting
- Tuesday, January 9, 2024 - District Health, Safety & Crisis Team Mtg. - 4 p.m. - Garfield Boardroom
- Tuesday, January 16, 2024- CE Advisory Committee Meeting - 5:30 p.m. - CE Conf. Room
- Tuesday, January 23, 2024 - Technology Committee - 3:45 p.m. - CHS Conference Room
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ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:45 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello From Churchill,

Churchill's PBIS Committee is planning a student celebration to kick off the new year. The celebration will focus on Churchill's motto of We Are Kind, We Work Hard, We Show Respect and We All Belong. Starting the new year off with a positive message has been an effective support of Churchill's social and emotional learning goals. Churchill and Washington are planning a family literacy event on January 8th. The event will be held at the Cloquet Public Library from 5:30-7:00. Churchill's PIE meeting is scheduled for Tuesday, January 16th.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

-We had a very exciting December at Washington filled with spirit days, a trip to the movie theater for our entire Washington crew (compliments of our PIE group who fully funded the holiday experience!), staff treats and games sprinkled throughout the last two weeks, and lots of fun!

-As we start a new year, we look ahead at the following events coming up:

1/8 – Family Literacy Night at the Cloquet Public Library (5:30-7:00pm)

1/9 – Partners in Education meeting at the Washington Media Center (6:30-7:30pm)

1/15 – Professional Day @ Gathering of Great Minds

1/22 – Professional Day – cross-building plans with Churchill

2/9 – Kids Heart Challenge @ Washington!

-January is the time of the year when we do winter academic benchmarking. All students will do reading and math benchmark tests between 1/8-1/19, and Data Retreats will take place on January 25th. It is at Data Retreat time that we review academic data and place students in academic intervention groups as appropriate based on how they are progressing.

-Finally, do you like pizza? 😊 Our Partners in Education group is hosting a “Kettle River (Frozen) Pizza” fundraiser that runs through January 24th. If interested in purchasing some pizza (and supporting PIE), please swing by the office at Washington and place your order!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

Unified Event on December 7 by Mike Doyle:

Students from the Cloquet High School and Middle School Unified PE classes spent Thursday at Mall of America celebrating Special Olympics Minnesota's 50th Anniversary. We also learned how to spread the importance of inclusion in our community! Please check out the attached pictures.

5th & 6th Grade Fun Afternoon by Jamie Jazdzewski

The first 5th and 6th-grade Fun Afternoon occurred on December 12th, from 3:30-5:00. Over 100 students filled the gym, cafeteria, and pool! The Student Council hosted Minute to Win It games, crafts, bingo, open gym, and swimming. The kids all left with smiles!

CMS conferences for 7th & 8th grade on Dec. 6th

We had several families come in and connect with teachers. I think this conference time is great, because it is in the middle of switching trimesters and before quarter twpends. It is always nice to connect and help families in any way possible.

CMS Spelling Bee with Rachel Hill

If students get 30 or more correct in Round 1, they will advance to Round 2 on January 11, 2024.

Field Trips coming up:

- 1.08.24 Math Meet
- 1.22.24 Math Meet
- 1.23.24 AIE 5-8 grade Wilderness Game
- 2.12.24 Math Meet
- 3.11.24 Math Meet Tournament

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- We're just returning from break – our custodians got bathrooms painted, doors installed in some hallways, and were able to tackle a few other maintenance projects over break.
- We're winding down Semester 1 – Semester 2 starts on January 23.
- Winter sports are as busy as ever with games of some sort most nights.
- We're working on final edits and updates for our course catalog for next year – it appears that we'll be able to offer additional College in the School credits to our students next year. I'll get information out to board members once we finalize our course offerings.
- Snoball is just around the corner – we'll host our winter formal at CHS on January 20th.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP staff and students are back to work and excited about the new year.

We have a candidate for the Jr. high position that has been open. We are now waiting on Licensure from PELSB.

The end of quarter 3 (1/19/23) and the start of the second semester (1/23/24) will bring in a few more new students as some are graduating at the semester.

The winter symposium was a great success. Students did service work at the Damiano and Mission gospel locations in Duluth, skiing at Spirit Mountain, bowling, Native American cultural experiences, curling and more. The students shared and learned a lot during these hands on activities. The next symposium will take place in the spring, at the end of 4th quarter.

Submitted by Connie Hyde, CAAEP Principal

Community Education

Li'l Lumberjacks

Prior to the holiday break week, our program had 8 confirmed cases of COVID, so staff spent a lot of time sanitizing.

Our program was selected to be the pilot center for an ongoing, on-site training program for the state. They are working toward a funded program to do training in real time in the classrooms with staff.

Enrichment and Recreation

The last Mushroom class was held on December 7. Due to the popularity of this offering, more classes will be held in the spring.

Our Power Tumbling classes held a holiday recital in the high school auditorium on December 19 which was attended by a couple hundred family members and friends.



ECFE/School Readiness

Our Music Specialist, Carla Goldschmidt, brought her friends, Walt and Dorothy Lindquist, to School Readiness for a music lesson. They talked about the violin and the different parts and played music for the children. It was great fun! The kids were kind and respectful to our special guests! Dorothy (88 years young) shared that she has been playing violin for 80 years!



up.

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:

Greetings School Board,

Last year we were able to collaborate with Fond du Lac Resource Management and The Friends of the Boundary Waters to be able to offer trips to almost 30 students at Cloquet and the Ojibwe School. The trips were five days and three separate trip days were offered with additional programming to include; Anishinaabe Language, land lessons and traditional lacrosse demonstrations. We are continuing to meet monthly with FBWCA to arrange another opportunity this upcoming summer.

The CAAEP AIE Classroom worked with several local providers to offer an alternative art credit during Winter Symposium. Students were also able to attend a 4 course family style meal at the Owanami restaurant in Minneapolis, served by recognized Souix Chef. The menu consisted of three sisters stew, wild rice croquets, braised bison and berry tarts. Artist, Cylvia Houle, came in to talk about her work on the Chief Buffalo mural and did reflection pieces with the symposium group. Handmade salves, oils and soaps were put together with Carol Kot using her four sacred medicine ingredients. Attendance was abundant and engagement was high.

As we turn into a new year and look ahead to the last five months of the school year, planning is on the forefront. Planning for the Ziigwan Powwow, Senior Honor Banquet and wrap up of Makoons Club programming. In perspective, the school year so far has gone by quickly.

Please stop in to any of our classrooms to check out the happenings, we'd love to have you in.

Submitted by Teresa Angell, American Indian Education

Building and Grounds

Brock Wilton, Building and Grounds Director, will be attending in person

Technology

During the recent winter break, the majority of the dedicated team at the Cloquet Public School District Technology Department took some well-deserved time off to recharge. Their return marks a refreshed and rejuvenated workforce, ready to tackle the challenges and opportunities that lie ahead. The much-needed respite has invigorated the team, ensuring they return with renewed energy and enthusiasm to continue delivering exceptional technological support to our educational community.

During Winter Break, I took the opportunity to conduct crucial server maintenance and implement essential updates to our firewall system. These proactive measures were essential to ensure the reliability, security, and efficiency of our technological infrastructure.

I am excited to share that the Cloquet Public School District Technology Department is participating in a pilot program with the MNIT Enterprise Security Team. Through this initiative, we are exploring deploying additional cybersecurity software, CrowdStrike Falcon, managed by the state of Minnesota. This software, provided free of charge during the pilot program, could be a positive step in enhancing our cybersecurity measures and aligning with industry best practices.

As we move forward, the department remains committed to leveraging the insights gained from the winter break to maintain a proactive approach to technological maintenance and security. The involvement in the pilot program with the MNIT Enterprise Security Team reflects our dedication to continually fortifying our defenses against evolving cyber threats. The team's return from the winter break has revitalized our collective energy and determination to excel in providing outstanding technological support to the Cloquet Public School District. I am

excited about the future endeavors and the positive impact of our ongoing efforts to strengthen our technological infrastructure.

Thank you for your continuous support as we strive for technological excellence and security in our district.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$119,186.77
02	Food Services	\$49,656.23
03	Transportation	\$2,482.07
04	Community Services	\$2,140.07
05	Capital Expenditure	\$1,169.03
12	Activities	\$36,170.89
45	OPEB Irrevocable Trust	\$894.56
Report Total		\$211,699.62

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	102392	22385	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY/	Yes	No	No	USD	12/27/2023	146.50
			102296	22386	Check	1	00570		AG O'BRIEN COMPANY	Yes	No	No	USD	12/27/2023	7,722.26
			102324	22387	Check	1	10900		ANDERSON RICHARD	Yes	No	No	USD	12/27/2023	116.00
			102332	22388	Check	1	11113		APPTEGY INC	Yes	No	No	USD	12/27/2023	12,278.50
			102297	22389	Check	1	02766		ARCC	Yes	No	No	USD	12/27/2023	2,675.00
			102302	22390	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	12/27/2023	80.50
			102327	22391	Check	1	10935		ARROWHEAD WATER	Yes	No	No	USD	12/27/2023	127.60
			102430	22392	Check	1	9514		ARS	Yes	No	No	USD	12/27/2023	645.00
			102416	22393	Check	1	8486		BATTAGLIA, SCOTT M	Yes	No	No	USD	12/27/2023	200.00
			102342	22394	Check	1	11127		BEFOUR INC	Yes	No	No	USD	12/27/2023	661.00
			102427	22395	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	12/27/2023	261.45
			102298	22396	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	12/27/2023	1,650.46
			102341	22397	Check	1	11126		BIG LAKE GUN CLUB	Yes	No	No	USD	12/27/2023	2,000.00
			102320	22398	Check	1	10877		BILDEN JOLI	Yes	No	No	USD	12/27/2023	18.83
			102431	22399	Check	1	9540		BIRMAN, LAURA	Yes	No	No	USD	12/27/2023	1,159.81
			102305	22400	Check	1	10236		BOTT TIMOTHY	Yes	No	No	USD	12/27/2023	84.00
			102426	22401	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	12/27/2023	261.45
			102301	22402	Check	1	10059		BRIGHTLY SOFTWARE INC	Yes	No	No	USD	12/27/2023	6,285.48
			102393	22403	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	12/27/2023	3,104.00
			102299	22404	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	12/27/2023	190.00
			102331	22405	Check	1	11103		CICH ELINOR	Yes	No	No	USD	12/27/2023	26.50
			102381	22406	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	12/27/2023	451.23
			102309	22407	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	12/27/2023	8,495.78
			102343	22408	Check	1	11128		CLIMB THEATER	Yes	No	No	USD	12/27/2023	4,200.00
			102414	22409	Check	1	8272		CLOQUET CHAMBER OF COMMERC	Yes	No	No	USD	12/27/2023	919.00
			102328	22410	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	12/27/2023	509.40
			102344	22411	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	12/27/2023	3,259.00
			102335	22412	Check	1	11119		DELOACH NATHANAEL	Yes	No	No	USD	12/27/2023	73.00
			102348	22413	Check	1	14301		DEMCO INC	Yes	No	No	USD	12/27/2023	1,393.24
			102386	22414	Check	1	6287		DENMAN, ALAN	Yes	No	No	USD	12/27/2023	26.99
			102310	22415	Check	1	10567		DESTINATION IMAGINATION	Yes	No	No	USD	12/27/2023	825.00
			102318	22416	Check	1	10874		DINEEN KELLIE	Yes	No	No	USD	12/27/2023	127.00
			102355	22417	Check	1	2629		DVS RENEWAL	Yes	No	No	USD	12/27/2023	121.50
			102340	22418	Check	1	11124		ELDIEN BRODY	Yes	No	No	USD	12/27/2023	84.00
			102421	22419	Check	1	8808		EMANUEL, BRAD	Yes	No	No	USD	12/27/2023	95.00
			102422	22420	Check	1	9062		ERICKSON, MATTHEW	Yes	No	No	USD	12/27/2023	117.00
			102321	22421	Check	1	10881		ERNSTE CHASE	Yes	No	No	USD	12/27/2023	73.00
			102408	22422	Check	1	8207		ERZAR, TYLER JAY	Yes	No	No	USD	12/27/2023	95.00
			102349	22423	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	12/27/2023	64.24
			102411	22424	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	12/27/2023	288.20
			102307	22425	Check	1	10335		FAST TARA	Yes	No	No	USD	12/27/2023	102.37

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	102367	22426	Check	1	3900		FRABONIS	Yes	No	No	USD	12/27/2023	579.45
			102409	22427	Check	1	8222		FREEMAN, ZACH	Yes	No	No	USD	12/27/2023	95.00
			102365	22428	Check	1	3537		GAGNE, JESSICA	Yes	No	No	USD	12/27/2023	146.51
			102400	22429	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	12/27/2023	117.00
			102346	22430	Check	1	1314		GODNAI, JASON	Yes	No	No	USD	12/27/2023	40.21
			102325	22431	Check	1	10905		GORDON AUSTIN	Yes	No	No	USD	12/27/2023	73.00
			102368	22432	Check	1	4250		GRAINGER	Yes	No	No	USD	12/27/2023	423.50
			102345	22433	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	12/27/2023	564.66
			102334	22434	Check	1	11118		HASSER JOSEPH	Yes	No	No	USD	12/27/2023	62.00
			102401	22435	Check	1	8116		HILL, MICHAEL	Yes	No	No	USD	12/27/2023	191.00
			102383	22436	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	12/27/2023	9,769.04
			102418	22437	Check	1	8537		HOLLENHORST, ROBERT W III	Yes	No	No	USD	12/27/2023	194.00
			102406	22438	Check	1	8200		HOLMSTROM, TIMOTHY G	Yes	No	No	USD	12/27/2023	117.00
			102385	22439	Check	1	5992		HORIZON COMMERICAL POOL SUPP	Yes	No	No	USD	12/27/2023	2,775.92
			102304	22440	Check	1	10219		HOUSER SHAWN	Yes	No	No	USD	12/27/2023	116.00
			102394	22441	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	12/27/2023	482.74
			102423	22442	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	12/27/2023	120.09
			102326	22443	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	12/27/2023	835.45
			102308	22444	Check	1	10338		JAAKOLA LYZ	Yes	No	No	USD	12/27/2023	2,000.00
			102369	22445	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	12/27/2023	60.56
			102429	22446	Check	1	9465		JOHNSON FITNESS & WELLNESS	Yes	No	No	USD	12/27/2023	720.00
			102360	22447	Check	1	3036		JOHNSON, HEATHER	Yes	No	No	USD	12/27/2023	330.64
			102339	22448	Check	1	11123		JOUPP ALEX	Yes	No	No	USD	12/27/2023	97.00
			102398	22449	Check	1	8020		KARNAS, JAMES	Yes	No	No	USD	12/27/2023	95.00
			102356	22450	Check	1	28920		KENDAHL AMUSEMENT	Yes	No	No	USD	12/27/2023	110.00
			102357	22451	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	12/27/2023	863.67
			102323	22452	Check	1	10893		KLEVEN CALEB	Yes	No	No	USD	12/27/2023	108.00
			102410	22453	Check	1	8224		KLOSOWSKI, BRETT D	Yes	No	No	USD	12/27/2023	127.00
			102420	22454	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	12/27/2023	349.05
			102412	22455	Check	1	8234		KNUTSEN, STEVEN J	Yes	No	No	USD	12/27/2023	190.00
			102352	22456	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	12/27/2023	86.51
			102417	22457	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	12/27/2023	117.00
			102436	22458	Check	1	9836		KUCERA CHRIS	Yes	No	No	USD	12/27/2023	172.00
			102359	22459	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	12/27/2023	677.96
			102361	22460	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	12/27/2023	3,082.99
			102434	22461	Check	1	9792		LEAF	Yes	No	No	USD	12/27/2023	37.78
			102329	22462	Check	1	11019		LEXIA	Yes	No	No	USD	12/27/2023	7,398.00
			102366	22463	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	12/27/2023	321.75
			102402	22464	Check	1	8118		LINDSTROM, LUCAS	Yes	No	No	USD	12/27/2023	105.00
			102407	22465	Check	1	8205		LOYE, JON	Yes	No	No	USD	12/27/2023	210.00
			102316	22466	Check	1	10798		LUMBERJACK DESIGN AND FABRICA	Yes	No	No	USD	12/27/2023	330.00

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
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			102440	22468	Check	1	9936		MATH MASTERS	Yes	No	No	USD	12/27/2023	240.00
			102363	22469	Check	1	34186		MENARDS	Yes	No	No	USD	12/27/2023	1,469.30
			102350	22470	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	12/27/2023	433.00
			102403	22471	Check	1	8133		MORRISON, KEVIN	Yes	No	No	USD	12/27/2023	127.00
			102387	22472	Check	1	6299		NELSON, BETH	Yes	No	No	USD	12/27/2023	76.09
			102425	22473	Check	1	9158		NEW DOMINION SCHOOL	Yes	No	No	USD	12/27/2023	4,010.52
			102438	22474	Check	1	9878		NICHOLS GAVIN	Yes	No	No	USD	12/27/2023	127.00
			102313	22475	Check	1	10743		NORTHERN ACRYLICS INC	Yes	No	No	USD	12/27/2023	188.50
			102364	22476	Check	1	3449		NORTHERN DOOR & HARDWARE INC	Yes	No	No	USD	12/27/2023	2,242.00
			102362	22477	Check	1	3134		NORTHEY SHAWN	Yes	No	No	USD	12/27/2023	95.00
			102347	22478	Check	1	1326		PAN O GOLD	Yes	No	No	USD	12/27/2023	1,666.52
			102388	22479	Check	1	6501		PARK AVENUE THERAPIES	Yes	No	No	USD	12/27/2023	5,251.50
			102413	22480	Check	1	8248		PILON, MICHAEL	Yes	No	No	USD	12/27/2023	117.00
			102351	22481	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	12/27/2023	479.28
			102376	22482	Check	1	5087		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	12/27/2023	957.84
			102439	22483	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	12/27/2023	894.56
			102437	22484	Check	1	9849		POLKOWSKI STEVE	Yes	No	No	USD	12/27/2023	69.90
			102306	22485	Check	1	10284		POVOLNY KATHLEEN	Yes	No	No	USD	12/27/2023	15.20
			102370	22486	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	12/27/2023	300.00
			102317	22487	Check	1	10830		PRING JILL	Yes	No	No	USD	12/27/2023	340.80
			102373	22488	Check	1	4822		PROSEN, TIM	Yes	No	No	USD	12/27/2023	83.84
			102371	22489	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	12/27/2023	272.34
			102337	22490	Check	1	11121		RADZAK MATTHEW	Yes	No	No	USD	12/27/2023	108.00
			102415	22491	Check	1	8427		RAJ, PAUL	Yes	No	No	USD	12/27/2023	190.00
			102389	22492	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	USD	12/27/2023	146.30
			102354	22493	Check	1	2611		ROEMHILDT, REGINA	Yes	No	No	USD	12/27/2023	120.69
			102333	22494	Check	1	11117		RUSICH ZACHARY	Yes	No	No	USD	12/27/2023	157.00
			102397	22495	Check	1	8010		SALO, CODY	Yes	No	No	USD	12/27/2023	166.12
			102311	22496	Check	1	10577		SARKELA THERESA	Yes	No	No	USD	12/27/2023	62.00
			102404	22497	Check	1	8134		SAWYER, ROBERT	Yes	No	No	USD	12/27/2023	190.00
			102432	22498	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	12/27/2023	1,389.75
			102374	22499	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	12/27/2023	301.34
			102315	22500	Check	1	10758		SCHOLASTIC INC	Yes	No	No	USD	12/27/2023	234.78
			102375	22501	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	12/27/2023	336.65
			102319	22502	Check	1	10876		SEDOR JACOB	Yes	No	No	USD	12/27/2023	269.00
			102353	22503	Check	1	2300		SHI INTERNATIONAL CORP	Yes	No	No	USD	12/27/2023	6,493.51
			102435	22504	Check	1	9814		SHIRTS UNLIMITED	Yes	No	No	USD	12/27/2023	700.08
			102399	22505	Check	1	8021		SIEDLECKI ROBERT	Yes	No	No	USD	12/27/2023	172.00
			102419	22506	Check	1	8631		SQUIRES, WALDSPURGER & MACE I	Yes	No	No	USD	12/27/2023	469.32
			102378	22507	Check	1	51875		ST LOUIS COUNTY AUDITOR	Yes	No	No	USD	12/27/2023	88.01

Cloquet Public Schools Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094	2	102379	22508	Check	1	51968		STACK BROTHERS MECHANICAL CC	Yes	No	No	USD	12/27/2023	5,541.71
		102395	22509	Check	1	7941		STAPLES BUSINESS CREDIT	Yes	No	No	USD	12/27/2023	92.50
		102380	22510	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	12/27/2023	4,682.70
		102358	22511	Check	1	2960		STEVENS, CRAIG	Yes	No	No	USD	12/27/2023	650.00
		102377	22512	Check	1	5091		SVL SERVICE CORPORATION	Yes	No	No	USD	12/27/2023	12,090.00
		102330	22513	Check	1	11100		THE CERAMIC SHOP	Yes	No	No	USD	12/27/2023	456.61
		102314	22514	Check	1	10746		THE SMITH COMPANY	Yes	No	No	USD	12/27/2023	2,900.00
		102312	22515	Check	1	10578		THOMSEN RICHARD	Yes	No	No	USD	12/27/2023	117.00
		102372	22516	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	12/27/2023	552.00
		102396	22517	Check	1	7990		UECKER, JEREMY	Yes	No	No	USD	12/27/2023	73.00
		102405	22518	Check	1	8187		UJDUR, GERALD	Yes	No	No	USD	12/27/2023	95.00
		102382	22519	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	12/27/2023	48,211.59
		102322	22520	Check	1	10885		VALINE EMILY	Yes	No	No	USD	12/27/2023	225.00
		102433	22521	Check	1	9768		VAN LOON SAMUEL	Yes	No	No	USD	12/27/2023	194.00
		102338	22522	Check	1	11122		WALRATH JAYCE	Yes	No	No	USD	12/27/2023	73.00
		102384	22523	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	12/27/2023	144.10
		102390	22524	Check	1	6928		WATERS, NICOLE	Yes	No	No	USD	12/27/2023	31.24
		102391	22525	Check	1	7042		WATSON COMPANY	Yes	No	No	USD	12/27/2023	672.46
		102303	22526	Check	1	10082		WICK ANNETTE	Yes	No	No	USD	12/27/2023	71.87
		102424	22527	Check	1	9089		WILLIAMS, APRIL	Yes	No	No	USD	12/27/2023	1,008.70
		102428	22528	Check	1	9451		WITTE, LONNA	Yes	No	No	USD	12/27/2023	76.63
		102300	22529	Check	1	10050		WORLDS FINEST CHOCOLATE INC	Yes	No	No	USD	12/27/2023	7,320.00
Bank Total: 2													\$211,699.62	
Report Total:													\$211,699.62	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$30,074.27
02	Food Services	\$37.28
04	Community Services	\$1,229.29
12	Activities	\$429.43
Report Total		\$31,770.27

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	102269	22350	Check	1	9301		CARMENS RESTAURANT	Yes	No	No	USD	12/07/2023	2,398.00
			102270	22351	Check	1	9578		CONSTELLATION NEWENERGY -GAS	Yes	No	No	USD	12/07/2023	8,043.82
			102263	22352	Check	1	11114		DEFOE RICKY	Yes	No	No	USD	12/07/2023	300.00
			102272	22353	Check	1	9829		ESKO HOOPS CLUB	Yes	No	No	USD	12/07/2023	75.00
			102261	22354	Check	1	10611		GRAND RAPIDS	Yes	No	No	USD	12/07/2023	105.00
			102273	22355	Check	1	9842		ISD #0181	Yes	No	No	USD	12/07/2023	350.00
			102264	22356	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	USD	12/07/2023	8,631.10
			102266	22357	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	12/07/2023	570.18
			102271	22358	Check	1	9628		MINNESOTA LIFE INSURANCE COMF	Yes	No	No	USD	12/07/2023	8,375.50
			102267	22359	Check	1	6299		NELSON, BETH	Yes	No	No	USD	12/07/2023	103.29
			102262	22360	Check	1	10870		PINE RIVER- BAKUS	Yes	No	No	USD	12/07/2023	350.00
			102265	22361	Check	1	44751		POSTMASTER	Yes	No	No	USD	12/07/2023	1,966.14
			102268	22362	Check	1	7518		SYCK, RODERICK	Yes	No	No	USD	12/07/2023	502.24
Bank Total: 2														\$31,770.27	
Report Total:														\$31,770.27	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$10,423.67
02	Food Services	\$160.00
04	Community Services	\$384.99
12	Activities	\$90.85
Report Total		\$11,059.51

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	102279	22363	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	12/14/2023	849.74
			102284	22364	Check	1	9877		GIANTS RIDGE	Yes	No	No	USD	12/14/2023	272.00
			102277	22365	Check	1	11116		HOULE SYLVIA	Yes	No	No	USD	12/14/2023	500.00
			102275	22366	Check	1	1064		ISD #0318 GRAND RAPIDS	Yes	No	No	USD	12/14/2023	150.00
			102276	22367	Check	1	10960		LAKE SUPERIOR CONFERENCE	Yes	No	No	USD	12/14/2023	2,744.00
			102281	22368	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	12/14/2023	2,225.91
			102278	22369	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	12/14/2023	1,866.88
			102283	22370	Check	1	9543		PETERSEN KRISTIE	Yes	No	No	USD	12/14/2023	90.85
			102280	22371	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	12/14/2023	2,000.00
			102274	22372	Check	1	10452		PROCTOR HIGH SCHOOL	Yes	No	No	USD	12/14/2023	330.00
			102282	22373	Check	1	9288		RASMUSSEN, BRENDA	Yes	No	No	USD	12/14/2023	30.13
Bank Total: 2														\$11,059.51	
Report Total:														\$11,059.51	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$19,773.77
45	OPEB Irrevocable Trust	\$8,266.00
Report Total		\$28,039.77

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	102293	22374	Check	1	8267	BARRA, ELIZABETH	Yes	No	No	USD	12/21/2023	39.73
			102294	22375	Check	1	9301	CARMENS RESTAURANT	Yes	No	No	USD	12/21/2023	750.00
			102285	22376	Check	1	10401	CITY OF CLOQUET	Yes	No	No	USD	12/21/2023	5,785.80
			102286	22377	Check	1	10611	GRAND RAPIDS	Yes	No	No	USD	12/21/2023	292.50
			102289	22378	Check	1	11125	KOT CAROL	Yes	No	No	USD	12/21/2023	582.64
			102290	22379	Check	1	2692	MASSP	Yes	No	No	USD	12/21/2023	985.00
			102292	22380	Check	1	5736	MEDICAREBLUE RX	Yes	No	No	USD	12/21/2023	8,266.00
			102288	22381	Check	1	10909	MILEWSKI NICOLE	Yes	No	No	USD	12/21/2023	99.01
			102291	22382	Check	1	36651	MINNESOTA POWER	Yes	No	No	USD	12/21/2023	10,664.09
			102295	22383	Check	1	9875	OGILVIE HIGH SCHOOL	Yes	No	No	USD	12/21/2023	300.00
			102287	22384	Check	1	10903	SOUTH ST. PAUL HIGH SCHOOL WRI	Yes	No	No	USD	12/21/2023	275.00
Bank Total: 2													\$28,039.77	
Report Total:													\$28,039.77	

FOOD SERVICE REPORT

MONTH	November	2023	
TOTAL INCOME		\$259,384.38	
TOTAL COSTS		\$124,368.87	
NET		\$124,368.87	
TOTAL INCOME PER MEAL		\$5.71	
TOATL COST PER MEAL		\$2.98	
NET		\$2.73	
MEALS		45,439 YTD - 132,243	

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS
SENIOR HIGH	4.11	357.9	50%
MIDDLE SCHOOL	4.58	552.43	77%
WASHINGTON	5.79	386.69	82%
CHRUCHILL	9.43	240.79	73%
QUEEN OF PEACE	0	90.79	87%
CAAEP	1.58	34.48	52%
LIL' LUMBERJACKS	0	0	0%
NLA	0.64	8.58	86%
OUR SAV. NLA	0	0	0%

Totals	26.13	1671.86	69% 98% Total program
enrollment			2678
attendance			2434

FOOD SERVICE REPORT

MONTH	November	2022	
TOTAL INCOME		\$190,653.99	
TOTAL COSTS		\$131,420.97	
NET		\$59,233.02	
TOTAL INCOME PER MEAL		\$5.45	
TOTAL COST PER MEAL		\$3.76	
NET		\$1.69	
MEALS		35,017 YTD - 99,205	

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS
SENIOR HIGH	15.16	260.69	37%
MIDDLE SCHOOL	6.74	489.11	68%
WASHINGTON	1.37	303.21	67%
CHURCHILL	0.64	228.06	66%
QUEEN OF PEACE	0.11	54.06	56%
CAAEP	2.11	41.37	64%
LIL' LUMBERJACKS	0	25.02	70%
NLA	0	11.85	78%
OUR SAV. NLA	0	4.74	84%

TOTALS	26.13	1418.11	58% 74% Total Program
enrollment			2730
attendance			2453

FOOD SERVICE REPORT

MONTH November 2023 **MONTH TO DATE** 3

TOTAL INCOME \$259,384.38 Includes Supply Chain Funds

TOTAL COSTS \$135,015.51

NET \$124,368.87

TOTAL INCOME PER MEAL \$5.71

TOTAL COST PER MEAL \$2.98

NET \$2.73

MEALS 45,439 YTD = 132,243

AVERAGE DAILY PARTICIPATION (ADP)

	ADP ADULTS	ADP STUDENTS	PERCENTAGE ADP STUDENTS	
SENIOR HIGH	4.11	357.9	50%	
MIDDLE SCHOOL	4.58	552.43	77%	
WASHINGTON	5.79	386.69	82%	
CHURCHILL	9.43	240.79	73%	
QUEEN OF PEACE	0	90.79	87%	
CAAEP	1.58	34.48	52%	
NLA	0.64	8.58	86%	
 TOTALS	 26.13	 1671.66	 69%	 98% Total program
	enrollment		2678	
	attendance		2434	

FOOD SERVICE ALLOCATION
Year 2023-2024

CLOQUET SCHOOL DISTRICT

MONTH	INCOME					COSTS						TOTAL
	705-601 STUDENT BKST	701-606 ADULT FULL LUNCH	707-601 STUDENT ALA CARTE	707-606 ADULT ALA CARTE	701-601 TOTAL	707-170 SALARIES ALA CARTE	707-490 FOOD JUICE SNACKS	707-495 MILK EXTRA	705-490 FOOD BKST	705-495 MILK BKST	705-170 SALARIES BKST	
SEPT	\$0.00	\$1,118.70	\$2,328.60	\$43.25	\$3,490.55	\$1,973.50	\$1,060.95	\$105.50	\$13,683.80	\$2,631.50	\$2,911.68	\$22,366.93
OCT	\$0.00	\$1,831.50	\$2,436.50	\$53.75	\$4,321.75	\$1,981.55	\$1,184.92	\$126.75	\$16,993.60	\$3,268.00	\$3,235.20	\$26,790.02
NOV	\$0.00	\$2,455.20	\$2,357.80	\$83.00	\$4,896.00	\$1,978.86	\$1,198.16	\$134.75	\$16,521.70	\$3,177.25	\$3,073.45	\$26,084.17
DEC												
JAN												
FEB												
MAR												
APR												
May-June												
TOTAL	\$0.00	\$5,405.40	\$7,122.90	\$180.00	\$12,708.30	\$5,933.91	\$3,444.03	\$367.00	\$47,199.10	\$9,076.75	\$9,220.33	\$75,241.12

MONTH November 2023 FOOD SERVICE REPORT

General Journal Entries Allocation of Ala Carte

INCOME		DEBIT	CREDIT
02-005-000-000-701-601	Sales of Lunches	\$4,896.00	
02-005-000-000-705-601	Student Breakfast		\$0.00
02-005-000-000-701-606	Adult Lunches		\$2,455.20
02-005-000-000-707-601	Student Ala Carte		\$2,357.80
02-005-000-000-707-606	Adult Ala Carte		\$83.00
EXPENSES			
02-005-770-000-707-1770	Salaries Ala Carte	\$1,978.86	
02-005-770-000-707-490	Food Other	\$1,198.16	
02-005-770-000-707-495	Milk Other	\$134.75	
02-005-770-000-705-490	Food Breakfast	\$16,521.70	
02-005-770-000-705-495	Milk Breakfast	\$3,177.25	
02-005-770-000-705-1770	Salaries Breakfast	\$3,073.45	
02-005-770-000-701-1770	Cooks Asst. Salaries		\$5,052.31
02-005-770-000-701-490	Food Type A		\$17,719.86
02-005-770-000-701-495	Milk Type A		\$3,312.00



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: January 3, 2024
RE: Recommendation for Employment as a Long-Term Substitute Teacher for American Indian Education

I am recommending the employment of Samantha Rupar for a Long-Term Substitute Teacher position for an American Indian Education teacher, due to a mid-year teacher resignation. This position will start officially on January 9, 2024 and continue through the remainder of the school year, to conclude on June 6, 2024. The teacher will be paid at the daily substitute rate for the first thirty (30) days. After working 30 days in the same position for the same teacher, the teacher will start being paid at the contracted rate and will receive back pay to first day of the assignment.

RATE OF PAY:	First 30 days at daily substitute rate From 31 st day on (with backpay) – BA Step 1
HOURS TO BE WORKED:	8 hours/day (Monday – Friday)
START DATE:	Mrs. Rupar began covering this position as a substitute on December 4, 2023, and has continued to cover this position.
LENGTH OF CONTRACT:	The remainder of the school year, to conclude on June 6, 2024
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Mrs. Rupar has been subbing for other teachers at Washington since she moved here last year. She has proven to be a valuable asset and a reliable, gifted teacher. She will be a wonderful addition to Washington Elementary.

(Employment is contingent upon Cloquet School Board approval.)

RM/BA



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: December 19, 2023
RE: Recommendation for Employment

I am recommending the employment of Lindsie Biggerstaff as 0.5 FTE Speech Teacher at Churchill and Washington Elementary Schools for the remainder of the 2023-2024 school year.

RATE OF PAY:	\$19,014.77 – MA Step 5 1.0 FTE for 8.5 In-service days + 91 Student Days at 0.5 FTE
HOURS TO BE WORKED:	8.0 Hours/Day (2 days during Monday – Friday)
START DATE:	January 9, 2024
LENGTH OF CONTRACT:	Remainder of the 23-24 school year
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE:	Support the amount of speech services necessary in both elementary schools.
STAR CODE:	940200

(Employment is contingent upon Cloquet School Board approval.)

DW:mb



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Churchill School Principal

DATE: December 15, 2023

RE: Recommendation for Employment

I am recommending the employment of Emily McLeod as a 6.5 hrs./day Consistent Support Paraprofessional at Churchill Elementary. Emily will be a paraprofessional sub starting on December 18, 2023, and her regular position with the hire date of January 9, 2024, after her official hire by the school board.

RATE OF PAY:	Sub rate as of 12/18/23 \$18.93/hour (As of 1/9/24)
HOURS TO BE WORKED:	6.5 hours/day (Monday – Friday)
START DATE:	December 18, 2023, as a paraprofessional sub and upon school board hire to officially start on January 9, 2024.
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	New position
STAR CODE:	999821

(Employment is contingent upon Cloquet School Board approval.)

DW/mb

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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: January 3, 2024

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of **Curt Carlson** as a 6.5 hours/day DCD M/M Paraprofessional at the Cloquet High School for the 2023-2024 school year.

RATE OF PAY: Step 1

TOTAL COST: Per Contract

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

STARTING DATE: January 9, 2024

LENGTH OF CONTRACT: 2023-2024 School year

POSTED: Yes

REASON FOR HIRE: Vacancy

RATIONALE FOR HIRE: To help the CHS principals maintain an environment that is conducive to maximizing learning and student achievement

(Employment is contingent upon Cloquet School Board approval)

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary Principal
David Wangen, Churchill Elementary Principal

DATE: December 12, 2023

RE: Recommendation for Employment

We are recommending the employment of Stephanie Pederson and Allison Jerde as Family Literacy Co-Coordinators for Washington and Churchill Elementary literacy events in the 2023-2024 school year. Each will receive a \$500.00 stipend.

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: December 18, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE Multi-Categorical Special Education Long-Term Substitute to serve our K-4 students at Washington Elementary. The posting is due to a current teacher requesting FMLA, and the anticipated start date is April 9, 2024, to continue through the remainder of the school year.

RM/BA

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Principal – Washington Elementary School

DATE: December 18, 2023

RE: Permission to Post

I am requesting permission to post for one 1.0 FTE American Indian Education Intervention Teacher Long-Term Substitute to serve our K-4 students at Washington Elementary. The posting is due to a current teacher resignation, and is effective immediately, to continue the remainder of the 2023-24 school year.

RM/BA



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: December 18, 2023

RE: **Permission to Post**

I am requesting permission to post for a Special Education Paraprofessional at Cloquet High School for the 2023-2024 school year. This request is due to a staff vacancy.



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: January 4, 2024
Re: Permission to Post for a 6.75 Paraprofessional due to the Resignation of a Current Paraprofessional

The Northern Lights Academy is requesting permission to post for a 6.75 Paraprofessional to fill the resignation of a current paraprofessional who has resigned.

Please let me know if you have any questions.

CLOQUET PUBLIC SCHOOLS



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Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: December 18, 2023

RE: **Permission to Post**

I am requesting permission to post a long-term substitute position due to a classroom assistant going on maternity leave.

Rate of Pay: \$15.97
Hours Worked: 15-24 hours/week.
Start Date: Approximately February 26, 2024

Length of Contract: February 26, 2024 - May 31, 2024



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: January 3, 2024
RE: Internal Transfer Hire Memo

I am requesting that Amy Salo, ECSE Paraprofessional who is currently employed at 20 hours/week be transferred to 30 hours/week for the open ECSE Consistent Support Paraprofessional due to staff termination.

(Employment is contingent upon Cloquet School Board approval.)

DW/mb

2023-2024 Student Enrollment Report

5/25/2023	Dates	9/7	9/20	10/4	10/17	11/8	11/20	12/5	1/3										
	CHURCHILL																		
23	Handicap Kindergarten	0	0	0	0	0	0	0	0										
21	Early Five/Dev Kindergarten	8	9	9	10	10	10	10	10										
60	Kindergarten - All Day	74	73	74	73	73	73	74	74										
71	First Grade	73	72	71	71	70	70	69	69										
46	Second Grade	71	72	72	72	73	73	73	73										
77	Third Grade	46	46	45	45	45	45	45	45										
75	Fourth Grade	83	83	83	83	83	83	84	83										
373	TOTAL CHURCHILL	355	355	354	354	354	354	355	354	0	0	0	0	0	0	0	0	0	0
	WASHINGTON																		
19	Handicap Kindergarten	0	0	0	0	0	0	0	0										
83	Kindergarten - All Day	94	91	92	92	92	92	92	91										
106	First Grade	108	107	108	109	110	112	111	111										
86	Second Grade	109	109	109	109	110	111	111	111										
100	Third Grade	88	89	89	88	88	88	88	88										
102	Fourth Grade	105	105	105	105	106	106	104	105										
496	TOTAL WASHINGTON	504	501	503	503	506	509	506	506	0	0	0	0	0	0	0	0	0	0
869	TOTAL ELEMENTARY	859	856	857	857	860	863	861	860	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
	MIDDLE SCHOOL																		
183	Fifth Grade	185	181	181	183	185	185	184	184										
200	Sixth Grade	189	188	187	186	187	185	182	182										
190	Seventh Grade	206	204	203	204	203	202	202	202										
210	Eighth Grade	198	197	196	194	197	196	197	196										
783	TOTAL MIDDLE SCHOOL	778	770	767	767	772	768	765	764	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
	HIGH SCHOOL																		
191	Ninth Grade	221	219	218	219	216	216	217	216										
200	Tenth Grade	193	192	191	191	190	189	189	189										
192	Eleventh Grade	206	199	197	195	189	190	193	191										
176	Twelfth Grade	197	196	197	197	193	191	189	187										
759	TOTAL HIGH SCHOOL	817	806	803	802	788	786	788	783	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2411	TOTAL HK-12	2454	2432	2427	2426	2420	2417	2414	2407	0	0	0	0	0	0	0	0	0	0
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CAAEP- FULL-TIME																		
92	High School (grades 9-12)	85	90	90	88	89	91	89	87										
11	Junior High (grades 6-8)	4	4	4	2	1	1	1	1										
103	TOTAL CAAEP-Full-Time	89	94	94	90	90	92	90	88	0	0	0	0	0	0	0	0	0	0
	** CAAEP - PART-TIME																		
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2514	GRAND TOTAL	2543	2526	2521	2516	2510	2509	2504	2495	0	0	0	0	0	0	0	0	0	0

** NOT included in totals.

District Technology Committee Meeting Minutes **December 12th, 2023 3:45 PM**

Members Present: J. Mangan, J. Gagne, H. Anderson, A. Cacek, J. Haynes, A. Lindner, J. Aldridge, D. Esse Members Absent: R. Zimny, M. Belden

1. Reviewed District Technology Goals
 - a. **Committee did a review of all relevant historical district tech goals and training for staff.**
 - b. **Discussion centered around how far we have come since the initial 1:1 plan was started.... ~2014-2015.**
 - c. **We should really do a better job of celebrating where we have come technology wise as a staff and district.**
 - i. **Obviously COVID played a large role in making everyone more tech proficient.**
2. Committee took time to review new ISTE standards and a sample K-12 curriculum for digital citizenship and literacy.
 - a. **These docs will be used to help form questions about where we are at tech wise and where we might want to go.**
 - b. **We currently do not have a scope and sequence for this**
3. Committee will spend next several meetings designing questions for a district wide staff survey.
 - a. **Question Categories**
 - i. **Census - Who, What, When, How Often**
 - ii. **Goals - do we have any and are we meeting them**
 - iii. **Roadblocks - do we have what we need to meet goals.**
4. Discussion was held regarding past surveys and staff perceptions
 - a. **It will be important to share with staff what we hope to achieve with the survey and make sure they understand our goal.**
 - b. **The survey is meant to really find out where we are at currently tech wise and give us a better grip on what is currently happening**
 - i. **This will help us make recommendations about where to go.**
5. Timelines Updated
 - a. **We updated our timelines to give us more time to create questions and vet them within the group.**
 - b. **The goal will still be to have the survey completed by the end of April.**
6. Next Meeting
 - a. **12-19-23 at CMS Conference Room 3:45 PM.**
 - b. **All Meetings will be held at the Middle School going forward.**

CARLTON COUNTY GREEN SCHOOLS PROJECT GRANT AGREEMENT

This Agreement is made as of the 8th day of January, 2024, between THE COUNTY OF CARLTON, hereinafter “Grantor”, a body corporate and politic existing under the laws of the State of Minnesota, and the CLOQUET SCHOOL DISTRICT, hereinafter “Grantee”.

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

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

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

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

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

NOW, THEREFORE, the parties hereby agree as follows:

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

2. The contact person for Grantee is Jill Brenner

located at Washington Elem., 801 12th Street, Cloquet MN 55720

School Address

Zip Code

3. Grantor has agreed to provide Grantee a grant in the sum of **\$1,640** (one thousand six hundred forty dollars) subject to the following conditions:

a. Grantee shall incur eligible expenses as follows:

i. Collection materials for an effective recycling program must be purchased first. Remaining eligible purchases must aid in improved recycling and waste reduction efforts.

ii. Total grant funds shall be spent within six (6) months of the date of this agreement or by the last day of the school year, whichever occurs first.

b. The Grantee shall provide the Grantor a detailed final report on expenditures of grant funds six (6) months from the date of this

agreement or by the last day of the school year, whichever occurs first.

- c. The Grantee shall establish a “Green Team” to research and promote ‘green’ initiatives within their schools and provide Grantor with contact information for the team members.
- d. The Grantee shall make available all information necessary for tracking waste and recycling volumes and disposal costs for a minimum of six (6) months from the date of this agreement.
- e. The Grantee shall hold harmless and indemnify the Grantor and its officers, agents, and employees from any and all damages or financial obligations incurred by the Grantee in the grant project.

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

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

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

CLOQUET SCHOOLS (WASHINGTON ELEMENTARY)

BY: _____
Superintendent

Date: _____

BY: _____
Chair, School Board

Date: _____

CARLTON COUNTY

BY: _____
CHRIS BERG
Carlton County Zoning & Environmental
Services Administrator

Date: _____

BY: _____
KEVIN DEVRIENDT
County Auditor/Treasurer

Date: _____

BY: _____
DICK BRENNER
Chairperson, Carlton County Board

Date: _____

APPROVED AS TO FORM & EXECUTION

BY: _____
LAURI KETOLA
County Attorney

Date: _____

From: MN_MSAB_ArtsEducation <ArtsEducation.MSAB@state.mn.us>
Sent: Thursday, December 14, 2023 3:48 PM
To: MN_MSAB_ArtsEducation <ArtsEducation.MSAB@state.mn.us>
Subject: Arts Education Grant Awards

You don't often get email from artseducation.msab@state.mn.us. [Learn why this is important](#)

Dear Arts Education applicant,

Congratulations! At the December 14 board meeting, members of the Minnesota State Arts Board reviewed and approved advisor recommendations for the Arts Education grant program. **We are pleased to inform you that your application has been approved for an Arts Education grant!**

This is a competitive program with a varied pool of applicants proposing a wide range of arts education activities across the state. Your application was one of 163 awarded funding by the Arts Board out of 172 eligible applications received. The complete list of grantees is now posted on the Arts Board website here: <http://www.arts.state.mn.us/grants/2024/2024-awarded-ae.htm>

Information gathering before contract

In the next few days, you will receive an e-mail from our Grants Office with a link to an online form to fill out. This form provides us with information needed to process your contract smoothly. You will be asked to provide the following:

- For organizations only:
 - Your organization's legal name
 - The legal name and email of the authorizing official who will sign the contract
- For individuals only: grant recipient's legal name
- Fiscal sponsor info (if you applied with a fiscal sponsor)
- SWIFT ID
- Email
- Current mailing address

The Grants Office will be available to answer any questions you may have.

Within a few weeks after completing that initial form, **you will receive an e-mail message from DocuSign** with a link to your award letter and **grant contract to sign**. After the document has received your signature, a copy will be sent to your fiscal sponsor (if applicable) and then the Arts Board's authorizing official will also need to sign the contract before it is considered fully executed. Once all signatures have been obtained, you will receive a final copy of the fully-executed contract in your inbox, and one will be attached online in your WebGrants grant file.

Setting up a SWIFT Account

Whoever will receive the payment (you or your fiscal sponsor) must have a SWIFT supplier account active with the State of Minnesota. If you (or your fiscal sponsor) have not set up a SWIFT supplier account to receive payment from the State in the past, or if your account needs updates or reactivation, your upcoming email from the Grants Office will include instructions to complete that required process. Your contract will not be sent until you have completed SWIFT registration. Please complete this promptly, or the start date or payment date of your grant could be impacted.

Grant period and payment

Your grant period (when project activities may begin) will begin on February 1, 2024 OR the date the contract is fully executed (signed by all parties), **whichever is later**. Payments are issued by a different state agency, and will begin to be processed around February 22. We are instructed they take up to 3-weeks to be completed after that date—while the Arts Board cannot control the payment schedule, every effort will be made to get payments to you between February 22 and March 14.

If your grant amount is more than \$25,000, you will receive 95% of the grant up front, and the final 5% upon completion and approval of your final report. Grants to individuals are considered taxable income—we encourage all grantees who need further information or assistance in this regard to contact a tax preparer.

Reviewer Feedback

Your scores and an audio recording of the review panel discussion of your application can be made available to you upon request. Please send an e-mail message requesting reviewer feedback that includes your name (or organization name) and the name of this grant program to **Program Associate Karl Warnke** at karl.warnke@arts.state.mn.us.

Please watch your inbox over the next few weeks for more communication from Arts Board staff. In the meantime, we are happy to share this good news with you and extend our congratulations.

Best,
Jenny

Jennifer Dodgson | Grants Program Officer

Minnesota State Arts Board

540 Fairview Avenue North, Suite 304

St Paul, MN 55104

jenny.dodgson@arts.state.mn.us

(651) 539-2672 or (800) 866-2787

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: December 15, 2023

FROM: Erin Bates, Community Education Director

RE: I am requesting that the Board accept a \$24,999 Art Education grant award from the Minnesota State Arts Board. This grant will be used to purchase art supplies and a kiln for our After School Enrichment program as well as provide a theater camp type opportunity this summer.

“Employment is subject to Cloquet School Board Approval”

Rural CTE Mini-Grant Award Letter (2023-24)

Date: January 2, 2024

To: Michelle Wick and Michael Cary



Congratulations! Your District has been awarded \$ 2,939.99 for the **Screen Printing** project. We appreciate all of the work your team has dedicated to writing the grant application and your commitment to advancing career and technical education (CTE) for our region.

Fund Distribution Process:

In this round of grant applications, funds for successful recipients will receive checks directly from the Northeast Service Cooperative Accounting Department. The Northeast Service Cooperative will issue checks for the award's total amount and send checks to the member schools' District Office. Please alert your business manager of the award so they can set up payment directly to vendors involved in the award. We plan on issuing checks the week of January 2, 2024.

School Districts are required to:

1. Provide proof that invoices and services were paid (i.e., payment register showing the check number, vendor name, and dollar amount OR a copy of the canceled check. School districts should email invoices or a copy of the posted activity audit report to [Kathy Jankila](#), Senior Accountant II at the Northeast Service Cooperative.

Use of Funds

Funds should only be used for the expenditures indicated in your application.

Acknowledgement of Funding Support

Grant Primary Contact should provide acknowledgment for the use of CTE grant funds on any printed or media materials related to your project. A sample statement might be:

"Support for this CTE project was made available through the Northeast Service Cooperative as part of Minnesota Service Cooperatives Rural CTE Consortium Grants funded through MN Legislature."

FINAL REPORT

Grant award recipients must provide a brief summary of their funded project. This information may be shared with the Minnesota Department of Education and the State Legislature. Please indicate all community partners, including business, industry, chamber economic development, higher education, or other non-school district involvement in your project.

Please include any pictures of your project and send them with your report. (Pictures may be used for promotional and reporting purposes, so make sure you have student/parent permission.)

Email your Final summary report to [John Engelking](#), Regional Manager for Career & Technical Education - Northeast Service Cooperative. Direct all questions regarding your award to John Engelking at 218-390-9860.

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

January 8, 2024

RESOLVED by _____

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS THEREFORE

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of positions should budget restrictions, enrollments in classes, or programs deem it necessary.

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			PASSED: January 8, 2024
MELISSA JUNTUNEN			
DAVE BATTAGLIA			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			



Cloquet Public Schools
Independent School District No. 94

Teachers' Master Agreement
July 1, 202~~3~~⁴ – June 30, 202~~3~~⁵

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ARTICLE I - PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the school board of Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the school board, and the Education Minnesota – Cloquet (EMC), hereinafter referred to as EMC, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the school board recognizes EMC as the exclusive representative of teachers employed by the school board of Independent School District No. 94, which EMC shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: EMC shall represent all teachers of the District as defined in this Agreement and in said Act. Readiness teachers are ~~not~~ covered by this Agreement, ~~as the district is not requiring certified teachers in these positions. under the conditions of Article XV.~~

ARTICLE III - DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, and economic aspects relating to employment, but does not mean educational policies of the school district.

Section 2. Teacher: Shall mean all persons employed by the school board in a position for which the person must be licensed by the State Department of Education/the State Board of Teaching, including all substitute teachers employed by the school board for thirty-one (31) or more days for the same teacher, but shall not include superintendent, assistant superintendent, principals, and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees and such other employees excluded by law. Full-time teacher shall be defined as a teacher who is contracted to work the full basic teacher duty day as defined in this agreement in Article XIII, Section 1. This definition shall include teachers who are assigned duties during the teaching day as the Activities director. In such a case, the activities director shall be paid according to the appropriate step and lane of this agreement. The board may decide to hire an administrator or non-certified person to perform the duties of activities director. In such a case, the teachers' Collective Bargaining Agreement (CBA) will not apply.

Section 3. License: For purposes of this Agreement, certification and licensure shall be synonymous.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV - SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: EMC recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: EMC recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Laws, Rules and Regulations: EMC recognizes that all teachers covered by this Agreement shall perform the teaching and nonteaching services prescribed by the School Board and shall be subject to School Board rules,

regulations, directives and orders, issued by properly designated officials of the School District. EMC also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School District, all employees covered by the agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws and valid rules, regulations and order of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, regulations, directives or orders shall be null and void and without force and effect.

ARTICLE V - TEACHER RIGHTS

Section 1. Right to View: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of EMC; nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the school board of such unit.

Section 3. Request for Dues Check-Off: Pursuant to PELRA, EMC representation shall be allowed dues check-off. Upon receipt by the school district of a properly executed authorization card of the teacher involved, the school district will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization and/or EMC in 20 (Twenty) equal installments, beginning with the first pay period in September.

When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President, who shall immediately notify the District Office of this information.

EMC hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the union dues specified by EMC as provided herein.

Section 4. Access to Worksites: Representatives of EMC shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. EMC representatives should notify the district a day in advance of the meeting and the representatives must abide by District policies regarding visitors to school district buildings. Upon arrival at the worksite, EMC representatives shall make their presence known to the worksite supervisor or his/her designee. Such visits shall not interrupt normal work responsibilities.

Section 5. Access the Membership Lists: By October 1 of each school year, the District shall provide, in electronic form to EMC, the names, work telephone numbers, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On request, but no more than on a quarterly basis, the District shall provide EMC with a current bargaining unit list. Such requests shall be filled within a reasonable period of time.

Section 6. Political Action Committee (PAC) Contributions: Upon receipt of a duly authorized voluntary deduction card, the school district agrees to payroll deduction for a federally registered PAC designated by Education Minnesota – Cloquet.

ARTICLE VI - JOB TRANSFERS

Section 1. Definition of Vacancy: A vacancy shall exist when a bargaining unit position is open due to reasons such as resignation, termination, or the creation of a new position and there is no licensed teacher on unrequested leave or returning from leave.

Section 2. Posting and Application Procedures:

- A. During the school year, the school district shall notify teachers of all professional staff vacancies by posting written notification on the faculty bulletin board in each building and sending a copy of the posting to the President and Teacher Rights Chair of the Association. No vacancies shall be filled during the school year until the notice has been posted for at least five (5) calendar days.
- B. The school district shall notify teachers of all professional staff vacancies by emailing a copy of all job postings to all members of the unit using the current district teacher email list and posting all vacancies to the employment opportunities section of the district website. No vacancies shall be filled until the notice has been posted for at least five (5) calendar days. During the summer, the school district shall send a copy of any job posting to any teacher who has made a written request for notice of postings in that specific grade, building or licensure area and has left stamped self-addressed envelopes with the school district office for that purpose.
- C. Teachers may apply for a reassignment in response to such postings as provided in (A) and (B) above. Applications shall be made as directed in the vacancy notices. Teachers desiring a reassignment for the following school year shall submit written requests, no later than May 1, to the building principals and/or superintendent, stating the specific assignment or nature of the assignment and school or schools preferred, if any.

ARTICLE VII - BASIC SCHEDULES AND RATES OF PAY

Section 1. ~~20231-20242~~ Salary Schedule: The wages and salaries reflected in Schedule A-1, attached hereto, shall be a part of the Agreement for the ~~20231-20242~~ school year.

Section 2. ~~20242-20253~~ Salary Schedule: The wages and salaries reflected in Schedule A-2, attached hereto, shall be a part of the Agreement for the ~~20242-20253~~ school year.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule:

Subd. 1. Credits: (The language contained in Subd. 1 shall be applicable to lane changes granted in 1980 and thereafter, or until modified.)

- a. Bachelor's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- b. Bachelor's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- c. Bachelor's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.
- d. Bachelor's Degree +40 (60/Master's Degree) lane will require 40 semester credits (60 quarter credits) of which 32 semester credits (48 quarter credits) must be at the graduate level.

- e. Master's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- f. Master's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- g. Master's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.

Subd. 2. Areas of Credit: All credits must be approved by the superintendent prior to taking the course based on the criterion listed below in this subdivision. If a master's Program is approved, then all courses within the master's Program must have prior approval. All credits must be in the teacher's major, minor, or a subject matter area in which the individual is teaching, or a subject area in which the individual has filed a plan of college work with the superintendent which will lead to a minor or a major and licensure by the Minnesota Department of Education. Other courses may be approved for credit at the discretion of the superintendent. Beginning July 1, 2009, the superintendent will have discretion whether to grant credit approval for rigorous online courses. There will be no credit accumulation limitations for these types of courses

Subd. 3. District Sponsored Credits: For twelve (12) hours of participation in District sponsored and approved course offerings, one (1) semester credit may be applied toward a lane change on the salary schedule. The superintendent will notify staff of these approved course offerings in the fall of each school year.

Subd. 4. Effective Dates: Individual salaries will be modified to reflect qualified lane changes twice every year effective at the beginning of the school year and March 15 of the school year. Credits must be earned prior to September 1 or March 15 respectively, and a transcript of qualified credits must be received by the school district either by mail or hand delivered to the superintendent's office by September 15 or March 31 respectively, of the school year. The September 15 or March 31 deadlines will be waived by the superintendent when application is made prior to September 15 or March 31, respectively, and an official transcript is received by the school district either by mail or hand delivered, before January 1 or May 30, respectively. The increase will be retroactive to the first teacher duty day of that year in the case of the September 15 date and retroactive to March 15 of that year for the remainder of the teacher's contracted days of that school year in the case of the March 15 date.

Subd. 5. Out-of-District Experience: Experienced teachers employed for the first time in the Cloquet school system may be allowed a maximum experience rating on the salary schedule according to their years of experience in an accredited school system. Credit may be given for work experience closely associated with the teaching assignment as recommended by the superintendent, and if in the opinion of the board, it is justified. A half year's teaching experience may be counted as one full year.

Subd. 6. In-District Experience: Teachers employed by school board action in Independent School District No. 94 and working one hundred twenty (120) or more contract days will be credited with one (1) full year of experience for placement on the salary schedule. Teachers employed by school board action and working full-time for at least eighty (80) contract days, but less than one hundred twenty (120) contract days will be credited with one full year of experience for placement on the salary schedule for each two (2) years of contracted employment. Teachers employed by school board action and working part-time for at least sixty (60) days but less than eighty (80) days will be credited with one (1) full year of experience for placement on the salary schedule for each three (3) years of contracted employment. Notwithstanding the above, the step placement for retired teachers who are rehired shall be by mutual agreement between the teacher and the school district.

Subd. 7. Experience Credit for Military Service: Veterans employed for the first time in the Cloquet school system shall be given experience credit for military service as follows:

- 19 - 30 months - 1 year's credit; 31 months or more - 2 year's credit

Experience credit shall be based on the date of entry into the service and date of discharge substantiated by affidavits issued by the Defense Department. This provision applies to active duty only and does not pertain to service in the Reserves or National Guard unless the teacher was deployed in an active duty assignment.

Subd. 8. Credits Earned Subsequent to Degree: Credits intended to apply to lane changes beyond a particular degree (i.e., Masters + 15) must be earned subsequent to the earning of the degree.

Subd. 9. College Credit for CITS and CTE Certification: In the event that a teacher is asked to earn additional college credit, based upon needs of the school district for College in the Schools (CITS) or Career and Technology Education (CTE) in order for certification to teach these classes, the following shall apply:

- a. The number of credits and program providing said credits shall be agreed upon in advance by the teacher and the superintendent.
- b. The school district may make available and reserves the right to limit to a total of \$18,000 per year for reimbursing the cost of approved credits.
 - a. For FY240, ~~FY21~~ and FY252, the district will work with EMC to determine the number of credits needed by staff currently teaching College in the Schools or Career and Technology Education (CTE) courses to maintain compliance with the program. The total dollar amount provided by the district for reimbursement will equal the number of identified credits multiplied by \$550.
- c. The teacher shall be compensated at a rate of \$500 per credit for credits successfully completed during the regular school year. For summer session courses taken outside of the teacher contract year, the teacher shall be compensated at a rate of \$600 per credit for credits successfully completed.
 - a. Successful completion shall be determined as any credit earned with a grade of C or higher. In the case of Pass or Fail graded courses, successful completion shall be an earned grade of Pass.
- d. The school district will make available a total of \$36,000 for reimbursing staff teaching College in the Schools or Career and Technology Education courses for credits earned from summer of 20~~2317~~ to June 30, 20~~2519~~ which were taken to maintain compliance with requirements for teaching College in the Schools and Career and Technology Education courses.
 - a. All credits must be approved by the superintendent before eligible for reimbursement.
 - i. Staff requesting reimbursement must submit transcripts showing satisfactory course completion according to paragraph C.a. listed above.
 - b. Courses will be reimbursed at a rate of \$500 per credit until the maximum of \$36,000 is reached.
- e. Credits earned will be eligible for lane change.
- f. In addition, teachers taking a minimum of three (3) credits of approved courses in a semester during the regular school year shall receive release from their study hall/supervisory period for that semester.
- g. The teacher agrees to teach in the program for a minimum of five (5) years in the district.
- h. If the teacher leaves the district or declines to teach the course, the teacher shall reimburse the district an amount equal to 20% of the total certification amount per year for each year remaining of the five (5) year period.
 - a. The teacher will not be penalized if failure to teach the required class(es) during the five (5) year period is caused by school district action.
 - b. Upon extreme circumstances the school district may waive the 20% repayment plan.

Section 4. In-service Education:

Subd. 1. Continuing Education Regulations: All licensed personnel, excluding those with life licensure in their area or areas of licensure, must complete the requirements as set forth in the Continuing Education Regulations (5MCAR 3.005 and/or 5MCAR 1.0786) and by the local Continuing Education Committee and/or the local Vocational Re-licensure Committee.

Furthermore, teachers who are renewing vocational licenses shall complete the re-licensure requirements as set forth by the local Vocational Re-licensure Committee. The local Vocational Re-licensure Committee requirements shall only be applicable to the renewal of vocational licenses.

Section 5. Payment of Salaries: Salaries of teachers will be paid in accordance with the following guidelines:

Subd. 1. Payment: Certified staff will be paid according to District Policy 424.14 adopted October 27, 2003.

Should a teacher discontinue teaching before the end of the school year, he/she shall be paid such portion of his/her salary as has been deferred. This is determined by subtracting what he/she has been paid from the portion of the salary that has been earned. For example: if the teacher worked 155 days the portion of the salary earned is 155/184.5 of his/her yearly salary. Effective July 1, 2006, the portion of the salary earned is 155/183.5 of his/her salary.

Should a teacher be absent from work without pay, the teacher shall be deducted at their daily rate of pay.

If a teacher is non-renewed or placed on unrequested leave of absence, he/she shall be paid in full on the next regular payday following the last day of service. All benefits will extend for the proportionate amount of time employed for the year. If the employee works the entire year then he/she shall receive benefits through August 31, if the employee works half of the school year, he/she shall receive six months of benefits.

Subd. 2. Extra Services: Payment for extra services shall be on the regular payday as defined above. Unless another schedule is mutually agreed to by the person rendering the service and the business manager, the teacher shall receive payment for services rendered since the last regular payday. No payment shall be made prior to the initiation of the service.

1. Determination Period: Prior to the start of their work year, employees may choose one of three options for receiving their pay. Once employees choose an option, that option shall remain in effect for the entire work year and it also will be the option that will be used for all their extra-services contracts. Further, that option will remain in effect for employees unless they inform the District office that they wish to change that option prior to the start of another work year (September 1st). In the event that an employee fails to notify the District office of his/her pay period option, within the deadline specified above, that employee will default to option "C" listed below. Employees who only hold extra service contracts with the district shall default to option "A".
2. Options for Choosing Pay Periods:
 - A. Extra-service employees may choose to be paid during the last month of their contracted work. This pay will be in two equal payments, payable on the regular paydays of that last month of service.
 - B. Extra-service employees may choose to be paid, in equal payments, over the months of their extra-services contract/work or over the remainder of their extra-services contract/work once their contract is fully executed and received by the payroll office.
 - C. Extra-service employees may choose to be paid, in equal payments, over the course of the entire school year (see "school year" defined below) or over the remainder of the entire school year once the extra-services contract is fully executed and received by the payroll office. This is the default option should employees not inform the District office of their choice of pay periods by the deadline of September 1.

3. School Year: For the purpose of the extra service pay only, the school year will be defined as running from September 1, through June 30. Therefore, options for extra services pay must be chosen prior to September 1. In the case of employees newly hired to perform an extra-services contract, the pay period option must be chosen prior to the first pay period following the full executed extra-services contract.

Subd. 3. Termination of Salary: Teachers who resign or are terminated for just cause at the conclusion of a regular school year shall be paid in full on or before June 30. Fringe benefits for these same employees will cease on June 30, unless they have taught a full year as specified in Article X, Section 2 and 8. Health insurance benefits for these employees will terminate on August 31. "Fringe benefits for employees who have taught a full year as specified in Article X, Section 2 and 8, will terminate on August 31."

Subd. 4. Benefits Following Termination: Any eligible teacher terminating employment with the school district may continue to receive hospitalization, medical and surgical health insurance, life insurance and dental insurance until he/she becomes re-employed by the same or another employer, or for a period of eighteen (18) months after the district stops payment of benefits, whichever is shorter, provided the full cost of said benefits shall be paid on a monthly basis by the teacher who terminated employment. (Except as noted in Article X, Section 5 and Article IX.)

Subd. 5. Retirement Salary Payment: Teachers who have given at least a two month notice prior to retirement or resignation shall have the remainder of their yearly salary paid on the next scheduled payroll date following their last teacher duty day.

Subd. 6. Failure to Give Notice: Teachers who fail to give notice pursuant to Subd. 5 above, of their retirement or resignation shall have ~~\$250~~1% of their gross annual pay deducted from their final paycheck as liquidated damages to partially cover the school district's recruitment cost. This shall not apply to individuals who must retire or resign for medical reasons. The District may waive this penalty at its discretion. Refer to Article IX, Section 2.

Section 6. Substitute Teachers Pay:

Subd. 1. Long-Term Substitute Teachers: Long-Term Substitute teachers employed by school board action for thirty-one (31) or more days shall be placed on the Salary Schedule as per this article of the Teachers Master Agreement beginning with the teacher's first duty day.

Subd. 2. Daily Substitute Teachers: Daily substitute teachers who are properly licensed and work thirty-one (31) days or more for the same teacher shall be paid beginning with the thirty-first duty day, under the terms of the regular Salary Schedule as per this article. The District may grant any step level on the Teacher Salary Schedule.

Subd. 3. Substitute Retro Pay: In the event that the District cannot pre-determine if a substitute is needed for more than 30 days for the same teacher, and the substitute works for 31 or more days, the substitute shall be placed on the salary schedule with all benefits guaranteed in this master agreement on the 31st day and shall receive retro-active pay for the initial 30 days.

Section 7. Part-Time Teachers Pay: Teachers employed by school board action for less than the basic teacher duty day shall be paid on a pro-rata basis for regular instructional days as per the school calendar. They will work and be paid on a full-time basis for all other teacher contract days as designated on the school calendar; i.e., District in-service and workshop days, conference/registration days, pre-approved in-service days. In the Cloquet Area Alternative Education Program (CAAEP), use of conference days will be determined by the building administrator. Teachers employed less than two (2) instructional periods per day in the CAAEP will receive one (1) workshop/in-service day.

Section 8. Part-Time Teachers Substitute Pay: Part-time teachers regularly employed under contract with Independent School District No. 94 shall be paid a rate equal to \$25.00 per day (\$12.50 per half-day) more than the daily rate for substitute teachers who are not employed under contract with the District. This pay rate shall be effective for substitute work done after October 15, 2009.

Section 9. Teachers Longevity Pay: Teachers shall receive additional pay during their years of service as specified in the chart below. Years of service will be defined as according to Section 3, subdivision 6 of this article.

<u>Year of Service</u>	<u>Longevity Pay</u>
<u>11-15</u>	<u>\$ 500</u>
16 - 20	\$ 1,000 500
21 - 25	\$ 1,250 750
26 - 30	\$ 1,500 000
31 - +	\$ 1,750 250

For instance, a teacher starting their 11th year of service will be on step one of this schedule.

ARTICLE VIII - I EXTRA COMPENSATION

Section 1. Extra-Curricular Schedule: The wages and salaries reflected in Schedule C and Schedule D, attached hereto, shall be a part of this Agreement and shall apply to all services, which are part of the ~~2023-19-2025~~ school years and continue until modified.

ARTICLE VIII – II STUDENT CONTACT GROUP ACTIVITIES REVIEW SCHEDULE C

Section 1. Selection of Committee Members:

- EMC Representative - Chairperson
- Activities Director
- Administrator
- School Board Member
- Athletic-Activities Coach*
- Non-Athletic Activities Coach*

*Selected by EMC considering input from involved staff.

Section 2. Committee Meetings and Responsibilities: The Student Contact Group Activities Review Committee shall meet beginning in November of each even-numbered year beginning in 1990 for the purpose of reviewing and hearing adjustment to the Student Contact Group Activities Schedule C. Only those student group activities listed under Schedule C are eligible for review. Positions not listed in Schedule C will be listed in Schedule D. ~~Due to the pandemic in the 2020-2021 school year, the committee will meet in November 2021.~~

The Committee will meet as needed to address additions or deletions to Schedule C.

Section 3. Changes and Adjustments to Schedule C:

Subd. 1. Addition and Removal of Schedule C Positions:

Positions may be added to or removed from Schedule C by using the following procedure:

1. Present to and receive approval of the building principal.
2. Present to and receive approval of the superintendent.
3. Present to and receive preliminary approval of the School Board.

4. Present to Schedule C Committee for the purpose of establishing salary.
5. Receive final approval of the School Board.

Subd. 2. Expansion and Reduction of Schedule C Positions:

Positions may only be expanded beyond or reduced from Schedule C by using the procedure in Subd. 1 of Section 3 of this Article. A Schedule C position shall be considered for expansion or reduction if one of the following criteria is met:

1. The points increase or decrease by 20% or more in a year.
2. An advisor/coach requests that a position be expanded or reduced.
3. The School Board expands or reduces a position.
4. The State High School League or similar governing agency expands or reduces a position.

Subd. 3. Costs: The cost increase incurred by the addition or expansion of a Schedule C position shall be the responsibility of the school district. The cost reduction from the removal or reduction of a Schedule C position shall revert to the school district.

Section 4. Review Procedure:

Subd. 1. Review Form: The "Schedule C Review Form" must be completed and returned to the Schedule C Committee chairperson by November 1 of each even-numbered year. Forms will be available in each building.

Subd. 2. Hearing: The Committee shall meet to hear all reviews. Advisors/coaches directly related to the review have the right to be present at the hearing and to present their review to the Committee.

Subd. 3. Decision: The Committee shall decide all reviews by April 1 of each odd-numbered year and provide a written statement of the reasons for accepting or rejecting, all or in part, the review for adjustment.

Section 5. Criteria and Points: In determining salaries for new Schedule C positions and for the purpose of reviews, the following criteria and point values shall be used:

1. Length of Season: (1 week = .5, 20 hours = .5, 20-25 hours = 1 week)
2. Number of Appearances:

0 - 5 = .5	etc., with each additional
6 - 10 = 1.0	5 appearances worth .5 to
11 - 15 = 1.5	a maximum of 4 points
3. Number of participants per coach:

1 - 10 = .5	
11 - 20 = 1.0	etc., to a maximum
21 - 30 = 1.5	of 3 points
4. Vertical Control System (number of grades):

1 - 3 = .5
4 = 1.0
5 - 6 = 1.5
5. Equipment Responsibilities: (from 0, .5, 1.0, to 1.5 maximum)
6. Public Relations: (from .5, 1.0, to 1.5 maximum)
7. Working Conditions: (from 0, .5, to 1.0 maximum)
8. Planning Time/Scouting: (from .5, 1.0, 1.5, to 2.0 maximum)
9. Community Pressure: (from 0, .5, 1.0, 1.5, to 2.0 maximum)
10. Number of Assistants: (1 - 2 = .5, 3 - 5 = 1.0, 6+ = 1.5)

ARTICLE IX - RETIREMENT INSURANCE BENEFITS and 403(b)

Section 1. Eligibility for Board Contributions to a 403(b):

All teachers who have not been grandfathered into the Early Retirement or Severance Pay Plans shall be eligible for the 403(b) plan.

Subd. 1. 403(b) Employer Matching Plan: The District shall implement an Employer Matched 403(b) Tax-Sheltered Annuity Plan, as allowed under Minnesota Statute (M.S.) 356.24 as amended. Employer matching contributions shall be directed to insurance companies approved by the Minnesota State Board of Investment. The plan shall comply with I.R.S. Code, 26 U.S.C. Sec. 403(b). Part-time teachers working half-time (.50) or more may participate on a pro-rata basis in the plan. Retired teachers who have been rehired by the school district are not eligible for employer contributions.

Subpart 1. Cap: Beginning July 1, 2024, there shall be a lifetime per teacher cap of \$5045,000 on District contributions.

Subpart 2. Match: Effective July 1, 2024, the yearly matching amounts paid by the District shall be limited to a maximum amount as follows:

<u>YEARS</u>	<u>MAXIMUM ANNUAL MATCH</u>
1-3	No match*
4-6	\$900750
7-10	\$1,400250
11-15	\$1,900750
16-20	\$2,150000
21+	\$2,400250

District matching amount shall match teacher’s contributions on a dollar for dollar basis up to the applicable maximum amount allowed under this Agreement.

* Teachers achieving tenure within the district during the initial three years of employment will receive a \$250 maximum match each year after tenure is achieved until reaching year 4.

For 2023-2024, language from the previous contract remains in effect.

Subd. 2. Plan Year: The plan year shall be from September 1 through August 31.

Subd. 3. Participation: An eligible teacher must make application for participation by September 1 of each school year. Once an eligible teacher elects to participate in the plan, said election is irrevocable for that school year and will continue each subsequent school year unless modified by the teacher by the September 1 deadline. This provision relates to an eligible teacher’s willingness to participate in the plan and in setting the monetary amount of participation in the plan. Once the election is made, the teacher must participate in the program at the same rate for that school year unless the teacher is granted an unpaid leave or a sabbatical leave, in which case he/she may not participate in the matching program until the teacher returns to half-time (.50) or more service.

Subd. 4. Reduction in Assignment: In the event a participating teacher's assignment is reduced from full-time to part-time during the school year, the teacher must continue participation at the same rate for the remainder of the school year.

Subd. 5. Part-Time Teachers: Part-time teachers, defined as teachers working half-time (.50) or more, but less than full-time, shall be allowed to participate on a pro-rata basis in the 403(b) Employer Matching Plan. Part-time teachers must meet the eligibility requirements for participation in the plan. The lifetime cap and the yearly matching amounts paid by the District shall be reduced on a pro-rata basis equivalent to the percentage of employment of that part-time teacher.

Subd. 6. Teacher Auto Enrolled: All teachers hired after January 1, 2020 will be automatically enrolled in a voluntary 403(b) plan after the thirty (30) day opt-out timeframe. New teachers opting into the plan will receive credit for the first thirty (30) days. Teachers hired as long-term substitutes will not be automatically enrolled. Twenty (\$20.00) dollars will be deducted per pay period and contributed into a 403(b) account that requires no annual, withdrawal or transfer fee, managed by a vendor to be selected by EMC from the district approved vendor list. The vendor will be the responsible Fiduciary of the default investments. A teacher can opt out of the plan within 30 days of his/her official start date and withdrawals will be returned to the school district and added back into the teacher's paycheck. Following the opt out period, any changes made by the teacher will not go into effect until the following 403(b) plan year. Teachers may transfer the account to any of the qualified investment companies listed in the Employer 403(b) Plan Document Adoption Agreement.

Section 2. Eligibility for Retirement Insurance Benefits:

Subd. 1. Full-time Teachers: Full-time teachers, whose first day of duty was before July 1, 2010, (i.e. teachers whose hours of service constitute the basic teacher's duty day as defined in this Agreement who have worked for a minimum of ninety-five (95) consecutive days), and who have completed at least ten (10) years of continuous service with the District prior to retirement (or after serving ten (10) consecutive years as a full-time teacher, has assumed a part-time teaching position) and who are at least fifty-five (55) years of age, shall be eligible for retirement benefits. An eligible teacher wishing to receive retirement insurance benefits must submit a written resignation for retirement purpose to the School Board at least two months prior to his/her retirement date. At the sole discretion of the District, the District may waive this timeline for the notice of resignation for retirement. Part-time teachers: who have worked a minimum of ninety-five (95) consecutive days, have completed at least ten (10) years of continuous service with the District prior to retirement, who are at least fifty-five (55) years of age, and who work .8 FTE or greater shall be eligible for retirement benefits on a pro-rated basis. Refer to Article VII, Section 5, Subdivision 6.

Subd. 2. Retirement Benefits: Benefits provided in Article X, Section 2 of this Agreement, except long-term disability benefits, shall be provided to eligible teachers who retire from employment with the school district.

Subpart 1. Health Insurance Cost: For retired teachers from the age of fifty-five (55), and whose first day of duty was before July 1, 2010, until qualifying for Medicare, the school district will provide health insurance benefits at the same District premium and Health Retirement Account (HRA) or Health Savings Account (HSA) contributions as per this contract stated in Article X, Section 2, Benefits A. Future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until the teacher qualifies for Medicare. The application of the premium to be paid by the school district shall be for the teacher's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

Subpart 2. Coordination of Coverage: Any teacher who retires after January 1, 2008, or their spouse, will be required to select a Medicare supplemental medical insurance plan that has been offered by the district

(i.e., Health Partners Freedom Plan) when they reach Medicare age as defined in accordance with M.S. 471.611, Subd. 2 (2010), as amended if they wish to continue to participate in any of the school district's group health plans. This will include any supplemental plan offered through the District carrier, such as the Freedom Plan, or outside the District.

Subpart 3. Benefit: Employees who are eligible to receive retirement health insurance benefits shall receive those benefits according to the following guidelines: Eligible retirees shall receive their specified benefits until they qualify for Medicare. Eligible retirees shall receive, upon retirement, a dollar amount paid toward their medical insurance plan that is equivalent to the dollar amount of benefit contribution they received during their last year of employment. This dollar amount of benefit includes district contributions to their insurance premium and district contributions to their HRAs or HSAs. This does not include amounts paid to the Post-Retirement Health Care Savings Plan (PRHCSP) administered by the Minnesota State Retirement System (MSRS). Any increases or decreases in premium after retirement shall be split equally between the district and the employee. Employees who retire prior to September 1, 2011 do not have an HRA or HSA benefit paid by the district.

Subpart 4. Changing Plans: Employees wanting to make changes to plans after retirement may do so under the limitations listed below:

These limitations may be overruled and invalid based on changes to law and based on the restrictions currently in force by the health insurance provider for the school district. In general, changes can only occur during the open enrollment period or because of a life event as defined in Minnesota State Statutes.

1. If retired employees change insurance coverage from individual to family, they shall pay one hundred percent (100%) of the dependent premium.
2. Retirees may choose to change from family to single coverage within the same plan option at any time.
3. If a retiree does make a change to their coverage, the application of the premium to be paid by the school district shall be for the employee's coverage that was in effect at the time of retirement. For example, a retiree on the family High Deductible Health Plan (HDHP) 1350/2700 plan could choose the single 3375/6750 HDHP plan. If that becomes the case, the benefit paid by the district shall be calculated to be as if the retiree had retired on the single 3375 High Deductible Health Plan (HDHP) plan. Future increases or decreases in premium shall be shared equally by the retiree and the district.
4. This section applies only to retirees who retired prior to September 1, 2011; they will have a one-time option to change their plan to a higher deductible plan. That choice has to be made effective September 1, 2011. Thereafter, retirees can only change coverage from family to single within that plan or move to a supplement such as the Freedom plan when they are Medicare eligible. If that choice is made to go to a higher deductible, the employee shall take their current amount of paid benefit for which they would have qualified for under the Choice 500 plan had they chosen to stay with that plan or their amount of benefit qualified for at retirement, whichever is greater. Thereafter, increases/decreases in premium costs shall be born equally between the retiree and the district.
5. Retirees who retired after the 2011 – 2012 school year will have a one-time option to change plans. An example of changing a plan would be to go from the HDHP 1350/2700 to the HDHP 3375/6750. If an employee changes plans, the amount of benefit paid by the district, including HRA/HSA contributions, will be the same as if the retiree had retired with that plan change and

had realized all of that plan's corresponding benefits adjustments and changes in employee's financial responsibility since retirement. For retired teachers from the age of fifty-five (55), until qualifying for Medicare, the school district will provide health insurance benefits at the same District premium and HRA or HSA contributions as per this contract stated in Article X, Section 2, Benefits A. Future premium costs and increases exceeding the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until the teacher qualifies for Medicare. The application of the premium to be paid by the school district shall be for the teacher's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

6. Beginning with the 2012-2013 school year, during the health insurance open enrollment period just prior to their retirement, retirees may choose to go to a lower cost plan than their current coverage if that plan was part of the District's insurance offerings during their last year of employment. Future increases in premiums will be split 50/50 from the level of benefit that was in effect for their new plan during their last year of employment. Some examples follow. An employee on the Choice 500/1000 family plan or single plan could elect to take a single HDHP 1350/2700 single plan. If that person was on the Choice 500 single plan, he/she could not enroll in the family 1350/2700 HDHP plan without paying the full cost of the dependent premium. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

Miscellaneous Questions and Answers:

Q: Can I change my health plan during open enrollment of my last year of employment?

A: Yes, only if the cost to the District is less than the previous plan.

Q: After I retire, how many times may I change plans?

A: You have a one-time option to change to a lower cost plan. This must occur during an open enrollment period or because of a life event. If you change plans during the open enrollment period of your last year, this does not count as a change.

Q: Does changing my status from family to single count towards my one-time option after retirement?

A: Not if you stay with the same plan.

Q: May I change from single to family after retirement?

A: Yes, but you will have to pay the total cost of the difference.

Q: After my retirement, may I change to a new plan which was not in existence at the time I retired?

A: No.

Q: After my retirement, may I ever change to a plan that is more expensive?

A: No, unless that plan is terminated by the Health Insurance company and is no longer offered. Then the next closest cost option would be available.

Q: After my retirement, if I change my status from family to single and change my plan from Choice 500 to HDHP 1350 does that count as my one-time option?

A: Yes.

Subd. 3. Dental and Life Insurance Cost: Dental insurance premiums and life insurance premiums shall be one hundred percent (100%) paid by the retired teacher.

Subd. 4. Effect of Termination: Retirement insurance benefits shall be paid by the District but shall not be granted to any teacher who is discharged by the District pursuant to M.S. Sec. 122A.40, et. seq. (or successor statutes).

Section 3. Eligibility for Post-Retirement Health Care Savings Plan:

Subd. 1. Full-Time and Part-Time Teachers (i.e. teachers whose service is a minimum of ninety-five (95) consecutive days): Teachers whose first day of service was on or after July 1, 2010, shall be eligible for an annual District contribution to the teacher’s account in the PRHCSP managed by the MSRS. Teachers whose first duty day was on or after July 1, 2005, and before July 1, 2010 may opt out of the retirement insurance benefits specified in Article IX, Section 2, Subd. 2. Teachers not covered by retirement insurance benefits shall receive contributions to the PRHCSP according to the schedule listed in Article IX, Sec. 3, Subd. 5.

Teachers opting out of the retirement insurance benefits prior to March 31, 2010, shall receive the full year of PRHCSP benefits for which they are qualified to receive. After March 31, 2010, teachers opting out of the retirement insurance benefits shall have their contributions to the PRHCSP made monthly at a rate of 1/12 of the annual amount for which they are eligible to receive. At any time after January 31, 2011, teachers may change from the post-retirement health insurance benefit to opt for the PRHCSP contribution. This change may only be made one time. Payments to the PRHCSP will not be retroactive beyond the year during which the change is made. Teachers may not opt to change benefits from the PRHCSP to the post-retirement health insurance benefit.

Subd. 2. Contributions: Contributions shall be paid monthly at a rate of 1/12 of the annual amount for which teachers qualify to receive.

Subd. 3. Part-time Teachers: Section three benefits will be prorated for part-time teachers according to their FTE.

Subd. 4. Cap: There shall be a lifetime per teacher cap of \$40,000 on District contributions.

Subd. 5. Amount of the District’s Contribution: Effective beginning with the 2010-11 school year, the District will make an annual contribution to a teacher’s account in the PRHCSP managed by the MSRS in an amount based on their years of service to the Cloquet School District in accordance with the following chart:

Maximum of \$40,000 lifetime contribution.

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

Example of interpreting the above chart: Beginning their fourth year with the school district, teachers will be eligible for a \$500 benefit, prorated according to FTE.

Subd. 6. Death of Employee. Upon an employee’s death, contributions owed but not yet paid to the HCSP will be paid to the beneficiary.

Subd. 7. Provisions. Should any one or more provisions of Article IX be ruled invalid, the remaining provisions of each section would be severable and remain in full force and effect.

Section 4. Provisions: Should any one or more provisions of Article IX be ruled invalid the remaining provisions of each section would be severable and remain in full force and effect.

ARTICLE X - BENEFITS

Section 1. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 2. Benefits: The school district shall make available to all teachers whose hours of service constitute the basic teacher's duty day as defined in this Agreement for a minimum of one-half (½) of the teacher duty days in any contract year rounded down to the nearest whole number or any teacher who is under contract as a long-term substitute for a period of 90 days or more, benefit plans as listed below. The defined health insurance plans shall be adopted according to Minnesota law. See 471.6161 GROUP INSURANCE; GOVERNMENTAL UNITS.

A. Hospitalization, Medical, and Surgical Coverage:

Subd. 1. Employee/School District Premium Share: Effective September 1, 2015, hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees with the District bearing the costs as listed in the District's adopted health insurance plan. The 2019-2020 insurance rates are attached on page 38.

Subd. 2. Premium Increase/Decrease: Adjustments for Plan Cost Changes: In the event the single or dependent premium increases/decreases (from the September 1, 2011 premiums) the District and the employee will share in the insurance plan increases/decreases as follows:

- a. Dependent Coverage: The district and employee will share the increases or decreases in premiums equally.
- b. Single Coverage: For any amount of premium over \$8,000, increases or decreases in the premium shall be 80% district responsibility and 20% employee responsibility.
- c. Employees may opt for different plan coverage during the open enrollment period each year.

Subd. 3. Dependent Benefit Coordination: The following section will be administered in accordance with applicable rules and regulations governing coordination of benefits. If an employee's dependent is entitled or would be entitled if enrolled, to have any part of the cost of eligible medical-surgical, hospital, major-medical, and dental services, and supplies paid by the dependent's fully employer-paid insurance plan, even though the dependent does not enroll in the plan or waives or fails to claim benefits under the plan, the Cloquet School District insurance plan will provide secondary coverage only. The amount furnished under this Article shall be reduced so that the total amount paid under this contract and the dependent's fully employer-paid insurance entitlement does not exceed the total charges for covered benefits.

Subd. 4. Singles: Effective September 1, 2005, if an employee chooses a single health plan, the District will contribute \$75.00 per month into a Post-Retirement Health Care Savings Plan (PRHCSP) managed by the Minnesota State Retirement System (MSRS).

Effective September 1, 2011, employees eligible to receive group insurance benefits but who choose not to do so shall receive \$75.00 per month into a PRHCSP managed by the MSRS.

Upon an employee's death, contributions owed but not yet paid to the PRHCSP will be paid to the beneficiary.

Subd. 5. Dependents: An employee with a dependent is eligible for coverage of the dependent provided the dependent is not an employee of another employer receiving insurance benefits from said employer as follows:

- a. Cash instead of health insurance, or
- b. Some type of credit toward the purchase of some other employee benefit instead of health insurance, or
- c. Cash in addition to selecting health insurance with a deductible of \$750.00 or more instead of a plan with a smaller deductible.

Subd. 6. Eligible Spouse: If a married couple works for the district and are both eligible for district health insurance coverage, the options shall be as follows:

- a. Two single plans, or
- b. One family plan. If enrolled in a family plan, the family premium paid by the employee shall be \$1950 less than the amount paid by other family policy holders if the family is enrolled in an HDHP. The employee carrying the insurance will receive a \$750 contribution to their HSA.
- c. In the case of married employees in which one has a fully paid district provided health care plan, the spouse will receive \$600 in PRHCSP. Enrollment in a single plan and a family plan will not be allowed. These benefits shall be prorated according to FTE.
- d. Spouses choosing the reduced family premium option described in the District's insurance plan will not be eligible for the extra \$600 MN PRHCSP contribution.

B. Health Reimbursement Account (HRA)/Health Savings Account (HSA):

Subd. 1. Introduction. Employer shall make an HRA/HSA arrangement available subject to the terms of this agreement for eligible teachers, herein referred to as "Employees." Procedures and rules for High Deductible Health Plans (HDHP) are part of the district's policies and procedures.

Eligible Employees who enroll in the HDHP, Employer and Employee shall share in the costs of the plans as listed in the Attachment – 2019-2020 Health Insurance Costs on page 38.

C. Life Insurance: Life insurance shall be provided at school district expense in an amount of \$50,000 to each teacher.

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

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

Subd. 2. Cost: The salary of each teacher shall be increased by the cost of his/her long-term disability premium.

E. Dental Insurance: Effective October 1, 2005, dental benefits will be paid by the school district at a premium rate of \$26.80 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of \$46.78 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay for the

additional costs of premiums for the term of this contract only. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Section 3. Part-Time Teacher Benefits: Hospitalization, medical and surgical coverage, life insurance and dental insurance benefits shall also be made available to teachers working half-time or more. For teachers working half-time or more, but less than full-time, the school district shall contribute a pro-rata portion of the school district's costs of these benefits for full-time teachers.

The school district will contribute its share of the benefit cost only when an eligible teacher elects to participate in a given benefit and agrees to pay their portion of that benefit cost through payroll deduction. Long-term disability benefits shall be made available to teachers working half-time or more at teacher expense.

Section 4. Benefits During Leave: Unless otherwise prohibited in this Agreement, the school district shall make available to all full-time teachers who are on approved leave of absence, benefit plans provided in Article X, Section 2, of this Agreement, provided that the full cost of said benefit plans shall be paid by the teacher on leave of absence, except that all benefits specified under the Family Medical Leave Act (FMLA) shall be available to teachers whose leave is granted under FMLA.

Long-term disability benefits are available at the teacher's expense up to one (1) year from the effective date of the leave. Extension of long-term disability benefits after one (1) year is not available if additional leave time is granted.

Section 5. Dependents of Deceased Teacher: Dependents of a deceased teacher, who at the time of death is eligible for benefits, provided in Article X, Section 2, of this Agreement, shall continue to be eligible for dependent hospitalization, medical and surgical benefits until the date coverage for your dependents would otherwise terminate under the insurance company's contract. The contribution benefit, to be provided at school district expense up to one (1) year, shall be that amount, which is applicable under Article X, Section 2, A.

Section 6. Benefits Following Termination: Any eligible teacher terminating employment with the school district may continue to receive hospitalization, medical and surgical health insurance, life insurance, and dental insurance, until he/she becomes re-employed by the same or another employer, or for a period of eighteen (18) months after the District stops payment of benefits, whichever is shorter, provided the full cost of said benefits shall be paid on a monthly basis by the teacher who terminated employment. (Except as noted in Article X, Section 5 and Article IX.)

Section 7. Benefits for Teachers on Long-Term Disability: The school district shall make available to eligible teachers who qualify for long-term disability benefits, insurance benefit plans provided in Article X, Section 2, of the Agreement, provided that the full cost of said benefits shall be paid by the teacher on long-term disability.

Section 8. Duration of Annual Health Insurance Benefit: Employees shall be entitled to a full year of health insurance benefits if they work the full contracted school year for teachers, as specified in Article XIV, Section 1.

ARTICLE XI - SICK LEAVE

Section 1. Sick Leave: On the first duty day of each school year, teachers shall be credited with their current allotment of sick leave days according to the following schedule:

- a. Beginning July 1, 2024, Ffor the first three years of employment, teachers shall earn sick leave at a rate of 1215 days per year. The first year of employment (one year) shall be counted for any teacher hired between July 1 and June 30 of a given school year. For 2023-2024, language from the previous contract remains in effect.
- b. Starting year four, teachers shall be credited with 103 days of sick leave.

c. Teachers shall accumulate sick leave according to the following schedule:

1. On the first teacher duty day of each school year, teachers shall be credited with their current allotment of sick leave.
2. As of July 1, 20~~24~~¹³, sick leave accumulation will be ~~unlimited~~^{capped at 100 days}. ~~For teachers whose sick balance is above 100, the days above 100 will be transferred and maintained in a personal sick leave bank until their retirement.~~ Teachers initially employed after September 1, shall be allowed one and one-~~third~~^{half} (1-1/~~3~~²) days of sick leave for each month of continuous employment during the first year but not to exceed ~~125~~ days. Example: A teacher initially employed on October 1 will immediately be credited with ~~twelve-ten~~^{and two thirds} (10 ~~2/3~~^{1/2}) days of sick leave which is equivalent of 1-1/~~3~~² days times an eight (8) month contract.
3. For teachers working less than full-time, sick leave shall be pro-rated, i.e., a teacher who qualifies for ~~125~~ days of sick leave but only is working three-eighths time will receive ~~twelve-fifteen~~ (1~~25~~) three-eighths days while that teacher, if working (3) full days per week, would receive ~~seven and two tenths~~^{nine} (7.~~29~~) (.6 x ~~1245~~) days according to FTE.
4. At the conclusion of the contract year, when the cap of 100 days of sick leave is reached, a teacher may cash out the unused portion of the current year's new allocation of sick leave days at a rate of \$120/day.
 - a. Example – Teacher A enters the school year with 100 days of banked sick leave. S/He is allocated 10 new days of sick leave at the beginning of the school year. S/He uses 4 days of sick leave during the school year and has 6 sick leave days remaining from the current year's allocation when the contract year ends. The teacher is already at the capped leave amount and may cash out the 6 days of unused leave from the current year's new allocation. The max buyout in any given year is the new allocation of 10 days.

d. This benefit does not apply to long-term substitutes working less than one-half year.

Subd. 1. Sick Leave Bank: At the beginning of the 1975-76 school year and for the next one (1) year thereafter, each teacher shall contribute one (1) day of sick leave allowance to a common sick leave bank to be administered by the superintendent and Education Minnesota – Cloquet representative. The total at the end of this two-year period shall constitute the maximum for the bank. No further deductions shall be made until the balance in the bank is reduced to less than the total number of teachers employed for that school year. In the event that this action becomes necessary, one (1) day will be deducted from each teacher's sick leave during any month the balance in the bank is reduced to less than the total number of teachers employed for that school year. Although the total may not equal the beginning maximum, no further deductions shall be made until the total is again reduced to less than the number of teachers employed for that school year. New teachers will be assessed one (1) sick day to be deposited into the sick leave bank on their first day of employment from their yearly allotment.

Purpose: The purpose of the Sick Leave Bank is to provide additional sick leave to those teachers who have exhausted their sick leave and have a catastrophic/long term illness, or accident necessitating an extended absence. Teachers may draw sick leave days from the sick leave bank up to sixty (60) school days per school year, or until they are eligible for long-term disability benefits, whichever is less. The limits identified in the previous sentence are per catastrophic, long term illness, or accident. In any year in which a teacher has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank, shall be one (1) day and a physician's certificate shall be completed in accordance with procedures outlined in Article XII, Section 5, Subd. 3., of this Agreement. Participation in the sick leave bank is limited to teachers working one-half time or more who have long-term disability insurance coverage for the pro-rata portion of the day for which they are employed. New teachers shall have a ninety (90) school day waiting period before being eligible to use the sick leave bank.

Teachers who use the sick leave bank shall pay those days back to the sick leave bank at a rate of 1/3 of their yearly allotment of sick days. This payback shall occur at the beginning of the school year. For instance, if the yearly allotment is 15 sick leave days, a teacher would pay five (5) days back to the sick leave bank per year until payback is achieved.

Application Process: Applications shall be in writing to the Superintendent. Verification by the attending physician will be provided in writing with the application. The sick leave bank committee comprised of the Superintendent and at least two (2) EMC members will review the application. If an application is denied, the applicant may ask for a review of its initial determination. At the time of application to the sick leave bank a teacher must apply for long term disability (LTD), in accordance with LTD carrier guidelines unless waived by the sick leave bank committee. The total number of days that may be withdrawn from the sick leave bank at any one time shall be up to sixty (60) days per school year, or until they are eligible for long-term disability benefits, whichever is less, per event. The limits identified in the previous sentence are per catastrophic, long term illness, or accident. The teacher shall not be eligible for the sick leave bank if he/she refuses to apply for LTD within thirty (30) days of receiving the forms from the District.

Qualifications: To qualify as a catastrophic/long term illness, or accident for the purposes of this sick leave bank provision, the teacher must have exhausted their personal sick leave accrual, any available paid leave, had six (6) continuous absences without pay, and had:

- a. An accident with major injury causing absence by the teacher over an extended period of time and is substantiated in writing, or
- b. A serious illness/accident causing absence by the teacher over an extended period of time and is substantiated in writing not including normal pregnancy or childbirth recovery, or
- c. A serious and recurring illness causing periodic absence over an extended period of time and substantiated in writing.

Exemptions:

- a. Except for FMLA or medical leave, teachers on leave are not eligible to access the Sick Leave Bank.
- b. A teacher who is collecting benefits from long term disability or workers compensation will not be eligible to access the Sick Leave Bank.
- c. Teachers who are working less than full-time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed.
- d. New teachers who have been employed less than ninety (90) school days.

~~Subd. 2. Sick Leave Incentive: See MOU on page 37.~~

Subd. 23. Defined: Sick leave with pay shall be allowed whenever a teacher'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 a teacher's absence is due to the serious illness and/or the temporary disability of the teacher's spouse, adult children, or parent.

Note: 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, stepsibling, 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.

Subd. 34. Notification: If misuse of sick leave is suspected, the building principal and EMC will meet with the teacher, and at the teacher's option, another representative. After this meeting, the principal may ask the teacher for a medical certificate from a qualified physician at such time as the teacher requests future sick leave for up to one (1) year from the date of this meeting. Failure to comply with this request will result in the leave not being granted.

Subd. 45. Sick Leave for Childbirth, and/or Pregnancy, and/or Adoption: Sick leave for childbirth and/or pregnancy, and/or adoption is granted according to one of the following conditions:

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

ARTICLE XII - LEAVES OF ABSENCE

Section 1. Bereavement Leave; Family:

Subd. 1. Qualification of Days: Bereavement leave will be granted in a case of death in the immediate family, which is defined as teacher's spouse, teacher's parents, step-parents, children, step-children, grandchildren, sister, brother, stepsibling, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse, cousins, aunts, uncles and domestic partners causing the teacher to lose working time. This benefit does not apply to long-term substitutes working less than one-half a year. Time allowed for bereavement is not to exceed the following:

- a. Three (3) scheduled working days if the distance traveled is 400 miles or less one way;
- b. Four (4) scheduled working days if the distance traveled is more than 400, but less than 800 miles one way; and
- c. Five (5) scheduled working days if the distance traveled is more than 800 miles one way.
- d. No less than four (4) scheduled working days shall be allowed in case of death of a spouse or child.

Subd. 2. Additional Leave Days for Bereavement: After the bereavement leave is used as described in subdivision 1, additional days for bereavement may be granted in the order as follows:

- a. Any available emergency leave left, as outlined in Section 2, may be used as extended bereavement leave.

- b. Any available personal days as outlined in Section 3, may be used as extended bereavement leave.
- c. For a second qualifying event in the same school year involving an immediate family member, a teacher may, with administrative approval, be allowed to use up to three (3) sick leave days as extended bereavement leave.
- d. Two (2) additional days of bereavement leave may be taken with a deduction per day equal to the daily salary paid to substitute teachers (benefits not included).

Section 2. Emergency Leave: Three (3) working days per year may be granted with pay with the approval of the building principal for emergencies only as defined below. (Note: This section does not apply to long-term substitutes working less than one-half year):

- 1. Extended Bereavement leave as defined under Section 1.
- 2. Additional bereavement leave not defined under Section 1.
- 3. To attend a funeral of a close friend or non-immediate family – principal permission required.
- 4. Attendance to legal matters, including legal authorities occurring during regular working hours.
- 5. Serious illness in immediate family requiring a doctor visit or hospitalization (immediate family as defined in Section 1).
- 6. Natural disasters at an employee's place of residence which may cause potential structural damage or damage to the contents of the residence.

Section 3. Personal Leave: Beginning July 1, 2024, Each teacher has ~~three (3)~~ (31) working day per year with pay for personal reasons. After three (3) years of continuous service with the school district, teachers will be allowed ~~five (5)~~ (52) working days per year, with pay, for personal reasons. Teachers may carryover one personal leave day per year or be reimbursed. Unused personal days shall be reimbursed at the rate of \$120 per day. If available, one personal day will automatically be carried over unless notification is given to the Business Office by the last contract day of the school year. Any remaining day(s) will be automatically paid to the teacher. For 2023-2024, language from the previous contract remains in effect.

Subd. 1. Criteria: It is understood that Personal Leave may not be approved when the number of bargaining unit members using Personal Leave exceeds ~~510%~~ per day rounding up to the nearest whole number of the building bargaining unit population. The building principal will have the discretion to exceed the 5% cap. For the purpose of determining the number of staff using Personal Leave in any day, a .5 F.T.E. or less is equal to the lower whole number, and an F.T.E. over .5 is equal to the higher whole number.

- 1. The bargaining unit population per building for the school year shall be determined as of the first teacher duty day.
- 2. Personal Leave days may be taken in one-half (1/2) day increments based on substitutes availability.
- 3. Personal Leave days shall apply before deduct of paydays.
- 4. This section is applicable to those teachers working three-eighths (3/8) time or more per contract day for a minimum of one-half (1/2) of the teacher duty days in any contract year rounded down to the nearest whole number.

Subd. 2. Additional Rules and Exceptions: Normally, the following rules apply to personal leave days, unless the superintendent gives a waiver for a teacher in a particular situation:

1. Only ~~twoone~~ (24) Personal Leave days may be taken after April 30th of each school year. Principals may grant permission to exceed this maximum.
2. Personal Leave days shall not be granted on workshop/in-service days or conference days, unless they are being used to extend Bereavement Leave as described in Section 1 or Emergency Leave as described in Section 2.
3. Staff must give prior notification to the building principal three (3) days in advance except in the event of emergencies.

Subd. 3. Teacher Comp. Days: The above stated procedures for use of personal leave days shall be applied to teacher compensation days earned for such things as committee work. The 10% per day stipulation in Subdivision 1 shall include combined numbers of teachers on personal leave and those using comp days.

Section 4. Requested Leave of Absence: Upon request to the school board, an employee may be granted a leave of absence for a period not exceeding two (2) entire school years. A leave of one (1) school year or less will be counted as a full school year leave.

Subd. 1. Eligibility: A leave of absence, when granted, may be for personal health; illness or death in the family requiring one's assistance; for study for advanced degree or new licensure; travel with an educational purpose; care of dependent children (care of infant only); teacher who accepts a part-time teaching position with the Cloquet School District; superintendent-approved public or private sector work experience program; or in lieu of other teachers being placed upon unrequested leave of absence. This shall not limit the right of a teacher to take leaves of absence pursuant to state and federal laws, i.e. FMLA, M.S. 122A.46, etc.

Subd. 2. Compensation: Such leave of absence shall be without any compensation or expense allowance from school district funds and no experience shall be granted on the salary schedule except as defined in Article VII, Section 3, Subd. 6.

Subd. 3. Benefits: A teacher on leave of absence is eligible to participate in benefits provided in Article X, Section 2, of this Agreement, but shall pay the entire premium, unless contrary to state or federal statute, for such programs as the teacher wishes to retain, commencing with the beginning of the leave of absence (see Article X, Section 4). The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the District pursuant to this Section (see Article X, Section 4) unless granted by state or federal statute.

Subd. 4. Exclusions: Teachers on leave of absence are not eligible for sick leave or temporary total disability leave unless granted by state or federal statute.

Subd. 5. Notification of Return: A teacher on a one (1) or two (2) year requested leave of absence must notify the superintendent of schools in writing, on or before March 1 of the ending year of their leave of absence, of their intention to return from leave or if they are requesting an extension of time, from March 1 to March 31. Failure to comply with the deadlines shall constitute a waiver of the right of the teacher for continued employment in Independent School District No. 94. If the teacher is on a leave of absence pursuant to state or federal statute, the notice of return shall be governed by that statute.

Section 5. Temporary Total Disability Leave: The purpose of this policy is to provide an orderly procedure for a teacher who is absent from work due to temporary total disability to be temporarily released from teaching responsibilities. The interests of pupils, continuity of program, and the teacher should be considered in the implementation of this policy.

Subd. 1. Defined: A temporary total disability is defined as the inability of an employee to perform the regular teaching duties because of illness, injury, or pregnancy.

Subd. 2. Notification: When absence from work due to temporary total disability can be predetermined, e.g., pregnancy, a written request for temporary total disability leave of absence shall be forwarded to the superintendent at least forty-five (45) days before the requested date of the leave. The forty-five (45) day requirement will be waived when the request for leave is accompanied by a physician's recommendation.

Subd. 3. Certification: A teacher absent from work for ten (10) consecutive days due to temporary total disability must forward to the superintendent a written statement from a physician certifying inability to resume normal teaching duties; thereafter, such written certification must be forwarded to the superintendent at the end of each fifteen (15) day period that the teacher is absent from work. The fifteen (15) day requirement will be waived when accompanied by a physician's statement certifying the cause and duration of temporary total disability.

Subd. 4. Re-Employment: The teacher will be re-employed when the teacher submits written notice from a physician that the teacher is capable of resuming normal teaching duties. Maximum length of temporary total disability leave will be 12 months but can be extended with mutual agreement between the teacher and the District.

Subd. 5. Re-Instatement: A teacher returning from temporary total disability leave shall be offered a teaching position for which the teacher is properly licensed. The school district will have discharged its responsibility under this Agreement after offering re-employment for the first vacancy that occurs for which the teacher is properly licensed and if the teacher fails to advise the school board within thirty (30) days of the date of notification that a position is available.

Subd. 6. Benefits: Teachers on temporary total disability leave are entitled to all benefits provided in Article X, Section 2 of this Agreement and may apply for sick leave as provided in Article XI, Section 1, of this Agreement.

Section 6. Unrequested Leave of Absence: The school board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave shall be effective at the close of the school year.

Subd. 1. Placement on Leave: In placing teachers on unrequested leave, the school board shall be governed by the following provisions:

- a. In any year in which a reduction of teaching staff is occurring and the school district is placing teachers on unrequested leave of absence, only those certificates or licenses actually received by the superintendent's office for filing as of March 1st of such year shall be considered for purposes of determining lay off within areas of certification for the following school year. A license filed after March 1st shall be considered for purposes of recall but not for the current reduction.
- b. Continuing Contract Teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1 – licensed, Tier 2 – licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in fields in which they are licensed in inverse order in which they were employed by the school district.
- c. Notwithstanding clauses a and b, if either the placing of a probationary teacher on unrequested leave before a teacher who has acquired continuing rights or the placing of a teacher who has acquired continuing contract rights on unrequested leave before another teacher who has acquired continuing

contract rights but who has greater seniority would place the District in violation of the law. The District may retain the probationary teacher or the teacher with less seniority.

Teachers placed on unrequested leave of absence shall be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in fields in which they are licensed. Reinstatement shall be in the inverse order of placement on leave of absence.

- d. If a reduction in number of teachers based on seniority would result in the discontinuance of any College in the Schools courses, the teacher employed in such program may not be placed on ULA and the next senior teacher may be placed on such leave, at the discretion of the school district.
- e. No appointment of a new teacher shall be made while there is available, on unrequested leave, a teacher who is properly licensed to fill such vacancy. When a vacancy occurs, the teacher shall have twenty (20) calendar days from receipt of notification to accept or reject the offer. Rejection of the offer, or failure to respond to the notification of vacancy, if it is equivalent to or exceeds in time previous employment, shall relieve the school district of all re-employment responsibilities. However, if a teacher on unrequested leave is employed at such time as an offer is made and cannot be released in time to accept the offer of re-employment with the school district, he/she shall not lose re-employment rights until the expiration of five (5) years from the teacher's last regular duty day. A written notification from the teacher's current employer shall be sent to the superintendent within twenty (20) calendar days of receipt of the re-employment offer.
 - i. The district will not apply for a Tier 1 or Tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.
- f. A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.
- g. The unrequested leave of absence shall not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service.
- h. The unrequested leave of absence of a teacher who is not reinstated shall continue for a period of five (5) years from the teacher's last regular duty day after which the right to reinstatement shall terminate except as set forth in Article XII, Section 6, Subd. 1-e.

Note: Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment compensation if otherwise eligible.

Subd. 2. Seniority List: By February 1st, the school district, after the execution of this Agreement, shall cause the seniority ranking list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. EMC will have until March 1st to submit any changes to the list due to additional licensure certifications of teachers. The superintendent shall compile a list from District files of seniority by license and Tier level and post a copy in each building where it is accessible to all teachers in the building. Non-tenured substitute teachers who work less than 85 consecutive days and are not already on the seniority list, shall not have the protection of unrequested leave of absence as found in Article XII, Section 6, Subd. 1, of this Agreement and their names shall not appear on the seniority list. However, for those non-tenured substitutes who work 85 or more consecutive days, seniority shall begin with the first actual day worked. Absence due to illness shall not interrupt the 85 consecutive workday period. At the same time, any days missed due to illness shall not be included among the 85 consecutive working days. All non-tenured teachers

who experience a break in service of ten (10) student days or more shall be removed from the seniority list. Authorized leaves and unrequested leaves of absence do not constitute a break in service.

Subd. 3. Mailing Address: Upon being placed on unrequested leave of absence, the teacher shall maintain a current address on file with the superintendent.

Subd. 4. Ties in Seniority: Additions to the seniority list now already established shall be determined by:

- a. Date that the teacher's contract is approved by the school board.
- b. In case of a tie, it shall be determined by the earliest date that a signed contract is received in the Administration Office.
- c. If steps a and b have failed to settle a tie, it will be decided by the date of birth, with the oldest person winning the decision.

Section 7. Association Leave Days: At the beginning of each school year, EMC shall be credited with the number of days as per the following table to be used at the discretion of EMC by teachers who are officers or agents of such for conducting the business of EMC. EMC agrees to notify the school board of its designated representative(s) no less than 48 hours in advance when possible of such leave. Unless extreme circumstances dictate, no more than two (2) persons per day may use association leave. (An example of an extreme circumstance would be a negotiation session scheduled during working hours.)

- 9 Days: Teacher salary and substitute paid by District.
- 5 Days: Teacher salary only paid by District; substitute paid by EMC.
- 5 Days: Teacher salary and substitute to be paid by EMC.

Section 8. Military Leave: Military leave shall be granted to a teacher pursuant to M.S. 471.975 and other applicable law.

ARTICLE XIII - HOURS OF SERVICE

Section 1. Basic Day: The basic teacher duty day shall be eight (8) hours inclusive of a duty-free lunch. Teachers may leave the building during their lunch period.

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

Section 3. Additional Activities: It is inevitable that all licensed teaching personnel will have to share in the supervising and directing of a wide variety of out-of-class activities. The duties are inherent in teaching and assignment of such duties shall be in accordance with past practice.

Section 4. Teacher Preparation Time: All full-time teachers in the District shall have a minimum of 50 minutes per day of preparation time. Two blocks of time may be utilized as long as blocks are a minimum of 25 minutes. Part-time teachers shall have preparation time prorated.

As of July 1, 2015, teachers who volunteer to substitute during their preparation time shall be compensated according to Schedule D. Elementary school teachers who volunteer to substitute during their preparation time will receive the amount listed in Schedule D for each 25-minute block of time they cover. (Refer to Schedule D – Instruction for specific amounts).

Reduced prep time on early release, late start, or days shortened by professional duty schedules such as PLC, SDM work, or in-service schedules will be accepted by EMC as full prep time. Principals will use a collapsed schedule as much as feasible in order to equally reduce classes, sections, or preparation times.

Preparation time shall occur only during the student day. Travel time for teachers teaching in two or more buildings or student supervision periods (study hall) shall not count as or toward teacher preparation time.

Section 5. Teacher Workload: The normal teaching load for secondary classroom teachers in the seven (7) period day shall be five (5) instructional periods, one (1) study hall/supervisory period, and one (1) preparation period, and other assigned duties such as bus duty, homeroom, and the like.

Section 6. Extra Class: As of July 1, 2015, teachers who teach a sixth assignment shall be compensated according to Schedule D or a prorated amount for part years. A sixth assignment will not be made unless the teacher is consulted by the school administration. If the school administration and teacher cannot agree, the matter can be taken to a meeting with EMC and superintendent. (Refer to Schedule D – Instruction, for specific amounts).

Section 7. FTE Calculation: Beginning with the 2007-2008 school year, for teachers in grades 6–12, each class/assignment will be counted as 1/6 of an F.T.E.

Section 8. Study Hall: Scheduled study halls shall be taught by certified teachers.

Section 9. Staffing Study Skills/Supervisory Period at CAAEP: This schedule shall be a seven (7) period day. The process for staffing this schedule and payment for the CAAEP high school staff shall be as follows:

1. **Schedule:** The daily schedule shall include seven periods. A full-time teacher assignment shall include five instructional periods, one (1) study skills assignment/supervisory period, and one (1) preparation period.
2. **Teacher Pay:** Each assignment shall be considered to be 1/6 of an FTE. A preparation period is not considered an assignment.

ARTICLE XIV - LENGTH OF SCHOOL YEAR

Section 1. Teacher Duty Days: Pursuant to M.S. 120A.40, the school board shall determine the number of school days of each school year on or before April 1 of the calendar year in which such school year commences. Teachers shall perform services on those days as determined by the school board, including those legal holidays on which the school board is authorized to conduct school and pursuant to such authority has determined to conduct school. Effective July 1, 2006, the teacher's contract year shall consist of 183.5 duty days. Non-tenured (probationary) shall have 184.5 duty days with no additional compensation. First year, probationary teachers shall have 185.5 duty days with no additional compensation. Effective July 1, 2004, the Principal Pre-Approved In-service Day will be changed to an uninterrupted staff workday prior to the first student attendance day.

Beginning the 2021-2022 school year, early childhood special education teachers will be on a stretch calendar. A "stretch calendar" is defined as a school year calendar from July 1 through June 30 of a given year. This includes keeping the total contract days at the number set in the EMC master agreement (183.5 days).

Beginning July 1, 2021, the stretch calendar system will be fully implemented. The stretch calendar will be created annually by the teacher following guidelines established by the ECSE supervisor/administrator. Said calendar will be approved by the ECSE supervisor/administrator in consultation with the Northern Lights Special Education Cooperative coordinator of early childhood special education.

Section 2. Emergency/Closings: In the event a full student or teacher duty day is lost for emergency closing, make-up of days shall be as follows:

- a. On days the school starting time is delayed, teachers' starting time is delayed correspondingly.

- b. On the days school is dismissed early, the teachers may leave after buses have left.
- c. On days school is canceled, the following procedure will be observed: On the first two days of school closing of the year, teachers will not be expected to report to school. On the third through seventh school closing, teachers will be required to make up the days as student contact instructional days on teacher in-service dates to be predetermined on the calendar. The dates will be determined by administration with input from the calendar committee. Teachers will not have to make up those in-service dates that were used for student contact make-up dates. In the event there are fewer than two in-service days remaining at the end of the school year, teachers will serve two in-service days for the purposes of end of year activities.
- d. In the event the district has a formalized e-learning day plan, teachers will post assignments and be available both online and via phone according to the requirements of the e-learning day plan. E-learning days will count as student contact instructional days.
- e. In the event school is closed for more than seven (7) days in a school year, additional classroom days will be scheduled. The additional dates will be determined by the superintendent.
- f. In the event that school is closed, and student contact days do not have to be rescheduled to be compliant with state law, as determined by the superintendent, missed student contact days will not be rescheduled.

If school is closed by order of the Governor, the day(s) affected by that order will not have to be made up unless required by the Governor or Legislature.

ARTICLE XV – ECFE/SCHOOL READINESS TEACHERS

Section 1. Purpose: This article covers Early Childhood Family Education (“ECFE”) and School Readiness (“SR”) teachers in the bargaining unit.

Section 2. Licensure: ECFE/SR teachers hired after July 1, 2007 must have specific licensure in Early Childhood, Family Education/Parent Education.

Section 3. Salary Schedule: ECFE/SR teachers will be placed on ~~a salary schedule as follows:~~ the following schedule which represents the hourly equivalent of the BA DEGREE lane and steps from the teacher schedule A-1 and A-2. The hourly equivalent is calculated by dividing the annual salary by the product of 183.5 duty days times 8 hours per day. Example – salary/(183.5 days x 8 hours) = hourly rate.

ECFE/SR Salary Schedule (hourly rate):

<u>Years of Service</u>	<u>2021-2022 – 2.45%</u>	<u>2022-2023 – 2.0%</u>
<u>10+</u>	<u>\$32.56</u>	<u>\$33.22</u>
<u>5-9</u>	<u>\$30.42</u>	<u>\$31.03</u>
<u>0-4</u>	<u>\$28.72</u>	<u>\$29.30</u>
<u>Coordinator Rate</u>	<u>\$35.52</u>	<u>\$36.23</u>
<u>Curriculum writing/planning (New hires after 07/01/2004)</u>	<u>\$30.31</u>	<u>\$30.92</u>

ECFE/SR Salary Schedule (hourly rate)

<u>Years of Service</u>	<u>2023-2024</u>	<u>2024-2025</u>

<u>Step 1</u>	<u>\$31.43</u>	<u>\$32.06</u>
<u>Step 2</u>	<u>\$32.24</u>	<u>\$32.88</u>
<u>Step 3</u>	<u>\$33.48</u>	<u>\$34.15</u>
<u>Step 4</u>	<u>\$35.15</u>	<u>\$35.85</u>
<u>Step 5</u>	<u>\$36.53</u>	<u>\$37.26</u>
<u>Step 6</u>	<u>\$38.53</u>	<u>\$39.30</u>

* ECFE/SR Coordinator will receive a coordinator stipend of \$4,500/per year.

* ECFE/SR Childhood Screener - Early Childhood screeners will receive hourly pay at the Step 1 rate of pay.

Section 4. ECFE/SR Prep Time: ECFE/SR teachers will be awarded prep time to be calculated at 30 minutes per instructional class period.

Section 5. Contract Year: The parties agree that the limitations of the EMC Master Agreement terms of duty days, hours, normal school calendar, etc. do not apply to the ECFE/SR teachers hired under this program.

Section 6. Duty Day and Program Time: ECFE/SR teachers' duty days and hours will be set by the ECFE/SR Coordinator subject to approval by the Community Education Director. Each ECFE/SR teacher shall have thirty (30) minutes set up time prior to each class period and thirty (30) minutes take down or reorganization time after each class period. Each teacher shall have an additional sixty (60) minutes organization time twice during the program year.

Subd. 1. Staff Reductions: When the school district concludes that it is necessary to reduce the number of Early Childhood Family Education and school readiness licensed teachers, the release shall be according in seniority order with the least senior teachers being released first but with the following exceptions:

- a. The district can show program justification for departing from seniority.
- b. Appropriate licensure may replace a teacher who is not fully licensed for the teaching assignment.
- c. Once a teacher retires and returns to teach for the district, that teacher's seniority starts over with zero experience.
- d. Minnesota Statutes which may require other procedures for layoff of teaching personnel shall take priority.
- e. When a workload reduction is known ten (10) working days prior to the start of the school year, less senior teachers will be reduced before more senior teachers, unless one of the criteria listed in 1 – 4 in Subd. 1 of this section applies.

Subd. 2. Recall: Recall shall normally be in seniority order with the most senior teachers recalled first, unless one of the criteria listed in a-e in Subd. 1 of this section applies.

Section 7. Scheduling Teachers' Assignments: ECFE/SR teachers' assignments will be during the Community Education Department program year during the times of the day and the days of the week which meet the needs of the community served by the Early Childhood Family Education and School Readiness Program.

Section 8. Scheduling Hours: When contracted hours are changed (increased/decreased) changes will be based upon licensure and seniority of the teacher.

Section 9. Contract Schedules: The ECFE/SR Coordinator will meet with the Community Education Director to plan the teacher's contract schedule. Final approval will be given by the Community Education Director.

Section 10. Seniority: Seniority is defined as the day on which a teacher is hired by school board action. The ECFE/SR teacher seniority list is exclusive to the ECFE/SR teachers. ECFE/SR teachers do not accumulate seniority on the collective bargaining seniority list and vice versa.

Section 11. Tenure and Probationary Period: ECFE/SR teachers are not eligible for tenure in accordance with state statute. ECFE/SR teachers shall serve a probationary period of three (3) years from their first day of actual service. After completion of this period, they may be discharged only for just cause as determined by the school board.

Section 12. Leaves:

Subd. 1. Personal Leave: Beginning July 1, 2024, ECFE/SR teachers will receive time off with pay for personal reasons according to the following formula:schedule:

Based on the K-12 teachers contract 183.5 days times 8 hours a day = 1468 hours/year. 40 hours of personal leave/1468 hours/year = .027 hour of sick time earned per total hours worked.

- For example, a teacher working 25 hours per week for 30 weeks = 750 hour x .027 = 20.25 hours of personal leave for the year.

<u>Weekly Schedule for the ECFE/SR School Year</u>	<u>Personal Time Off – Annually</u>
<u>1 – 7 Hours</u>	<u>Two (2) Hours</u>
<u>8 – 14 Hours</u>	<u>Four (4) Hours</u>
<u>15 – 20 Hours</u>	<u>Eight (8) Hours</u>
<u>21 – 30 Hours</u>	<u>Sixteen (16) Hours</u>

For 2023-2024, language from the previous contract remains in effect.

Personal leave hours shall not be granted on workshop/in-service days or conference days without superintendent approval. Staff must give prior notification to the Community Education Director three (3) days in advance except for emergencies. Unused personal leave hours shall be reimbursed at the rate of \$15.00/hour. Up to four (4) personal leave hours can be carried over to the following year.

Subd. 2. Sick Leave: Beginning July 1, 2024, ECFE/SR teachers shall receive sick leave according to the following formula. Based on the K-12 teachers contract 183.5 days times 8 hours a day = 1468 hours/year. divided by ~~80104~~ hours of sick time/1468 hours/year = .055708 hour of sick time earned per total hours worked.

- For example, a teacher working 25 hours per week for 30 weeks = 750 hour x .055708 = 41.2553 hours of sick time for the year.

For 2023-2024, language from the previous contract remains in effect.

Sick leave may be taken in three (3) hour increments. If approved by the teacher's supervisor, in advance, sick leave may be taken in one (1) hour increments. Any fraction of an hour will count as a full hour. For the purpose of counting sick leave, a 2.75-hour assignment will count as three hours.

If an ECFE/SR teacher works a minimum of 1468~~275~~ hours per year, the teacher shall receive 80 hours of sick leave annually. Teachers qualifying for this sick leave calculation may take their leave in four (4) hour increments.

To begin this new sick leave accounting process, effective July 1, 2015, hours of sick leave balance will be the teacher's normal workday hours x the number of sick leave days in their current sick leave balance. The Community Education Director will determine a teacher's normal workday hours.

Subd.3. Coordinator Vacation: Beginning July 1, 2023, an Early Childhood/SR Coordinator who works a minimum of 48 weeks per year and 1,440 hours per year shall be allowed five (5) days of vacation per year.

Section 13. Benefits: ECFE/SR teachers are eligible for health, dental & life benefits at their own expense if they meet the eligibility requirements of the insurance carriers. ECFE/SR teachers are not required to participate in these insurance plans.

ECFE/SR Teachers are covered by the following Articles of this contract:

- I (Purpose)
- II (Recognition of Exclusive Rep)
- III (Definitions)
- IV (School Board Rights)
- V (Teacher Rights)
- VI (Job Transfer)
- VII (Section 4: Inservice Education; Section 9: Teachers Longevity Pay)
- VIII (Extra Compensation)
- IX (Section 1: Eligibility for Board Contribution to 403(b))
- XI (Section 1, Subd 1: Sick Leave Bank)
- XII Leaves of Absence
 - Section 1 (Bereavement), ECFE/SR teachers will receive leave time for scheduled hours following the guidelines in Article XII, Section 1, Subd. 1 and 2.
Example: An ECFE/SR teacher seeking a three (3) day funeral leave would be compensated for any scheduled work time within the three (3) consecutive days.
 - Section 2 Emergency Leave
 - Section 4 (subdivisions 1, 2, 4, & 5);
 - Section 5 (subdivisions 1 – 5)
 - Section 7 (Association Leave)
- XV (ECFE/SR Teachers)——
- XVII (Teacher Discipline)
- ~~XIX~~ (Grievance)
- ~~XX~~ (Duration)

ECFE/SR Teachers are not covered by the following Articles of this contract:

- ~~VI (Job Transfers)~~
- VII (Basic Schedules and Rates of Pay – Sections not referenced above)
- IX (Retirement Insurance Benefits – Sections not referenced above)
- X (Benefits)
- XI (Sick Leave – Sections not referenced above)
- XII (Leaves of Absence - Sections not referenced above)
- XIII (Hours of Service)
- XIV (Length of School Year)

ARTICLE XVI – SHARED DECISION MAKING AND STAFF DEVELOPMENT

Section 1. Shared Decision Making: The School District and EMC will collaborate with a wide range of educational techniques and reforms and participate in Shared Decision Making (SDM). The school board has

ultimate authority over decision-making and principals make the decisions regarding their building's operations, instruction, staff members, and students. However, the parties to this agreement acknowledge that decisions are stronger and most appropriate when they have resulted from the perspectives and expertise of the individuals and/or groups impacted by those decisions. EMC, the school administration, and school board, when appropriate, will jointly explore changes in structure and procedures that will improve student learning.

The process of collaborating in the implementation of SDM will lead to more open communication, trust, and an ability to problem solve to improve quality and positive results of education in the Cloquet School District.

Subd. 1. SDM Process: The building principal, with help from the site staff development coordinator will coordinate the building SDM process. That process will provide for shared decision making that will encourage staff members' participation in investigating, and implementing, procedures and practices in order to improve educational services and student learning.

SDM will be implemented in each building according to plans and procedures developed by each building's staff and administration. This process will be based on effective and inclusive communications with teachers and perhaps other staff and community members as designed by the buildings. Examples of communications and participation will include such things as building wide staff meetings, designated subcommittees, ad hoc committees, building by-laws or written procedures, distribution of minutes of committees and subcommittees, and email communications.

Each building will establish its own meeting times. Staff participation will be highly encouraged but will be voluntary and will not be used as criteria for evaluation of bargaining unit members. Each building will define and document the decision-making procedures for its own building.

Subd. 2. Site SDM Coordinator: The site SDM Coordinator will be selected by the building principal.

a. Duties and Compensation:

- Attend District Advisory Council (DAC) Meetings.
- Collaborate with the principals to coordinate site SDM and staff development activities.
- Collaborate with the staff and building principals for planning effective PLC work.
- Collaborate with the principal and staff to run site SDM meetings and to achieve effective feedback and communications among the site staff and district administration.
- Track site projects/events/expenses related to staff development.
- Collaborate with the DAC chairperson on completing the annual report.
- Compensation will be in accordance with Schedule D.

Section 2. Staff Development: The school district and EMC agree that through a decision-making process in which a variety of school community members collaborate in identifying problems, defining goals, formulating policy, shaping direction, and ensuring implementations, we can improve our schools. We believe the decisions should be data driven, based on research and best practice, and focus on student achievement and improving teacher instructional practices. The District Advisory Committee (DAC) will provide communication and leadership in continuous improvement that supports the strategic plan.

Subd. 1. DAC Membership:

- a. A chairperson
- b. A site staff development coordinator from each school building
- c. Special education representative
- d. Two (2) EMC representatives
- e. Two (2) school board members
- f. Two (2) principals
- g. Superintendent
- h. Other district level staff as needed or as determined by DAC bylaws

Subd. 2. Duties and Compensation of DAC Membership:

- a. DAC Chair. The DAC chair shall be appointed by the superintendent. DAC duties include the following:
- Chair the meetings.
 - Collaborate with the site SDM coordinators to complete the annual staff development report and then submit that report to the Minnesota Department of Education.
 - Collaborate with the superintendent, principals, and site SDM to help set the agenda for the DAC.
 - Collaborate with DAC membership, administration, and staff to plan for staff workdays, including PLC planning.
- b. EMC Representatives. EMC representatives are selected by the EMC Executive Board.
- Attend DAC meetings.
 - Work with the DAC to help plan and organize staff development activities.
 - Consult DAC on matters pertaining to contractual issues, etc.
 - Collaborate with the DAC chairperson and school administration.
 - Be liaisons for effective communication among staff and administration.
- c. SDM Site Coordinators:
- Collaborate with the principals to coordinate site SDM and staff development activities.
 - Collaborate with the staff and building principals for planning effective PLC work.
 - Collaborate with the principal and staff to run site SDM meetings and to achieve effective feedback and communications among the site staff and district administration.
 - Track site projects/events/expenses related to staff development.
 - Collaborate with the DAC chairperson on completing the annual staff development report as required by MDE.
- d. Special Education Representative. The District's special education representative shall be appointed by the superintendent and school board.
- Attend DAC meetings.
 - Serve as the liaison between the DAC and special education staff.
 - Help plan and organize staff development and SDM/DAC activities.

Subd. 3. Compensation. Compensation for the positions designated in this subdivision shall be paid according to Schedule D in this contract.

Subd. 4. DAC Bylaws: The DAC may annually review and modify its bylaws.

Subd. 5. Staff Development Policy: District Policy 427 addresses guidelines for the District's Staff Development Program.

Section 3. Class Sizes and Caseloads: The district will review and discuss current class sizes and caseloads, including concerns regarding such, with the Executive Board of EMC at scheduled communication sessions. Up to three of these sessions per school year may be scheduled between EMC and the superintendent at the request of the President of EMC.

ARTICLE XVII – PEER REVIEW/MENTORSHIP

Section 1. Mentorship Program: M.S. 122A.40, Subdivisions 6 and 8 provides that a school board and a exclusive representative of the teachers shall develop a peer review process for continuing contract and probationary teachers through joint agreement.

Section 2. Purpose: To develop, improve and support effective teaching practices to improve student learning and success. Mentoring is a structured, non-evaluative support process in which a highly skilled and experienced educator facilitates a colleague's development, with a focus on improving instructional practice.

Section 3. Peer Review Plan: District 94 defines peer review as peer mentorship. Peer mentorship will not be part of the evaluation process. Testimony regarding the mentorship process at any hearing involving teacher employment status will be prohibited. In accordance with M.S. 122A.40, Subdivision 8 –the Mentorship Program will train all mentors and probationary teachers in peer coaching techniques. In order to make coaching effective, opportunities for follow up will be made available to mentors and probationary teachers as requested. Peer coaching can be a valuable tool for professional development and is encouraged as part of each building's staff development plan for the tenured teacher.

Mentoring will orient and provide support for new and transfer teachers to basic programs and procedures; promote increased student learning by increasing new teacher proficiency in classroom management; provide a bridge for new teachers into the existing staff development programs in the district; and provide training for the teacher evaluation and professional growth plan.

Subd. 1. Definitions: **Mentor:** A tenured teacher currently teaching in School District 94 who remains in their regular teaching assignment while mentoring a probationary teacher. The role of the mentor is that of a guide, supporter, advocate, and role model. Mentors are selected in joint agreement with EMC and the school district. Mentors will be paid according to Schedule D.

Mentee: A probationary teacher currently teaching either full or part time in School District 94.

ARTICLE XVIII - TEACHER DISCIPLINE

Section 1. Purpose: This article covers all teachers in the bargaining unit. Members of the bargaining unit being considered for dismissal shall be covered by M.S. 122A.40 as amended.

Section 2. Disciplinary Action:

Subd. 1. Action: All disciplinary action, where reasonable, shall be corrective in nature and not punitive. Any disciplinary action shall include only the following:

- a. Oral reprimand, or
- b. Written reprimand, or
- c. Suspension with pay, or
- d. Suspension without pay, or
- e. Withholding a salary increase.

Subd. 2. Severity: The severity of discipline chosen by the school district shall be commensurate to the seriousness of the teacher's misconduct or failure to act.

Subd. 3. Reprimand: If an administrator has reason to reprimand an employee, it shall be done in such a manner that will not embarrass the employee before other employees, students, or the public.

Subd. 4. Identifying Reprimands: Oral reprimands shall be clearly identified as such at the time disciplinary action is administered.

Section 3. Procedure for Suspension of Continuing Contract Teachers and Non-Continuing Contract Teachers:

The District shall not suspend or propose suspension of any teacher without just cause. If the school district believes that there is just cause for suspension, the employee and Education Minnesota-Cloquet shall be notified in writing that the employee has been suspended or proposed for suspension.

Education Minnesota-Cloquet, with the consent of the affected employee, shall have the right to take up the suspension at the fourth (4th) step of the grievance procedure and the matter shall be handled in accordance with this procedure if requested by Education Minnesota-Cloquet. No suspension shall take place until a final determination has been made unless the suspension is the result of action taken place under M.S. 122A.40. In the case of M.S. 122A.40, the ten (10) day limit in Section 3 above does not apply.

Section 4. Personnel File:

Subd. 1. Accordance with Statute: All files will be kept in accordance with all applicable state statutes and school district policies.

Subd. 2. Maintained: Files will be maintained in the building principal's office or the superintendent's office.

Subd. 3. Copy of Information: The person putting information of a disciplinary nature in a staff member's personnel file will, within two (2) days, provide the teacher with a copy of the information.

ARTICLE XIX - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "Grievance" shall mean a dispute or disagreement between the teacher(s) and the school board as to the interpretation or application of any term or terms of this Agreement.

Section 2. Representative: EMC, administrator, or school board may be represented during any step of the procedure by any person or agent designated by such party to act on his or her behalf. The teacher(s) will be represented by EMC.

Section 3. Definitions and Interpretations:

Subd. 1. Variation from Procedure: The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits may result in a forfeit of the grievance, or, in the case of the employer, will require mandatory alleviation of the grievance as outlined in the last statement by EMC or employee.

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

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

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

Section 4. Step One: Any grievance must first be submitted in writing to the building principal within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the teacher and the parties. The building principal will answer both the employee and EMC in writing within five (5) days of receipt of the written grievance.

Section 5. Step Two: If EMC is not satisfied with the written answer of the building principal in step one; EMC must submit the grievance in writing to the superintendent no later than fifteen (15) days after receipt of the principal's written response.

Section 6. Step Three: The superintendent of schools will meet with the employee and EMC within ten (10) days from receipt of a written grievance for the purpose of discussing said grievance.

Section 7. Superintendent's Reply: The superintendent will, within fifteen (15) days of the meeting as specified in Section 6, Step Three, submit his answer to the employee and EMC with copies to all school board members.

Section 8. Step Four: In the event the grievance is not resolved in Section 7, EMC may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. Within ten (10) days of the receipt of the appeal, the school board will set a date for hearing the appeal that is mutually agreeable to the parties. The hearing date shall be no more than thirty (30) days after receipt of the appeal unless otherwise mutually agreed. Within five (5) days after the hearing, the school board shall issue its decision in writing to the parties involved.

Section 9. Grievance Mediation: EMC and the school district may, if mutually agreed, request Grievance Mediation from the Bureau of Mediation Services (BMS) prior to submitting the grievance to Arbitration. Timelines shall automatically be waived upon a mutual request for Grievance Mediation. If agreement or resolution is not reached in Grievance Mediation, EMC may request that the grievance process shall be automatically resumed within ten (10) days of impasse or at any time by EMC. No offers, counter offers or any documentation relating to Grievance Mediation shall be used by either party in arbitration or any future disputes. If resolution is reached, the agreement shall be put in writing and the grievance withdrawn with or without prejudice by the moving party. Further stipulations regarding grievance mediation are listed below.

- a. Any waiver of grievance timelines shall terminate with the completion of the grievance mediation procedure.
- b. The parties shall request that the Director of BMS assign a mediator at the earliest possible date, and that the site and date for the grievance mediation be established by the Bureau.
- c. No more than one day shall be established for the purpose of conducting grievance mediation.
- d. The parties shall be free to determine who will represent them in grievance mediation.
- e. The parties shall bear their own expenses for the grievance mediation process.
- f. The mediator or the Bureau shall not be empowered to compel a settlement upon the parties.

- g. The grievance mediation process shall terminate when a) the mediator determines that settlement is not eminent; b) either party indicates their desire to disengage from mediation by serving written notice to the other party and to the Bureau; or c) the parties reach a mutual settlement.
- h. If a settlement is not reached, proposals, statements or any discussion arising from mediation shall not be used in grievance arbitration. The mediator shall not be eligible to arbitrate the instant grievance and shall be prohibited from sharing any information or conferring with an arbitrator relative to the instant grievance.
- i. If a settlement is reached, the parties shall commit the agreement in writing which shall be dated and signed by the parties and the mediator. The signed agreement shall be binding on the parties.

Section 10. Arbitration Procedures: Any controversy or dispute that has been submitted to the grievance procedure and not therefore resolved may be submitted to arbitration as defined herein.

Subd. 1. Employee's Request: EMC must submit the request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision unless the grievance has been submitted for Grievance Mediation.

Subd. 2. Selection of the Arbitrator: EMC will request from the Director of the Bureau of Mediation Services (BMS) a list of five names. The parties shall alternately strike names from the list of five arbitrators until only one name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

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

Subd. 4. Decision: Decisions by the arbitrator in cases properly presented before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by Minnesota law.

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

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

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

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

ARTICLE XX - DURATION

Section 1. Term and Re-Opening Negotiations: This agreement shall remain in full force and effect for a period commencing on July 1, 202~~31~~ through June 30, 202~~53~~, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 202~~31~~, it shall give written notice of such intent no later than May 1, 202~~53~~. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school board and EMC representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For Education Minnesota - Cloquet
Name of Organizational Representative:

For Independent School District No. 94
Name of Organizational Representative:

Collette Lenarz, President

~~Ted Lammi~~, School Board Chair

~~Cheyenne Deters~~ Steve Polkowski, Co-Lead Teacher Negotiator
Clerk

~~Nate Sandman~~, School Board

Heather Young, Co-Lead Teacher Negotiator

Dr. Michael Cary, Superintendent

Dated this ____ day of _____

Dated this ~~8th~~ day of January 2024~~July 2021~~

INSURANCE INFORMATION - NEW HIRES

2023-2024	Annual	District	Employee	District Paid	Annual Deductible	Annual
Health Ins Costs	Premium	Pays/Year	Pays/Year	HRA/HSA		Out of Pocket Max
500 Single	\$10,672	\$10,138	\$534	\$500* <small>(Only HRA Available)</small>	\$500	\$1,000
1,000 Family	\$29,726	\$18,024	\$11,703		\$1,000	\$1,000 per person/ \$2,000 per Family
<small>\$500/\$1,000 Plans - On a Single plan the deductible is \$500 and then 80/20 up to ab \$1,000 out of pocket max. On a Family plan the deductible is \$1,000 and then 80/20 up to a \$2,000 out of pocket max.</small>						
HDHP 1,500 Single	\$9,758	\$9,406	\$351	\$1,200	\$1,500	\$1,500
HDHP 3,000 Family	\$27,178	\$17,586	\$9,592		\$3,000	\$3,000
<small>\$1,500/\$3,000 HDHP Plans - This deductible is \$1,400 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of \$2,800. Note, individuals on the family plan could account for more than \$1,500 until the family \$3,000 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.</small>						
HDHP 3,500 Single	\$8,409	\$8,327	\$82	\$2,100	\$3,500	\$3,500
HDHP 7,000 Family	\$23,422	\$16,813	\$6,610		\$7,000	\$3,500 per person/ \$7,000 per Family
<small>\$3,500/\$7,000 HDHP Plans - This deductible is \$3,500 per person/\$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$3,500 deductible per person. If it's a family plan, the family will pay no more than the \$7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</small>						
HDHP 5,000 Single	\$7,689	\$7,689	\$0	\$3,000	\$5,000	\$5,000
HDHP 10,000 Family	\$21,416	\$17,205	\$4,211		\$10,000	\$5,000 per person/ \$10,000 per Family
<small>\$5,000/\$10,000 HDHP Plans - This deductible is \$5,000 per person/\$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$5,000 deductible per person. If it's a family plan, the family will pay no more than the \$10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</small>						
HDHP 6,750 Single	\$7,008	\$0	\$7,008		\$6,750	\$6,750
HDHP 13,500 Family	\$19,519	\$0	\$19,519		\$13,500	\$6,750 per person/ \$13,500 per Family
<small>\$6,750/\$13,500 HDHP Plans - This deductible is \$6,750 per person/\$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$6,750 deductible per person. If it's a family plan, the family will pay no more than the \$13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.</small>						

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

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

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

	Benefit Year Start Date
\$500/\$1000 Plans	September 1st
\$1500/\$3000 Plans	September 1st
\$3500/\$7000 Plans	September 1st
\$5000/\$10000 Plans	September 1st
\$6750/\$13500 Plans	September 1st

2021-2022 INSURANCE INFORMATION

2020-2021 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	Employee with Eligible Spouse Pays *	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	\$10,664	\$10,131	\$533		\$500* <small>(Only HRA Available)</small>	\$500	\$1,000
1,000 Family	\$29,703	\$18,012	\$11,691	\$9,741		\$1,000	\$1,000 per person/ \$2,000 per Family

\$500/\$1,000 Plans - On a Single plan the deductible is \$500 and then 80/20 up to ab \$1,000 out of pocket max. On a Family plan the deductible is \$1,000 and then 80/20 up to a \$2,000 out of pocket max.

HDHP 1,400 Single	\$9,513	\$9,211	\$303		\$1,200	\$1,400	\$1,400
HDHP 2,800 Family	\$26,498	\$17,246	\$9,252	\$7,302		\$2,800	\$2,800

\$1,400/\$2,800 HDHP Plans - This deductible is \$1,400 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of \$2,800. Note, individuals on the family plan could account for more than \$1,400 until the family \$2,800 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.

HDHP 3,500 Single	\$8,013	\$8,010	\$3		\$2,100	\$3,500	\$3,500
HDHP 7,000 Family	\$22,319	\$16,261	\$6,056	\$4,106		\$7,000	\$3,500 per person/ \$7,000 per Family

\$3,500/\$7,000 HDHP Plans - This deductible is \$3,500 per person/\$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$3,500 deductible per person. If it's a family plan, the family will pay no more than the \$7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.

HDHP 5,000 Single	\$7,102	\$7,102	\$0		\$3,000	\$5,000	\$5,000
HDHP 10,000 Family	\$19,781	\$16,388	\$3,393	\$1,443		\$10,000	\$5,000 per person/ \$10,000 per Family

\$5,000/\$10,000 HDHP Plans - This deductible is \$5,000 per person/\$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$5,000 deductible per person. If it's a family plan, the family will pay no more than the \$10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.

HDHP 6,750 Single	\$6,297	\$0	\$6,297			\$6,750	\$6,750
HDHP 13,500 Family	\$17,540	\$0	\$17,540	\$17,540		\$13,500	\$6,750 per person/ \$13,500 per Family

\$6,750/\$13,500 HDHP Plans - This deductible is \$6,750 per person/\$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$6,750 deductible per person. If it's a family plan, the family will pay no more than the \$13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.

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

***In the case of married employees in which one has district provided family health care plan, the spouse carrying the insurance will received a \$750 contribution to their HSA/HRA.**

	Benefit Year Start Date	4th Quarter Carry Over
\$500/\$1000 Plans	September 1st	Yes
\$1400/\$2800 Plans	September 1st	No
\$3500/\$7000 Plans	September 1st	Yes
\$5000/\$10000 Plans	September 1st	No
\$6750/\$13500 Plans	September 1st	No

Please note: The insurance costs listed above are for the 2021-2022 school year only. The costs will be adjusted for the 2022-2023 school year accordingly.

HDHP = High Deductible Health Plan
HRA = Health Retirement Account
HSA = Health Savings Account

TEACHERS' SALARY SCHEDULE FOR 2021-2022
 SEPTEMBER 1, 2021—August 31, 2022
SCHEDULE A-1

Basic Schedule—183.5 Days

Cloquet, Minnesota—55720

STEP	BA DEGREE	BA+10 (Sem.)	BA+20 (Sem.)	BA+30 (Sem.)	BA+40/M (Sem.)	MA+10 (Sem.)	MA+20 (Sem.)	MA+30 (Sem.)
-	-	BA+15 (Qtr.)	BA+30 (Qtr.)	BA+45 (Qtr.)	BA+60/M (Qtr.)	MA+15 (Qtr.)	MA+30 (Qtr.)	MA+45 (Qtr.)
1	42,046	42,581	42,679	43,570	48,197	48,731	49,444	50,864
2	43,212	43,749	44,461	45,347	51,041	51,576	52,290	53,713
3	44,994	45,527	46,235	47,131	53,888	54,421	55,138	56,560
4	47,401	47,582	48,296	49,190	57,067	57,605	58,323	59,751
5	49,381	50,101	50,280	51,176	60,161	60,704	61,423	62,859
6	52,264	52,637	53,179	53,902	63,463	64,007	64,728	66,168
7	-	55,716	56,102	56,646	66,788	67,333	68,057	69,688
8	-	-	59,386	59,588	70,134	70,680	71,409	73,227
9	-	-	-	63,085	74,239	74,791	75,518	77,343
10	-	-	-	-	78,463	79,041	79,813	81,742

TEACHERS' SALARY SCHEDULE FOR 2022-2023
 SEPTEMBER 1, 2022—AUGUST 31, 2023
SCHEDULE A-2

Basic Schedule—183.5 Days

Cloquet, Minnesota—55720

STEP	BA DEGREE	BA+10 (Sem.)	BA+20 (Sem.)	BA+30 (Sem.)	BA+40/M (Sem.)	MA+10 (Sem.)	MA+20 (Sem.)	MA+30 (Sem.)
-	-	BA+15 (Qtr.)	BA+30 (Qtr.)	BA+45 (Qtr.)	BA+60/M (Qtr.)	MA+15 (Qtr.)	MA+30 (Qtr.)	MA+45 (Qtr.)
1	42,887	43,432	43,533	44,442	49,161	49,706	50,433	51,881
2	44,077	44,624	45,350	46,254	52,062	52,608	53,335	54,787
3	45,894	46,437	47,160	48,074	54,966	55,510	56,240	57,692
4	48,349	48,534	49,262	50,174	58,208	58,757	59,489	60,946
5	50,369	51,103	51,285	52,200	61,365	61,918	62,651	64,116
6	53,310	53,689	54,243	54,980	64,733	65,287	66,022	67,492
7	-	56,830	57,224	57,779	68,123	68,680	69,418	71,082
8	-	-	60,574	60,780	71,537	72,094	72,838	74,692
9	-	-	-	64,347	75,724	76,287	77,029	78,889
10	-	-	-	-	80,032	80,622	81,409	83,377

*Refer to Article VI, Section 3 of this Agreement as to application.

Note: Maximum on the BA lane is Step 6; on the BA+10/BA+15 lane, Step 7; BA+20/BA+30 lane, Step 8; and on the BA+30/BA+45 lane, Step 9.

TEACHERS' SALARY SCHEDULE FOR 2023-2024

SEPTEMBER 1, 2023 – August 31, 2024

SCHEDULE A-1

Basic Schedule - 183.5 Days

Cloquet, Minnesota 55720

STEP	BA DEGREE	BA+10	BA+20	BA+30	BA+40/M	MA+10	MA+20	MA+30
		(Sem.)						
		BA+15	BA+30	BA+45	BA+60/M	MA+15	MA+30	MA+45
		(Qtr.)						
<u>1</u>	<u>\$46,137</u>	<u>\$46,682</u>	<u>\$46,783</u>	<u>\$47,692</u>	<u>\$52,411</u>	<u>\$52,956</u>	<u>\$53,683</u>	<u>\$55,131</u>
<u>2</u>	<u>\$47,327</u>	<u>\$47,874</u>	<u>\$48,600</u>	<u>\$49,504</u>	<u>\$55,312</u>	<u>\$55,858</u>	<u>\$56,585</u>	<u>\$58,037</u>
<u>3</u>	<u>\$49,144</u>	<u>\$49,687</u>	<u>\$50,410</u>	<u>\$51,324</u>	<u>\$58,216</u>	<u>\$58,760</u>	<u>\$59,490</u>	<u>\$60,942</u>
<u>4</u>	<u>\$51,599</u>	<u>\$51,784</u>	<u>\$52,512</u>	<u>\$53,424</u>	<u>\$61,458</u>	<u>\$62,007</u>	<u>\$62,739</u>	<u>\$64,196</u>
<u>5</u>	<u>\$53,619</u>	<u>\$54,353</u>	<u>\$54,535</u>	<u>\$55,450</u>	<u>\$64,615</u>	<u>\$65,168</u>	<u>\$65,901</u>	<u>\$67,366</u>
<u>6</u>	<u>\$56,560</u>	<u>\$56,939</u>	<u>\$57,493</u>	<u>\$58,230</u>	<u>\$67,983</u>	<u>\$68,537</u>	<u>\$69,272</u>	<u>\$70,742</u>
<u>7</u>		<u>\$60,080</u>	<u>\$60,474</u>	<u>\$61,029</u>	<u>\$71,373</u>	<u>\$71,930</u>	<u>\$72,668</u>	<u>\$74,332</u>
<u>8</u>			<u>\$63,824</u>	<u>\$64,030</u>	<u>\$74,787</u>	<u>\$75,344</u>	<u>\$76,088</u>	<u>\$77,942</u>
<u>9</u>				<u>\$67,597</u>	<u>\$78,974</u>	<u>\$79,537</u>	<u>\$80,279</u>	<u>\$82,139</u>
<u>10</u>					<u>\$83,282</u>	<u>\$83,872</u>	<u>\$84,659</u>	<u>\$86,627</u>

TEACHERS' SALARY SCHEDULE FOR 2024-2024

SEPTEMBER 1, 2024 - AUGUST 31, 2025

SCHEDULE A-2

Basic Schedule - 183.5 Days

Cloquet, Minnesota 55720

STEP	BA DEGREE	BA+10	BA+20	BA+30	BA+40/M	MA+10	MA+20	MA+30
		(Sem.)						
		BA+15	BA+30	BA+45	BA+60/M	MA+15	MA+30	MA+45
		(Qtr.)						
<u>1</u>	<u>\$47,059</u>	<u>\$47,616</u>	<u>\$47,718</u>	<u>\$48,646</u>	<u>\$53,459</u>	<u>\$54,015</u>	<u>\$54,756</u>	<u>\$56,234</u>
<u>2</u>	<u>\$48,273</u>	<u>\$48,832</u>	<u>\$49,572</u>	<u>\$50,494</u>	<u>\$56,418</u>	<u>\$56,975</u>	<u>\$57,717</u>	<u>\$59,198</u>
<u>3</u>	<u>\$50,127</u>	<u>\$50,681</u>	<u>\$51,418</u>	<u>\$52,350</u>	<u>\$59,380</u>	<u>\$59,935</u>	<u>\$60,680</u>	<u>\$62,160</u>
<u>4</u>	<u>\$52,631</u>	<u>\$52,819</u>	<u>\$53,562</u>	<u>\$54,492</u>	<u>\$62,687</u>	<u>\$63,247</u>	<u>\$63,994</u>	<u>\$65,480</u>
<u>5</u>	<u>\$54,691</u>	<u>\$55,440</u>	<u>\$55,626</u>	<u>\$56,559</u>	<u>\$65,907</u>	<u>\$66,471</u>	<u>\$67,219</u>	<u>\$68,713</u>
<u>6</u>	<u>\$57,691</u>	<u>\$58,078</u>	<u>\$58,642</u>	<u>\$59,394</u>	<u>\$69,342</u>	<u>\$69,907</u>	<u>\$70,658</u>	<u>\$72,156</u>
<u>7</u>		<u>\$61,282</u>	<u>\$61,683</u>	<u>\$62,250</u>	<u>\$72,801</u>	<u>\$73,369</u>	<u>\$74,121</u>	<u>\$75,818</u>
<u>8</u>			<u>\$65,100</u>	<u>\$65,311</u>	<u>\$76,282</u>	<u>\$76,850</u>	<u>\$77,609</u>	<u>\$79,501</u>
<u>9</u>				<u>\$68,949</u>	<u>\$80,553</u>	<u>\$81,128</u>	<u>\$81,884</u>	<u>\$83,782</u>
<u>10</u>					<u>\$84,948</u>	<u>\$85,549</u>	<u>\$86,353</u>	<u>\$88,359</u>

*Refer to Article VI, Section 3 of this Agreement as to application.

Note: Maximum on the BA lane is Step 6; on the BA+10/BA+15 lane, Step 7; BA+20/BA+30 lane, Step 8; and on the BA+30/BA+45 lane, Step 9.

The anniversary date for the wages and salaries reflected in Schedule C, below, shall be August 1st of each contract year.

SCHEDULE C EXTRACURRICULAR SCHEDULE

ADVISORS				2023-2024	2024-2025
2 Senior Class				\$ 2,704	\$ 2,758
1 Junior Class				\$ 2,365	\$ 2,413
2 Sophomore Class/Freshman Class *				\$ 1,025	\$ 1,046
1 Student Council				\$ 2,356	\$ 2,403
1 CAAEP Student Council				\$ 2,356	\$ 2,403
1 Elementary Student Advisory				\$ 554	\$ 566
1 National Honor Society - Sr. High				\$ 2,356	\$ 2,403
1 Link Crew – Sr. High				\$ 2,356	\$ 2,403
1 WEB Leaders – Middle School				\$ 2,356	\$
1 Homecoming				\$ 407	\$ 415
Club Activity 10-12 Mtgs. Middle School *				\$ 343	\$ 350
Club Activity 20-24 Mtgs. Middle School *				\$ 680	\$ 694
ATHLETICS					
(Baseball)		(Softball)			
	1 Head Coach	1		\$ 5,754	\$ 5,869
	1 Assistant - 70%	1		\$ 4,026	\$ 4,107
	1 Junior Varsity -	1		\$ 3,394	\$ 3,461
Basketball (Boys)		(Girls)			
	1 Head Coach	1		\$ 6,771	\$ 6,907
	1 Assistant - 70%	1		\$ 4,741	\$ 4,836
	1 Grade 10 - 59%	1		\$ 3,995	\$ 4,075
	1 Grade 9 - 54%	1		\$ 3,656	\$ 3,729
	1 Grade 8 - 43%	1		\$ 2,912	\$ 2,971
	1 Grade 7 - 43%	1		\$ 2,912	\$ 2,971
Cheerleaders					
	1 Senior High Fall *			\$ 2,476	\$ 2,526
	1 Senior High Winter *			\$ 3,118	\$ 3,181
	1 Middle School (Pep Club is no longer included) *			\$ 1,698	\$ 1,732
Cross Country					
	1 Head Coach (Boys and Girls)			\$ 4,224	\$ 4,309
	1 Assistant - 70% (Boys and Girls)			\$ 2,958	\$ 3,018
	1 Assistant – Middle School 43%	(Boys and Girls)		\$ 1,817	\$ 1,853
Wrestling Coaches					
	1 Head Coach			\$ 6,771	\$ 6,907
	1 Assistant - 70%			\$ 4,740	\$ 4,835
Football					
	1 Head Coach			\$ 6,771	\$ 6,907
	1 Assistant - 70%			\$ 4,741	\$ 4,836
	1 Asst. Desig. B Team Head - 70%			\$ 4,741	\$ 4,836
	1 B Team Assistant - 59%			\$ 3,995	\$ 4,075
	1 Grade 9 Head - 54%			\$ 3,656	\$ 3,729
	1 Grade 9 Assistant - 43%			\$ 2,912	\$ 2,971
	1 Grades 7 & 8 Head - 38%			\$ 2,575	\$ 2,627
	3 Grades 7 & 8 Assistant - 27%			\$ 1,829	\$ 1,865
				2023-2024	2024-2025

Golf (Boys)		(Girls)				
1 Head Coach		1			\$ 4,224	\$ 4,309
1 Assistant – 70% (Boys/Girls)		1			\$ 2,958	\$ 3,018
Hockey (Boys)		(Girls)				
1 Head Coach		1			\$ 6,771	\$ 6,907
1 Assistant - 70%		1			\$ 4,741	\$ 4,836
1 Junior Varsity - 59%					\$ 3,995	\$ 4,075
1 Pep Club (Senior High Spirit Club) *					\$ 2,033	\$ 2,073
Lacrosse (Boys)						
1 Head Coach					\$ 5,754	\$ 5,869
1 Assistant – 70%					\$ 4,026	\$ 4,107
Soccer (Boys)		(Girls)				
1 Head Coach		1			\$ 5,754	\$ 5,869
1 Assistant - 70%		1			\$ 4,026	\$ 4,107
1 Junior Varsity - 59%		1			\$ 3,394	\$ 3,461
Ski (Boys and Girls)						
1 Downhill Coach					\$ 4,224	\$ 4,309
1 Downhill Assistant – 70%					\$ 2,958	\$ 3,018
1 Cross Country					\$ 4,224	\$ 4,309
1 Cross Country Assistant - 70%					\$ 2,958	\$ 3,018
1 Cross Country Assistant - Middle School – 43%					\$ 1,817	\$ 1,853
Swimming (Boys)		(Girls)				
1 Head Coach		1			\$ 5,806	\$ 5,922
1 Assistant - 70%		1			\$ 4,026	\$ 4,107
1 Middle School - 48% *		1			\$ 2,763	\$ 2,818
Synchronized *					\$ 2,365	\$ 2,413
Tennis (Boys)		(Girls)				
1 Head Coach (Sr. High)		1			\$ 4,224	\$ 4,309
1 Assistant - 48%		1			\$ 2,027	\$ 2,068
Track (Boys)		(Girls)				
1 Head Coach					\$ 5,754	\$ 5,869
2 Assistant - 70%					\$ 4,026	\$ 4,107
2 Middle School – 48%					\$ 2,763	\$ 2,818
The following positions apply if Senior High track program is operated as a combined, boys' and girls' program: (no change in Middle School)						
1 Head Coach					\$ 6,436	\$ 6,564
4 Assistants - 70%					\$ 4,503	\$ 4,594
Volleyball (Girls)						
1 Head Coach					\$ 5,754	\$ 5,869
1 Assistant - 70%					\$ 4,026	\$ 4,107
1 Junior Varsity - 59%					\$ 3,394	\$ 3,461
1 Grade 9 - 54%					\$ 3,107	\$ 3,169
2 Middle School - 45%					\$ 2,589	\$ 2,641
First Robotics						
1 Head Coach					\$ 5,754	\$ 5,869
1 Assistant – 70% (Boys/Girls)					\$ 4,026	\$ 4,107
					2023-2024	2024-2025

Robotics				
1 Head Coach			\$ 2,477	\$ 2,527
Trap Shooting				
1 Head Coach			\$ 2,477	\$ 2,527
INSTRUCTION			2023-2024	2024-2025
3 School Patrol Advisors				
Middle School			\$ 2,033	\$ 2,073
Washington School			\$ 2,033	\$ 2,073
Churchill School			\$ 2,033	\$ 2,073
1 Knowledge Bowl - Senior High			\$ 2,356	\$ 2,403
1 Knowledge Bowl - Middle School			\$ 1,076	\$ 1,098
1 Ojibwe Quiz Bowl – Senior High			\$ 1,627	\$ 1,659
1 Future Problem Solvers - Senior High			\$ 1,076	\$ 1,098
1 Future Problem Solvers - Middle School			\$ 1,076	\$ 1,098
Mock Trial			\$ 2,356	\$ 2,403
Math Team - Senior High			\$ 1,627	\$ 1,659
Math Counts - Middle School			\$ 815	\$ 831
Intramurals			\$ 3,045	\$ 3,106
DESTINATION IMAGINATION				
Coordinator (Amt. per team – max. salary is six times amt. listed)			\$ 277	\$ 283
Destination Imagination - Senior High Coaches +			\$ 554	\$ 566
Destination Imagination - Middle School Coaches +			\$ 554	\$ 566
+ Administrative approval is required for more than six teams				
JOURNALISM				
1 Annual (Senior High)			\$ 5,754	\$ 5,869
1 Photography *			\$ 2,365	\$ 2,413
1 Newspaper (Senior High) *			\$ 3,386	\$ 3,454
1 Newspaper (Middle School)			\$ 2,033	\$ 2,073
1 Memory Book (Middle School)			\$ 2,356	\$ 2,403
1 CAAEP Yearbook			\$ 2,033	\$ 2,073
1 Memory Book (Elementary)			\$ 815	\$ 831
MUSIC				
1 Pep Band (Senior High)			\$ 4,741	\$ 4,836
1 Strings (Senior High)			\$ 2,033	\$ 2,073
1 Vocal (Senior High)			\$ 2,033	\$ 2,073
1 Danceline (Senior High)			\$ 3,879	\$ 3,957
1 Majorettes (Senior High) *			\$ 3,386	\$ 3,454
1 Majorettes (Middle School) *			\$ 1,019	\$ 1,039
1 Danceline (Middle School) *			\$ 1,019	\$ 1,039
1 Marching Band - At least four (4) events with at least two (2) *			\$ 3,386	\$ 3,454
occurring during the summer vacation time; plus, for each event over four (4)			\$ 155	\$ 158
1 Marching Band Assistant - 40% *			\$ 1,355	\$ 1,382
SCIENCE FAIR				
1 Advisor			\$ 4,224	\$ 4,309
1 Assistant Advisor			\$ 2,958	\$ 3,018
SPEECH AND DRAMA				
1 Three-Act Play Director			\$ 3,728	\$ 3,803
1 First Assistant - Three- Act Play - 70%			\$ 2,608	\$ 2,660
			2023-2024	2024-2025

1 Musical Director		\$ 5,754	\$ 5,869
1 First Assistant Musical - 70%		\$ 4,025	\$ 4,106
1 Second Assistant Musical - 59%		\$ 3,391	\$ 3,459
1 Debate *		\$ 3,386	\$ 3,454
1 Second Assistant - Three-Act Play - 59% *		\$ 2,200	\$ 2,244
1 One-Act Play Director		\$ 2,356	\$ 2,403
1 Assistant One-Act Play - 59%		\$ 1,389	\$ 1,417
1 Third Assistant Musical - 59% *		\$ 2,761	\$ 2,816
1 Head Speech (Senior High) *		\$ 2,365	\$ 2,413
1 Assistant Speech (Senior High) *		\$ 1,539	\$ 1,570
1 Head Speech (Middle School) *		\$ 1,356	\$ 1,383
1 Drama Fall Play (Middle School) *		\$ 2,306	\$ 2,352
1 Drama Spring Play (Middle School) *		\$ 2,306	\$ 2,352
* = Previously cut positions			

The anniversary date for the wages and salaries reflected in Schedule D, below, shall be August 1 of each contract year.

SCHEDULE D EXTRACURRICULAR SCHEDULE

<u>ATHLETIC ADULT SERVICE CREWS 1/A208</u>		2023-2024	2024-2025
Ticket Takers, Sellers, and Timers:		\$	
1 game per night		\$ 47.07	\$ 48.02
2 games per night		\$ 78.46	\$ 80.03
<u>ATHLETICS</u>			
Activities director Boys' & Girls'		\$ 11,761	\$ 11,997
Board may hire non-certified staff to fill this position.			
Position includes 10 summer days, plus administration may approve up to ten (10) comp days if needed.			
<u>CURRICULUM DEVELOPMENT & PROGRAM SUPERVISION</u>			
Curriculum Writing (per hour)		\$ 30.46	\$ 31.07
1 Elementary Curriculum Coordinator		\$ 2,759	\$ 2,814
1 Secondary Curriculum Coordinator (Reading)		\$ 1,806	\$ 1,842
1 College-In-The Schools Coordinator		\$ 5,377	\$ 5,484
1 Pro-Tech Coordinator		\$ 5,993	\$ 6,113
		2023-2024	2024-2025
Instructional Computer Coordinator			
1 Middle School		\$ 2,932	\$ 2,991
1 Senior High		\$ 2,932	\$ 2,991
2 Elementary		\$ 2,932	\$ 2,991
1 CAAEP		\$ 1,467	\$ 1,496
1 Non-licensed Vocational Director		\$ 1,731	\$ 1,766
<u>REGULAR CONTRACTED TEACHER SUBSTITUTING DURING PREPARATION PERIOD</u>			
Secondary Prep Period		\$ 36.04	\$ 36.76
Elementary Prep Period (per 25-minute period)		\$ 18.01	\$ 18.37
<u>SIXTH PERIOD ASSIGNMENT</u>			
Secondary Teacher Teaching a Sixth Period		\$ 5,224	\$ 5,329
		2023-2024	2024-2025

DEPARTMENT HEADS/TEAM LEADERS			
K-12 Department Heads		\$ 2,237	\$ 2,281
1/ Rate to be paid in the event teachers are employed to perform these functions			
<u>NORTH CENTRAL</u>			
Curriculum/Instruction Committee Chairperson (Includes North Central & Staff Development)		\$ 6,487	\$ 6,617
N.C. Program Committee Chairperson			
K-4th Grade		\$ 989	\$ 1,008
5th-8th Grade		\$ 989	\$ 1,088
9th-12th Grade		\$ 989	\$ 1,088
K-6th Grade		\$ 1,358	\$ 1,385
7th-12th Grade * *		\$ 2,025	\$ 2,066
K-12th Grade * *		\$ 2,471	\$ 2,520
<u>DISTRICT COMMITTEE WORK</u> - Up to three (3) days per committee to be paid at the teacher's basic daily rate of pay.			
<u>District Advisory Committee (DAC)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>Continuing Education Committee (CEU)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>Curriculum Subject Committees (CSC)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>District SDM Committee</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
		2023-2024	2024-2025
<u>SDM Site Committees</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>SDM Site Coordinator</u>			
One (1) day for building SDM compensation.			
<u>Peer Review (Mentorship)</u>			
Mentors will receive one (1) day of compensation or one (1) day of pay at the teacher's daily rate of pay.			
<u>District Approved Committee(s)</u>			
In order to qualify for committee compensation, a committee must be approved by the superintendent and meet at least eight (8) hours beyond the regular teacher duty day. Requests to form new committees should be presented to the superintendent in writing by the building principal and/or chairperson of the committee. When the superintendent approves the committee, he/she will specify any time limits up to a maximum of three (3) days. Compensation per District Committee Guidelines.			
<u>District Committee Work Guidelines for Compensation:</u>			
1. Committee compensation should be based on daily rate of pay. A teacher can take at least one (1) day as compensation day per committee.			
2. Compensation is based on one (1) hour beyond the duty day = one (1) hour of pay (daily rate).			
3. The number of days allowable for compensation will be dependent on the amount of time required and determined by the Chairperson.			
4. In the event committee meetings are scheduled during the regular duty day, a teacher shall be compensated a minimum of one (1) day.			

5. In the event a standing committee meets less than eight (8) hours, but at least six (6) hours during the school year, the member will receive one (1) day of compensation based on their daily rate of pay.			
INSTRUCTION		2023-2024	2024-2025
Evening school including GED and credit classes (doesn't include Community Education or Vocational Apprenticeship programs); (per hour)		\$ 36.56	\$ 37.29
Homebound (per hour)		\$ 34.17	\$ 34.85
Summer School (per hour) (Includes Summer Music Lessons)		\$ 37.01	\$ 37.75
MISCELLANEOUS		2023-2024	2024-2025
Maintenance Work (per hour)		\$ 28.74	\$ 29.31
Chaperone (per event) (See chaperoning or specified school activities policy)		\$ 36.41	\$ 37.14
<u>High School Homecoming, Snoball, Prom, State Tournaments (per event)</u>		<u>\$ 100.00</u>	\$ 102.00
Teacher Advisor Event with Student + (per day)		\$ 189.33	\$ 193.12
Teacher Event/No Students + (per day) (i.e., conferences, workshops)		\$ 153.22	\$ 156.29
+ Prior administration approval required			
+ Does not apply to activities where teachers have extracurricular contracts			
+ Actual scheduled day(s) of the event only qualifies for the daily rate of payment when they are non-contractual days.			
Teachers not under extra service contract supervising approved overnight activities with students shall be paid per overnight:		\$ 98.23	\$ 100.19
1/ Rate to be paid in the event teachers are employed to perform these functions			

Review of Extracurricular Positions - Schedule C

I. Request for Review is being made by:

Name: _____ Job Title: _____

II. Title of Position: _____

III. Check One:

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

IV. Rationale for Action Being Requested:

Attach an explanation if more room is needed.

V. Action Taken:

- 1. Principal
____ Request Approved ____ Request Denied

Principal Signature _____ Date: _____
- 2. Superintendent
____ Request Approved ____ Request Denied

Superintendent Signature _____ Date: _____
- 3. School Board
____ Request Preliminarily Approved ____ Request Denied

Board Chair Signature _____ Date: _____
- 4. Schedule C Committe
____ Request Approved ____ Request Denied

Committe C Chair _____ Date: _____

VI. Final School Board Action (if needed):

____ Request Approved ____ Request Denied

Board Chair Signature _____ Date: _____

ISD POLICY #422.5 EXTRA-CURRICULAR REVIEW SCHEDULE D

I. GENERAL STATEMENT OF POLICY

Section 1. Committee Members

Immediate supervisor (building principal, etc.)
School superintendent
Education Minnesota – Cloquet representative

Section 2. Committee Meetings and Responsibilities - The Extra-Curricular Review Schedule D Committee shall meet beginning in November of each even-numbered year beginning in 1990 for the purpose of reviewing and hearing adjustment to the Extra-Curricular Review Schedule D. Those activities listed under Schedule D are eligible for review.

The committee will meet as needed to address additions or deletions to Schedule D.

Section 3. Changes and Adjustments to Schedule D:

Subd. 1. Addition and Removal of Schedule D positions:

Positions may be added to or removed from Schedule D by using the following procedure:

1. Present to and receive approval of the building principal.
2. Present to and receive approval of the superintendent.
3. Present to and receive preliminary approval of the school board.
4. Present to Schedule D Committee for the purpose of establishing salary.
5. Receive final approval of the school board.

Subd. 2. Expansion and Reduction of Schedule D positions:

Positions may only be expanded or reduced from Schedule D by using the procedure in Subd. 1 of Section 3 of this Article. A Schedule D position shall be considered for expansion or reduction if one of the following criteria is met:

1. An employee requests that a position be expanded or reduced.
2. The school board expands or reduces a position.

Subd. 3. The Cost: The cost increase incurred by the addition or expansion of a Schedule D position shall be the responsibility of the school district. The cost reduction from the removal or reduction of a Schedule D position shall revert to the school district.

Section 4. Review Procedure:

Subd. 1. Review Form: The Schedule D Review Form must be completed and returned to the immediate supervisor (principal, etc.) by November 1 of each even-numbered year. Forms will be available in each building.

Subd. 2. Hearing: The committee shall meet to hear all reviews. Employees directly related to the review have the right to be present at the hearing and to present their review to the committee.

Subd. 3. Decision: The committee shall decide all reviews by April 1 of each odd-numbered year and provide a written statement of the reasons for accepting or rejecting, all or in part, the review for adjustment.

Review of Extracurricular Positions – Schedule D

I) Request for Review is being made by:

1) Name: _____ Job Title: _____

II) Title of Position or Committee:

III) Check One:

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

IV) Rationale for Action Being Requested:

Attach explanation if more room is needed. If the formation of a committee is being requested, include the number of committee members and how often the committee will meet.

V) Action Taken:

1) Principal

_____ Request Approved _____ Request Denied
Principal's Signature: _____ Date: _____

2) Superintendent

_____ Request Approved _____ Request Denied
Superintendent's Signature: _____ Date: _____

3) School Board

_____ Request Preliminarily Approved _____ Request Denied
Board Chair's Signature: _____ Date: _____

4) Committee

_____ Request Approved _____ Request Denied
Comm. Chair's Signature: _____ Date: _____

VI) Final School Board Action if Needed:

_____ Request Approved _____ Request Denied
Board Chair's Signature: _____ Date: _____



Sick Bank Application

NAME: _____ DATE: _____

CURRENT CERTIFIED POSITION: _____

REASON FOR REQUEST: (YOU MUST INCLUDE ISD #94 DOCTOR'S ORDER)

NUMBER OF DAYS REQUESTED FROM SICK BANK AND SPECIFIC DATES:

APPROVED:

_____ FOR _____ DAYS

NOT APPROVED: _____

REASON:

ATTEST:

Collette Lenarz~~Jason Godnai~~, Education Minnesota – Cloquet, President Date _____

Cameron Lindner~~Paul Riess~~, EMC Benefits Chair Date _____

Dr. Michael Cary, Superintendent, ISD #94 Date _____

Ted Lammi, School Board Chair, ISD #94 Date _____

Memorandum of Understanding

Sick Leave Incentive

~~WHEREAS, Education Minnesota Cloquet ("EMC") is the exclusive representative for the teachers employed by Independent School District No. 94, Cloquet ("School District"); and~~

~~WHEREAS, EMC and the School District have negotiated collective bargaining agreement Master Agreement") for the period of July 1, 2021 through June 30, 2023; and~~

~~WHEREAS, EMC and the School District wish to enter into an MOU regarding Sick Leave Incentive, Article XI, Subd. 2.;~~

~~NOW THEREFORE, IT IS HEREBY AGREED as follows:~~

~~A tenured teacher who uses no more than three (3) days in that year will be granted one (1) personal leave day to be used the following year as per Article XII, Section 3. If the teacher elects not to use the personal leave day, he/she will be paid at the rate of \$120.00.~~

~~A teacher who uses two or fewer sick days in a contract year may sell back three sick days at a rate of \$120 per day or may elect to receive a personal day to be used the following year as per Article XII, Section 3. A teacher who uses only three (3) sick days in a contract year may sell back two (2) sick days at a rate of \$120 per day or elect to receive a personal day to be used the following year as per Article XII, Section 3. If the teacher elects not to use the personal leave day, he/she will be paid at the rate of \$120.00. One personal day will automatically be credited to the teacher unless notification is provided to the Business Office by the last contract day of the school year that they would like to sell back eligible sick days.~~

~~If the district opts to discontinue this MOU, the previous contract language that is being struck, as noted above, will be reinstated in contract.~~

This Agreement shall be in effect for the 2021-2023 school years.

ATTEST:

For Education Minnesota Cloquet _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

For Independent School District No. 94 _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Memorandum of Understanding School Psychologist Stretch Calendar

WHEREAS, Education Minnesota - Cloquet (EMC) and Independent School District No. 94 Cloquet (District) are parties to a collective bargaining agreement (CBA).

WHEREAS, Article XIV, Section 1 of the CBA specifies the number of teacher duty days in a school year.

WHEREAS, because of the nature of the duties associated with their positions, School Psychologists may need to work additional time and days outside of the standard teacher contract.

WHEREAS, the purpose of this Memorandum of Understanding is to establish a stretch calendar for the scheduling of duty days for School Psychologists. The intent is to keep the work days to the same number of duty days in the existing contract (183.5 days).

Now, therefore, EMC and the District agree as follows:

1. Beginning August 15, 2023, the School Psychologist will keep a record of the time worked outside of contracted time. This record will be shared with the supervising administrator.
2. The School Psychologist will be allowed to utilize this time in coordination and with approval of their supervising administrator in fulfilling the annual duty days within the CBA (183.5 days).
3. The Stretch Calendar will allow the School Psychologist to perform their work outside of the regular scheduled calendar, including during the summer months, as well as to allow the School Psychologist to work beyond the basic duty day to meet the needs of the students of the district and complete their 183.5 duty day obligation. The School Psychologist and supervising administrator shall coordinate throughout the school year in tracking the number of duty days fulfilled and shall balance those duty days effectively across the school fiscal year in meeting the needs of the students of the district.
4. This MOU expires on June 30, 2025 at 11:59:59 p.m.

~~Nate Sandman~~, Cloquet School Board Chair

Collette Lenarz, Education MN – Cloquet President

Date

Date

Memorandum of Understanding Peer Observation

A teaching staff member may earn a full or half personal day via peer observation to be used on either April 1, 2024, or the last 8 hours of in-service time in 2023-2024.

Procedure:

Cloquet Secondary Schools

To earn a full personal day a teacher must observe another teacher in our district for six class periods. Six different teachers must be observed. To earn a half personal day a teacher must observe another teacher in our district for three class periods. Three different teachers must be observed. Building principals will determine appropriate documentation of this program.

Cloquet Elementary Schools

Observations must be 25 minutes in length to align with the elementary block/prep schedule. To earn a half day, a staff person must schedule 6 observations. To earn a full day, a staff person must schedule 12 observations.

Elementary Specialists have the option to request a substitute teacher to allow them proper release time to travel to another school to observe. If a substitute is required, the staff member will not earn time toward personal leave.

Arranging classroom observations is the responsibility of the staff observing.

Staff wishing to do the observations are responsible for following the processes and procedures established by the building principal for documenting the observation session.

This MOU does not apply to staff working at Northern Lights Academy.

~~Nate Sandman~~, Cloquet School Board Chair

Collette Lenarz, Education MN – Cloquet President

Date

Date

Memorandum of Understanding ECSE Teacher June 2021 Duty Days

~~WHEREAS, Education Minnesota – Cloquet (“EMC”) and Independent School District No. 94, Cloquet (“District”) are parties to a 2019-21 collective bargaining agreement (“CBA”);~~

~~WHEREAS, Article XIV, Section 1 of the CBA specifies the number of teacher duty days in a school year;~~

~~WHEREAS, the last teacher duty day of the 2020-21 school year is Friday, June 9, 2021;~~

~~WHEREAS, because of the nature of the duties associated with their positions, Early Childhood Special Education (“ECSE”) teachers may need to work on some days between June 10 and June 30, 2021;~~

~~WHEREAS, the purpose of this Memorandum of Understanding is to establish the pay and scheduling of such days.~~

~~Now, therefore, EMC and the District agree as follows:~~

- ~~1. Prior to the end of the day on June 4, 2021, the ECSE teacher must submit a schedule to the ECSE supervisor/administrator showing the days from June 10 to June 30, 2021 on which the ECSE teacher is requesting to work. Final approval of the schedule is at the discretion of the ECSE supervisor/administrator. The schedule may be modified by the mutual written agreement of the ECSE teacher and ECSE supervisor/administrator.~~
- ~~2. Days worked by ECSE teacher from June 10 to June 30, 2021 pursuant to the approved schedule will be compensated based on the ECSE teacher’s daily rate of pay during the 2020-21 school year.
 - ~~a. If a new teacher contract is not approved as of June 10th, but a tentative agreement with EMC regarding the stretch calendar has been reached, the district will in good faith honor this MOU.~~
 - ~~b. If a final agreement with an approved stretch calendar is not in place by the expiration of this MOU, ECSE teachers will agree to serve their student case loads sufficient to meet their IEP requirements over July and August at the summer hourly rate of pay within the 2019-2021 teacher contract.
 - ~~i. If a final agreement with an approved stretch calendar is later ratified during prior to or during the 2021-2022 school year, ECSE teachers who worked during July and August will have their hours worked adjusted to match their daily rate of pay and will have their work calendar adjusted to 183.5 days for the school year, consistent with the stretch calendar.~~~~~~
- ~~3. The ECSE teacher shall not work or be paid for days worked unless they have been approved by the ECSE supervisor/administrator.~~
- ~~4. This MOU expires on June 30, 2021 at 11:59:59 p.m.~~

By signing below, the parties acknowledge reading, understanding, and being bound to the terms stated herein.

EDUCATION MINNESOTA – CLOQUET

By _____ Date: _____
—Its _____

By _____ Date: _____
—Its _____

INDEPENDENT SCHOOL DISTRICT NO. 94, CLOQUET

By _____ Date: _____
—Its Board Chair

By _____ Date: _____
—Its Board Clerk



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
509 Carlton Avenue • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
313 Granite Street • 218-879-8888 • FAX-879-7884
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
302 14th Street • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.cloquet.k12.mn.us>

Memorandum

TO: Education Minnesota Cloquet _____
FROM: Dr. Michael Cary, Superintendent _____
DATE: July 1, 2021
RE: Distance Learning Memorandum of Understanding

This memorandum of understanding entered into between the Independent School District 94 (hereinafter referred to as the district) and Education Minnesota Cloquet (hereinafter referred to as EMC) will outline the agreement regarding distance learning for the period of July 1, 2021 to June 30, 2023. This agreement will expire on June 30, 2023. This agreement shall not establish precedent or acceptable practice beyond the expiration date.

In the event the district desires and chooses to engage in distance learning, the district and its administration will make a good faith attempt to separate sections/classes into seat-based only and distance learning only sections. Where this separation is impractical, as determined by administration, sections/classes may be offered containing both seat-based and distance learning students. In the event that a teacher is asked to perform both the seat-based and distance teaching simultaneously within a section, said teacher would receive \$1000 per blended section per semester.

In the event the district is mandated by state or federal authorities to provide distance learning, the district will maintain its managerial right to schedule courses/sections to best serve the community, as determined by the administration. In the event that a teacher is asked to perform both the seat-based and distance teaching simultaneously within a section, said teacher would receive \$500 per blended section per semester.

In the event a seat-based student is unable to attend class at school district directions for a period of 14 calendar days or less, the student will remain in the seat-based section and be served by the assigned teacher for said section.

In the event distance learning is to be implemented, school administration will communicate regularly regarding sectioning/staffing of courses with EMC leadership and with their building leadership team during the period of this memorandum of understanding.

By signing below, the parties acknowledge reading, understanding, and being bound to the terms stated herein.

~~EDUCATION MINNESOTA — CLOQUET~~

By _____ Date: _____
—Its _____

By _____ Date: _____
—Its _____

~~INDEPENDENT SCHOOL DISTRICT NO. 94, CLOQUET~~

By _____ Date: _____
—Its Board Chair

By _____ Date: _____
—Its Board Clerk



Cloquet Public Schools
Independent School District No. 94

Teachers' Master Agreement
July 1, 2023 – June 30, 2025

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ARTICLE I - PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the school board of Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the school board, and the Education Minnesota – Cloquet (EMC), hereinafter referred to as EMC, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the school board recognizes EMC as the exclusive representative of teachers employed by the school board of Independent School District No. 94, which EMC shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: EMC shall represent all teachers of the District as defined in this Agreement and in said Act. Readiness teachers are covered by this Agreement under the conditions of Article XV.

ARTICLE III - DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, and economic aspects relating to employment, but does not mean educational policies of the school district.

Section 2. Teacher: Shall mean all persons employed by the school board in a position for which the person must be licensed by the State Department of Education/the State Board of Teaching, including all substitute teachers employed by the school board for thirty-one (31) or more days for the same teacher, but shall not include superintendent, assistant superintendent, principals, and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees and such other employees excluded by law. Full-time teacher shall be defined as a teacher who is contracted to work the full basic teacher duty day as defined in this agreement in Article XIII, Section 1. This definition shall include teachers who are assigned duties during the teaching day as the Activities director. In such a case, the activities director shall be paid according to the appropriate step and lane of this agreement. The board may decide to hire an administrator or non-certified person to perform the duties of activities director. In such a case, the teachers' Collective Bargaining Agreement (CBA) will not apply.

Section 3. License: For purposes of this Agreement, certification and licensure shall be synonymous.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV - SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: EMC recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: EMC recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Laws, Rules and Regulations: EMC recognizes that all teachers covered by this Agreement shall perform the teaching and nonteaching services prescribed by the School Board and shall be subject to School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. EMC also recognizes the

right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School District, all employees covered by the agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws and valid rules, regulations and order of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, regulations, directives or orders shall be null and void and without force and effect.

ARTICLE V - TEACHER RIGHTS

Section 1. Right to View: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of EMC; nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the school board of such unit.

Section 3. Request for Dues Check-Off: Pursuant to PELRA, EMC representation shall be allowed dues check-off. Upon receipt by the school district of a properly executed authorization card of the teacher involved, the school district will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization and/or EMC in 20 (Twenty) equal installments, beginning with the first pay period in September.

When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President, who shall immediately notify the District Office of this information.

EMC hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the union dues specified by EMC as provided herein.

Section 4. Access to Worksites: Representatives of EMC shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. EMC representatives should notify the district a day in advance of the meeting and the representatives must abide by District policies regarding visitors to school district buildings. Upon arrival at the worksite, EMC representatives shall make their presence known to the worksite supervisor or his/her designee. Such visits shall not interrupt normal work responsibilities.

Section 5. Access the Membership Lists: By October 1 of each school year, the District shall provide, in electronic form to EMC, the names, work telephone numbers, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On request, but no more than on a quarterly basis, the District shall provide EMC with a current bargaining unit list. Such requests shall be filled within a reasonable period of time.

Section 6. Political Action Committee (PAC) Contributions: Upon receipt of a duly authorized voluntary deduction card, the school district agrees to payroll deduction for a federally registered PAC designated by Education Minnesota – Cloquet.

ARTICLE VI - JOB TRANSFERS

Section 1. Definition of Vacancy: A vacancy shall exist when a bargaining unit position is open due to reasons such as resignation, termination, or the creation of a new position and there is no licensed teacher on unrequested leave or returning from leave.

Section 2. Posting and Application Procedures:

- A. During the school year, the school district shall notify teachers of all professional staff vacancies by posting written notification on the faculty bulletin board in each building and sending a copy of the posting to the President and Teacher Rights Chair of the Association. No vacancies shall be filled during the school year until the notice has been posted for at least five (5) calendar days.
- B. The school district shall notify teachers of all professional staff vacancies by emailing a copy of all job postings to all members of the unit using the current district teacher email list and posting all vacancies to the employment opportunities section of the district website. No vacancies shall be filled until the notice has been posted for at least five (5) calendar days. During the summer, the school district shall send a copy of any job posting to any teacher who has made a written request for notice of postings in that specific grade, building or licensure area and has left stamped self-addressed envelopes with the school district office for that purpose.
- C. Teachers may apply for a reassignment in response to such postings as provided in (A) and (B) above. Applications shall be made as directed in the vacancy notices. Teachers desiring a reassignment for the following school year shall submit written requests, no later than May 1, to the building principals and/or superintendent, stating the specific assignment or nature of the assignment and school or schools preferred, if any.

ARTICLE VII - BASIC SCHEDULES AND RATES OF PAY

Section 1. 2023-2024 Salary Schedule: The wages and salaries reflected in Schedule A-1, attached hereto, shall be a part of the Agreement for the 2023-2024 school year.

Section 2. 2024-2025 Salary Schedule: The wages and salaries reflected in Schedule A-2, attached hereto, shall be a part of the Agreement for the 2024-2025 school year.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule:

Subd. 1. Credits: (The language contained in Subd. 1 shall be applicable to lane changes granted in 1980 and thereafter, or until modified.)

- a. Bachelor's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- b. Bachelor's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- c. Bachelor's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.
- d. Bachelor's Degree +40 (60/Master's Degree) lane will require 40 semester credits (60 quarter credits) of which 32 semester credits (48 quarter credits) must be at the graduate level.

- e. Master's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- f. Master's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- g. Master's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.

Subd. 2. Areas of Credit: All credits must be approved by the superintendent prior to taking the course based on the criterion listed below in this subdivision. If a master's Program is approved, then all courses within the master's Program must have prior approval. All credits must be in the teacher's major, minor, or a subject matter area in which the individual is teaching, or a subject area in which the individual has filed a plan of college work with the superintendent which will lead to a minor or a major and licensure by the Minnesota Department of Education. Other courses may be approved for credit at the discretion of the superintendent. Beginning July 1, 2009, the superintendent will have discretion whether to grant credit approval for rigorous online courses. There will be no credit accumulation limitations for these types of courses.

Subd. 3. District Sponsored Credits: For twelve (12) hours of participation in District sponsored and approved course offerings, one (1) semester credit may be applied toward a lane change on the salary schedule. The superintendent will notify staff of these approved course offerings in the fall of each school year.

Subd. 4. Effective Dates: Individual salaries will be modified to reflect qualified lane changes twice every year effective at the beginning of the school year and March 15 of the school year. Credits must be earned prior to September 1 or March 15 respectively, and a transcript of qualified credits must be received by the school district either by mail or hand delivered to the superintendent's office by September 15 or March 31 respectively, of the school year. The September 15 or March 31 deadlines will be waived by the superintendent when application is made prior to September 15 or March 31, respectively, and an official transcript is received by the school district either by mail or hand delivered, before January 1 or May 30, respectively. The increase will be retroactive to the first teacher duty day of that year in the case of the September 15 date and retroactive to March 15 of that year for the remainder of the teacher's contracted days of that school year in the case of the March 15 date.

Subd. 5. Out-of-District Experience: Experienced teachers employed for the first time in the Cloquet school system may be allowed a maximum experience rating on the salary schedule according to their years of experience in an accredited school system. Credit may be given for work experience closely associated with the teaching assignment as recommended by the superintendent, and if in the opinion of the board, it is justified. A half year's teaching experience may be counted as one full year.

Subd. 6. In-District Experience: Teachers employed by school board action in Independent School District No. 94 and working one hundred twenty (120) or more contract days will be credited with one (1) full year of experience for placement on the salary schedule. Teachers employed by school board action and working full-time for at least eighty (80) contract days, but less than one hundred twenty (120) contract days will be credited with one full year of experience for placement on the salary schedule for each two (2) years of contracted employment. Teachers employed by school board action and working part-time for at least sixty (60) days but less than eighty (80) days will be credited with one (1) full year of experience for placement on the salary schedule for each three (3) years of contracted employment. Notwithstanding the above, the step placement for retired teachers who are rehired shall be by mutual agreement between the teacher and the school district.

Subd. 7. Experience Credit for Military Service: Veterans employed for the first time in the Cloquet school system shall be given experience credit for military service as follows:

- 19 - 30 months - 1 year's credit; 31 months or more - 2 year's credit

Experience credit shall be based on the date of entry into the service and date of discharge substantiated by affidavits issued by the Defense Department. This provision applies to active duty only and does not pertain to service in the Reserves or National Guard unless the teacher was deployed in an active duty assignment.

Subd. 8. Credits Earned Subsequent to Degree: Credits intended to apply to lane changes beyond a particular degree (i.e., Masters + 15) must be earned subsequent to the earning of the degree.

Subd. 9. College Credit for CITS and CTE Certification: In the event that a teacher is asked to earn additional college credit, based upon needs of the school district for College in the Schools (CITS) or Career and Technology Education (CTE) in order for certification to teach these classes, the following shall apply:

- a. The number of credits and program providing said credits shall be agreed upon in advance by the teacher and the superintendent.
- b. The school district may make available and reserves the right to limit to a total of \$18,000 per year for reimbursing the cost of approved credits.
 - a. For FY24, and FY25, the district will work with EMC to determine the number of credits needed by staff currently teaching College in the Schools or Career and Technology Education (CTE) courses to maintain compliance with the program. The total dollar amount provided by the district for reimbursement will equal the number of identified credits multiplied by \$550.
- c. The teacher shall be compensated at a rate of \$500 per credit for credits successfully completed during the regular school year. For summer session courses taken outside of the teacher contract year, the teacher shall be compensated at a rate of \$600 per credit for credits successfully completed.
 - a. Successful completion shall be determined as any credit earned with a grade of C or higher. In the case of Pass or Fail graded courses, successful completion shall be an earned grade of Pass.
- d. The school district will make available a total of \$36,000 for reimbursing staff teaching College in the Schools or Career and Technology Education courses for credits earned from summer of 2023 to June 30, 2025 which were taken to maintain compliance with requirements for teaching College in the Schools and Career and Technology Education courses.
 - a. All credits must be approved by the superintendent before eligible for reimbursement.
 - i. Staff requesting reimbursement must submit transcripts showing satisfactory course completion according to paragraph C.a. listed above.
 - b. Courses will be reimbursed at a rate of \$500 per credit until the maximum of \$36,000 is reached.
- e. Credits earned will be eligible for lane change.
- f. In addition, teachers taking a minimum of three (3) credits of approved courses in a semester during the regular school year shall receive release from their study hall/supervisory period for that semester.
- g. The teacher agrees to teach in the program for a minimum of five (5) years in the district.
- h. If the teacher leaves the district or declines to teach the course, the teacher shall reimburse the district an amount equal to 20% of the total certification amount per year for each year remaining of the five (5) year period.
 - a. The teacher will not be penalized if failure to teach the required class(es) during the five (5) year period is caused by school district action.
 - b. Upon extreme circumstances the school district may waive the 20% repayment plan.

Section 4. In-service Education:

Subd. 1. Continuing Education Regulations: All licensed personnel, excluding those with life licensure in their area or areas of licensure, must complete the requirements as set forth in the Continuing Education Regulations (5MCAR 3.005 and/or 5MCAR 1.0786) and by the local Continuing Education Committee and/or the local Vocational Re-licensure Committee.

Furthermore, teachers who are renewing vocational licenses shall complete the re-licensure requirements as set forth by the local Vocational Re-licensure Committee. The local Vocational Re-licensure Committee requirements shall only be applicable to the renewal of vocational licenses.

Section 5. Payment of Salaries: Salaries of teachers will be paid in accordance with the following guidelines:

Subd. 1. Payment: Certified staff will be paid according to District Policy 424.14 adopted October 27, 2003.

Should a teacher discontinue teaching before the end of the school year, he/she shall be paid such portion of his/her salary as has been deferred. This is determined by subtracting what he/she has been paid from the portion of the salary that has been earned. For example: if the teacher worked 155 days the portion of the salary earned is 155/184.5 of his/her yearly salary. Effective July 1, 2006, the portion of the salary earned is 155/183.5 of his/her salary.

Should a teacher be absent from work without pay, the teacher shall be deducted at their daily rate of pay.

If a teacher is non-renewed or placed on unrequested leave of absence, he/she shall be paid in full on the next regular payday following the last day of service. All benefits will extend for the proportionate amount of time employed for the year. If the employee works the entire year then he/she shall receive benefits through August 31, if the employee works half of the school year, he/she shall receive six months of benefits.

Subd. 2. Extra Services: Payment for extra services shall be on the regular payday as defined above. Unless another schedule is mutually agreed to by the person rendering the service and the business manager, the teacher shall receive payment for services rendered since the last regular payday. No payment shall be made prior to the initiation of the service.

1. Determination Period: Prior to the start of their work year, employees may choose one of three options for receiving their pay. Once employees choose an option, that option shall remain in effect for the entire work year and it also will be the option that will be used for all their extra-services contracts. Further, that option will remain in effect for employees unless they inform the District office that they wish to change that option prior to the start of another work year (September 1st). In the event that an employee fails to notify the District office of his/her pay period option, within the deadline specified above, that employee will default to option "C" listed below. Employees who only hold extra service contracts with the district shall default to option "A".
2. Options for Choosing Pay Periods:
 - A. Extra-service employees may choose to be paid during the last month of their contracted work. This pay will be in two equal payments, payable on the regular paydays of that last month of service.
 - B. Extra-service employees may choose to be paid, in equal payments, over the months of their extra-services contract/work or over the remainder of their extra-services contract/work once their contract is fully executed and received by the payroll office.
 - C. Extra-service employees may choose to be paid, in equal payments, over the course of the entire school year (see "school year" defined below) or over the remainder of the entire school year once the extra-services contract is fully executed and received by the payroll office. This is the default option should employees not inform the District office of their choice of pay periods by the deadline of September 1.

3. School Year: For the purpose of the extra service pay only, the school year will be defined as running from September 1, through June 30. Therefore, options for extra services pay must be chosen prior to September 1. In the case of employees newly hired to perform an extra-services contract, the pay period option must be chosen prior to the first pay period following the full executed extra-services contract.

Subd. 3. Termination of Salary: Teachers who resign or are terminated for just cause at the conclusion of a regular school year shall be paid in full on or before June 30. Fringe benefits for these same employees will cease on June 30, unless they have taught a full year as specified in Article X, Section 2 and 8. Health insurance benefits for these employees will terminate on August 31. "Fringe benefits for employees who have taught a full year as specified in Article X, Section 2 and 8, will terminate on August 31."

Subd. 4. Benefits Following Termination: Any eligible teacher terminating employment with the school district may continue to receive hospitalization, medical and surgical health insurance, life insurance and dental insurance until he/she becomes re-employed by the same or another employer, or for a period of eighteen (18) months after the district stops payment of benefits, whichever is shorter, provided the full cost of said benefits shall be paid on a monthly basis by the teacher who terminated employment. (Except as noted in Article X, Section 5 and Article IX.)

Subd. 5. Retirement Salary Payment: Teachers who have given at least a two month notice prior to retirement or resignation shall have the remainder of their yearly salary paid on the next scheduled payroll date following their last teacher duty day.

Subd. 6. Failure to Give Notice: Teachers who fail to give notice pursuant to Subd. 5 above, of their retirement or resignation shall have 1% of their gross annual pay deducted from their final paycheck as liquidated damages to partially cover the school district's recruitment cost. This shall not apply to individuals who must retire or resign for medical reasons. The District may waive this penalty at its discretion. Refer to Article IX, Section 2.

Section 6. Substitute Teachers Pay:

Subd. 1. Long-Term Substitute Teachers: Long-Term Substitute teachers employed by school board action for thirty-one (31) or more days shall be placed on the Salary Schedule as per this article of the Teachers Master Agreement beginning with the teacher's first duty day.

Subd. 2 Daily Substitute Teachers: Daily substitute teachers who are properly licensed and work thirty-one (31) days or more for the same teacher shall be paid beginning with the thirty-first duty day, under the terms of the regular Salary Schedule as per this article. The District may grant any step level on the Teacher Salary Schedule.

Subd. 3. Substitute Retro Pay: In the event that the District cannot pre-determine if a substitute is needed for more than 30 days for the same teacher, and the substitute works for 31 or more days, the substitute shall be placed on the salary schedule with all benefits guaranteed in this master agreement on the 31st day and shall receive retro-active pay for the initial 30 days.

Section 7. Part-Time Teachers Pay: Teachers employed by school board action for less than the basic teacher duty day shall be paid on a pro-rata basis for regular instructional days as per the school calendar. They will work and be paid on a full-time basis for all other teacher contract days as designated on the school calendar; i.e., District in-service and workshop days, conference/registration days, pre-approved in-service days. In the Cloquet Area Alternative Education Program (CAAEP), use of conference days will be determined by the building administrator. Teachers employed less than two (2) instructional periods per day in the CAAEP will receive one (1) workshop/in-service day.

Section 8. Part-Time Teachers Substitute Pay: Part-time teachers regularly employed under contract with Independent School District No. 94 shall be paid a rate equal to \$25.00 per day (\$12.50 per half-day) more than the daily rate for

substitute teachers who are not employed under contract with the District. This pay rate shall be effective for substitute work done after October 15, 2009.

Section 9. Teachers Longevity Pay: Teachers shall receive additional pay during their years of service as specified in the chart below. Years of service will be defined as according to Section 3, subdivision 6 of this article.

<u>Year of Service</u>	<u>Longevity Pay</u>
11-15	\$ 500
16 - 20	\$ 1,000
21 - 25	\$ 1,250
26 - 30	\$ 1,500
31 - +	\$ 1,750

For instance, a teacher starting their 11th year of service will be on step one of this schedule.

ARTICLE VIII - I EXTRA COMPENSATION

Section 1. Extra-Curricular Schedule: The wages and salaries reflected in Schedule C and Schedule D, attached hereto, shall be a part of this Agreement and shall apply to all services, which are part of the 2023-2025 school years and continue until modified.

ARTICLE VIII – II STUDENT CONTACT GROUP ACTIVITIES REVIEW SCHEDULE C

Section 1. Selection of Committee Members:

- EMC Representative - Chairperson
- Activities Director
- Administrator
- School Board Member
- Athletic-Activities Coach*
- Non-Athletic Activities Coach*

*Selected by EMC considering input from involved staff.

Section 2. Committee Meetings and Responsibilities: The Student Contact Group Activities Review Committee shall meet beginning in November of each even-numbered year beginning in 1990 for the purpose of reviewing and hearing adjustment to the Student Contact Group Activities Schedule C. Only those student group activities listed under Schedule C are eligible for review. Positions not listed in Schedule C will be listed in Schedule D.

The Committee will meet as needed to address additions or deletions to Schedule C.

Section 3. Changes and Adjustments to Schedule C:

Subd. 1. Addition and Removal of Schedule C Positions:

Positions may be added to or removed from Schedule C by using the following procedure:

1. Present to and receive approval of the building principal.
2. Present to and receive approval of the superintendent.
3. Present to and receive preliminary approval of the School Board.
4. Present to Schedule C Committee for the purpose of establishing salary.
5. Receive final approval of the School Board.

Subd. 2. Expansion and Reduction of Schedule C Positions:

Positions may only be expanded beyond or reduced from Schedule C by using the procedure in Subd. 1 of Section 3 of this Article. A Schedule C position shall be considered for expansion or reduction if one of the following criteria is met:

1. The points increase or decrease by 20% or more in a year.
2. An advisor/coach requests that a position be expanded or reduced.
3. The School Board expands or reduces a position.
4. The State High School League or similar governing agency expands or reduces a position.

Subd. 3. Costs: The cost increase incurred by the addition or expansion of a Schedule C position shall be the responsibility of the school district. The cost reduction from the removal or reduction of a Schedule C position shall revert to the school district.

Section 4. Review Procedure:

Subd. 1. Review Form: The "Schedule C Review Form" must be completed and returned to the Schedule C Committee chairperson by November 1 of each even-numbered year. Forms will be available in each building.

Subd. 2. Hearing: The Committee shall meet to hear all reviews. Advisors/coaches directly related to the review have the right to be present at the hearing and to present their review to the Committee.

Subd. 3. Decision: The Committee shall decide all reviews by April 1 of each odd-numbered year and provide a written statement of the reasons for accepting or rejecting, all or in part, the review for adjustment.

Section 5. Criteria and Points: In determining salaries for new Schedule C positions and for the purpose of reviews, the following criteria and point values shall be used:

1. Length of Season: (1 week = .5, 20 hours = .5, 20-25 hours = 1 week)
2. Number of Appearances: 0 - 5 = .5 etc., with each additional
 6 - 10 = 1.0 5 appearances worth .5 to
 11 - 15 = 1.5 a maximum of 4 points
3. Number of participants per coach: 1 - 10 = .5
 11 - 20 = 1.0 etc., to a maximum
 21 - 30 = 1.5 of 3 points
4. Vertical Control System (number of grades): 1 - 3 = .5
 4 = 1.0
 5 - 6 = 1.5
5. Equipment Responsibilities: (from 0, .5, 1.0, to 1.5 maximum)
6. Public Relations: (from .5, 1.0, to 1.5 maximum)
7. Working Conditions: (from 0, .5, to 1.0 maximum)
8. Planning Time/Scouting: (from .5, 1.0, 1.5, to 2.0 maximum)
9. Community Pressure: (from 0, .5, 1.0, 1.5, to 2.0 maximum)
10. Number of Assistants: (1 - 2 = .5, 3 - 5 = 1.0, 6+ = 1.5)

ARTICLE IX - RETIREMENT INSURANCE BENEFITS and 403(b)

Section 1. Eligibility for Board Contributions to a 403(b):

All teachers who have not been grandfathered into the Early Retirement or Severance Pay Plans shall be eligible for the 403(b) plan.

Subd. 1. 403(b) Employer Matching Plan: The District shall implement an Employer Matched 403(b) Tax-Sheltered Annuity Plan, as allowed under Minnesota Statute (M.S.) 356.24 as amended. Employer matching contributions shall be directed to insurance companies approved by the Minnesota State Board of Investment. The plan shall comply with I.R.S. Code, 26 U.S.C. Sec. 403(b). Part-time teachers working half-time (.50) or more may participate on a pro-rata basis in the plan. Retired teachers who have been rehired by the school district are not eligible for employer contributions.

Subpart 1. Cap: Beginning July 1, 2024, there shall be a lifetime per teacher cap of \$50,000 on District contributions.

Subpart 2. Match: Effective July 1, 2024, the yearly matching amounts paid by the District shall be limited to a maximum amount as follows:

<u>YEARS</u>	<u>MAXIMUM ANNUAL MATCH</u>
1-3	No match*
4-6	\$900
7-10	\$1,400
11-15	\$1,900
16-20	\$2,150
21+	\$2,400

District matching amount shall match teacher’s contributions on a dollar for dollar basis up to the applicable maximum amount allowed under this Agreement.

* Teachers achieving tenure within the district during the initial three years of employment will receive a \$250 maximum match each year after tenure is achieved until reaching year 4.

For 2023-2024, language from the previous contract remains in effect.

Subd. 2. Plan Year: The plan year shall be from September 1 through August 31.

Subd. 3. Participation: An eligible teacher must make application for participation by September 1 of each school year. Once an eligible teacher elects to participate in the plan, said election is irrevocable for that school year and will continue each subsequent school year unless modified by the teacher by the September 1 deadline. This provision relates to an eligible teacher’s willingness to participate in the plan and in setting the monetary amount of participation in the plan. Once the election is made, the teacher must participate in the program at the same rate for that school year unless the teacher is granted an unpaid leave or a sabbatical leave, in which case he/she may not participate in the matching program until the teacher returns to half-time (.50) or more service.

Subd. 4. Reduction in Assignment: In the event a participating teacher’s assignment is reduced from full-time to part-time during the school year, the teacher must continue participation at the same rate for the remainder of the school year.

Subd. 5. Part-Time Teachers: Part-time teachers, defined as teachers working half-time (.50) or more, but less than full-time, shall be allowed to participate on a pro-rata basis in the 403(b) Employer Matching Plan. Part-time teachers must meet the eligibility requirements for participation in the plan. The lifetime cap and the yearly matching amounts paid by the District shall be reduced on a pro-rata basis equivalent to the percentage of employment of that part-time teacher.

Subd. 6. Teacher Auto Enrolled: All teachers hired after January 1, 2020 will be automatically enrolled in a voluntary 403(b) plan after the thirty (30) day opt-out timeframe. New teachers opting into the plan will receive credit for the first thirty (30) days. Teachers hired as long-term substitutes will not be automatically enrolled. Twenty (\$20.00) dollars will be deducted per pay period and contributed into a 403(b) account that requires no annual, withdrawal or transfer fee, managed by a vendor to be selected by EMC from the district approved vendor list. The vendor will be the responsible Fiduciary of the default investments. A teacher can opt out of the plan within 30 days of his/her official start date and withdrawals will be returned to the school district and added back into the teacher's paycheck. Following the opt out period, any changes made by the teacher will not go into effect until the following 403(b) plan year. Teachers may transfer the account to any of the qualified investment companies listed in the Employer 403(b) Plan Document Adoption Agreement.

Section 2. Eligibility for Retirement Insurance Benefits:

Subd. 1. Full-time Teachers: Full-time teachers, whose first day of duty was before July 1, 2010, (i.e. teachers whose hours of service constitute the basic teacher's duty day as defined in this Agreement who have worked for a minimum of ninety-five (95) consecutive days), and who have completed at least ten (10) years of continuous service with the District prior to retirement (or after serving ten (10) consecutive years as a full-time teacher, has assumed a part-time teaching position) and who are at least fifty-five (55) years of age, shall be eligible for retirement benefits. An eligible teacher wishing to receive retirement insurance benefits must submit a written resignation for retirement purpose to the School Board at least two months prior to his/her retirement date. At the sole discretion of the District, the District may waive this timeline for the notice of resignation for retirement. Part-time teachers: who have worked a minimum of ninety-five (95) consecutive days, have completed at least ten (10) years of continuous service with the District prior to retirement, who are at least fifty-five (55) years of age, and who work .8 FTE or greater shall be eligible for retirement benefits on a pro-rated basis. Refer to Article VII, Section 5, Subdivision 6.

Subd. 2. Retirement Benefits: Benefits provided in Article X, Section 2 of this Agreement, except long-term disability benefits, shall be provided to eligible teachers who retire from employment with the school district.

Subpart 1. Health Insurance Cost: For retired teachers from the age of fifty-five (55), and whose first day of duty was before July 1, 2010, until qualifying for Medicare, the school district will provide health insurance benefits at the same District premium and Health Retirement Account (HRA) or Health Savings Account (HSA) contributions as per this contract stated in Article X, Section 2, Benefits A. Future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until the teacher qualifies for Medicare. The application of the premium to be paid by the school district shall be for the teacher's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

Subpart 2. Coordination of Coverage: Any teacher who retires after January 1, 2008, or their spouse, will be required to select a Medicare supplemental medical insurance plan that has been offered by the district (i.e., Health Partners Freedom Plan) when they reach Medicare age as defined in accordance with M.S. 471.611, Subd. 2 (2010), as amended if they wish to continue to participate in any of the school district's

group health plans. This will include any supplemental plan offered through the District carrier, such as the Freedom Plan, or outside the District.

Subpart 3. Benefit: Employees who are eligible to receive retirement health insurance benefits shall receive those benefits according to the following guidelines: Eligible retirees shall receive their specified benefits until they qualify for Medicare. Eligible retirees shall receive, upon retirement, a dollar amount paid toward their medical insurance plan that is equivalent to the dollar amount of benefit contribution they received during their last year of employment. This dollar amount of benefit includes district contributions to their insurance premium and district contributions to their HRAs or HSAs. This does not include amounts paid to the Post-Retirement Health Care Savings Plan (PRHCSP) administered by the Minnesota State Retirement System (MSRS). Any increases or decreases in premium after retirement shall be split equally between the district and the employee. Employees who retire prior to September 1, 2011 do not have an HRA or HSA benefit paid by the district.

Subpart 4. Changing Plans: Employees wanting to make changes to plans after retirement may do so under the limitations listed below:

These limitations may be overruled and invalid based on changes to law and based on the restrictions currently in force by the health insurance provider for the school district. In general, changes can only occur during the open enrollment period or because of a life event as defined in Minnesota State Statutes.

1. If retired employees change insurance coverage from individual to family, they shall pay one hundred percent (100%) of the dependent premium.
2. Retirees may choose to change from family to single coverage within the same plan option at any time.
3. If a retiree does make a change to their coverage, the application of the premium to be paid by the school district shall be for the employee's coverage that was in effect at the time of retirement. For example, a retiree on the family High Deductible Health Plan (HDHP) 1350/2700 plan could choose the single 3375/6750 HDHP plan. If that becomes the case, the benefit paid by the district shall be calculated to be as if the retiree had retired on the single 3375 High Deductible Health Plan (HDHP) plan. Future increases or decreases in premium shall be shared equally by the retiree and the district.
4. This section applies only to retirees who retired prior to September 1, 2011; they will have a one-time option to change their plan to a higher deductible plan. That choice has to be made effective September 1, 2011. Thereafter, retirees can only change coverage from family to single within that plan or move to a supplement such as the Freedom plan when they are Medicare eligible. If that choice is made to go to a higher deductible, the employee shall take their current amount of paid benefit for which they would have qualified for under the Choice 500 plan had they chosen to stay with that plan or their amount of benefit qualified for at retirement, whichever is greater. Thereafter, increases/decreases in premium costs shall be born equally between the retiree and the district.
5. Retirees who retired after the 2011 – 2012 school year will have a one-time option to change plans. An example of changing a plan would be to go from the HDHP 1350/2700 to the HDHP 3375/6750. If an employee changes plans, the amount of benefit paid by the district, including HRA/HSA contributions, will be the same as if the retiree had retired with that plan change and had realized all of that plan's corresponding benefits adjustments and changes in employee's financial responsibility since retirement. For retired teachers from the age of fifty-five (55), until

qualifying for Medicare, the school district will provide health insurance benefits at the same District premium and HRA or HSA contributions as per this contract stated in Article X, Section 2, Benefits A. Future premium costs and increases exceeding the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until the teacher qualifies for Medicare. The application of the premium to be paid by the school district shall be for the teacher's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

6. Beginning with the 2012-2013 school year, during the health insurance open enrollment period just prior to their retirement, retirees may choose to go to a lower cost plan than their current coverage if that plan was part of the District's insurance offerings during their last year of employment. Future increases in premiums will be split 50/50 from the level of benefit that was in effect for their new plan during their last year of employment. Some examples follow. An employee on the Choice 500/1000 family plan or single plan could elect to take a single HDHP 1350/2700 single plan. If that person was on the Choice 500 single plan, he/she could not enroll in the family 1350/2700 HDHP plan without paying the full cost of the dependent premium. If the retired teacher changes insurance coverage from individual to family, the teacher shall pay one hundred percent (100%) of the dependent premium.

Miscellaneous Questions and Answers:

Q: Can I change my health plan during open enrollment of my last year of employment?

A: Yes, only if the cost to the District is less than the previous plan.

Q: After I retire, how many times may I change plans?

A: You have a one-time option to change to a lower cost plan. This must occur during an open enrollment period or because of a life event. If you change plans during the open enrollment period of your last year, this does not count as a change.

Q: Does changing my status from family to single count towards my one-time option after retirement?

A: Not if you stay with the same plan.

Q: May I change from single to family after retirement?

A: Yes, but you will have to pay the total cost of the difference.

Q: After my retirement, may I change to a new plan which was not in existence at the time I retired?

A: No.

Q: After my retirement, may I ever change to a plan that is more expensive?

A: No, unless that plan is terminated by the Health Insurance company and is no longer offered. Then the next closest cost option would be available.

Q: After my retirement, if I change my status from family to single and change my plan from Choice 500 to HDHP 1350 does that count as my one-time option?

A: Yes.

Subd. 3. Dental and Life Insurance Cost: Dental insurance premiums and life insurance premiums shall be one hundred percent (100%) paid by the retired teacher.

Subd. 4. Effect of Termination: Retirement insurance benefits shall be paid by the District but shall not be granted to any teacher who is discharged by the District pursuant to M.S. Sec. 122A.40, et. seq. (or successor statutes).

Section 3. Eligibility for Post-Retirement Health Care Savings Plan:

Subd. 1. Full-Time and Part-Time Teachers (i.e. teachers whose service is a minimum of ninety-five (95) consecutive days): Teachers whose first day of service was on or after July 1, 2010, shall be eligible for an annual District contribution to the teacher’s account in the PRHCSP managed by the MSRS. Teachers whose first duty day was on or after July 1, 2005, and before July 1, 2010 may opt out of the retirement insurance benefits specified in Article IX, Section 2, Subd. 2. Teachers not covered by retirement insurance benefits shall receive contributions to the PRHCSP according to the schedule listed in Article IX, Sec. 3, Subd. 5.

Teachers opting out of the retirement insurance benefits prior to March 31, 2010, shall receive the full year of PRHCSP benefits for which they are qualified to receive. After March 31, 2010, teachers opting out of the retirement insurance benefits shall have their contributions to the PRHCSP made monthly at a rate of 1/12 of the annual amount for which they are eligible to receive. At any time after January 31, 2011, teachers may change from the post-retirement health insurance benefit to opt for the PRHCSP contribution. This change may only be made one time. Payments to the PRHCSP will not be retroactive beyond the year during which the change is made. Teachers may not opt to change benefits from the PRHCSP to the post-retirement health insurance benefit.

Subd. 2. Contributions: Contributions shall be paid monthly at a rate of 1/12 of the annual amount for which teachers qualify to receive.

Subd. 3. Part-time Teachers: Section three benefits will be prorated for part-time teachers according to their FTE.

Subd. 4. Cap: There shall be a lifetime per teacher cap of \$40,000 on District contributions.

Subd. 5. Amount of the District’s Contribution: Effective beginning with the 2010-11 school year, the District will make an annual contribution to a teacher’s account in the PRHCSP managed by the MSRS in an amount based on their years of service to the Cloquet School District in accordance with the following chart:

Maximum of \$40,000 lifetime contribution.

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

Example of interpreting the above chart: Beginning their fourth year with the school district, teachers will be eligible for a \$500 benefit, prorated according to FTE.

Subd. 6. Death of Employee. Upon an employee’s death, contributions owed but not yet paid to the HCSP will be paid to the beneficiary.

Subd. 7. Provisions. Should any one or more provisions of Article IX be ruled invalid, the remaining provisions of each section would be severable and remain in full force and effect.

Section 4. Provisions: Should any one or more provisions of Article IX be ruled invalid the remaining provisions of each section would be severable and remain in full force and effect.

ARTICLE X - BENEFITS

Section 1. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 2. Benefits: The school district shall make available to all teachers whose hours of service constitute the basic teacher's duty day as defined in this Agreement for a minimum of one-half (½) of the teacher duty days in any contract year rounded down to the nearest whole number or any teacher who is under contract as a long-term substitute for a period of 90 days or more, benefit plans as listed below. The defined health insurance plans shall be adopted according to Minnesota law. See 471.6161 GROUP INSURANCE; GOVERNMENTAL UNITS.

A. Hospitalization, Medical, and Surgical Coverage:

Subd. 1. Employee/School District Premium Share: Effective September 1, 2015, hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees with the District bearing the costs as listed in the District's adopted health insurance plan. The 2019-2020 insurance rates are attached on page 38.

Subd. 2. Premium Increase/Decrease: Adjustments for Plan Cost Changes: In the event the single or dependent premium increases/decreases (from the September 1, 2011 premiums) the District and the employee will share in the insurance plan increases/decreases as follows:

- a. Dependent Coverage: The district and employee will share the increases or decreases in premiums equally.
- b. Single Coverage: For any amount of premium over \$8,000, increases or decreases in the premium shall be 80% district responsibility and 20% employee responsibility.
- c. Employees may opt for different plan coverage during the open enrollment period each year.

Subd. 3. Dependent Benefit Coordination: The following section will be administered in accordance with applicable rules and regulations governing coordination of benefits. If an employee's dependent is entitled or would be entitled if enrolled, to have any part of the cost of eligible medical-surgical, hospital, major-medical, and dental services, and supplies paid by the dependent's fully employer-paid insurance plan, even though the dependent does not enroll in the plan or waives or fails to claim benefits under the plan, the Cloquet School District insurance plan will provide secondary coverage only. The amount furnished under this Article shall be reduced so that the total amount paid under this contract and the dependent's fully employer-paid insurance entitlement does not exceed the total charges for covered benefits.

Subd. 4. Singles: Effective September 1, 2005, if an employee chooses a single health plan, the District will contribute \$75.00 per month into a Post-Retirement Health Care Savings Plan (PRHCSP) managed by the Minnesota State Retirement System (MSRS).

Effective September 1, 2011, employees eligible to receive group insurance benefits but who choose not to do so shall receive \$75.00 per month into a PRHCSP managed by the MSRS.

Upon an employee's death, contributions owed but not yet paid to the PRHCSP will be paid to the beneficiary.

Subd. 5. Dependents: An employee with a dependent is eligible for coverage of the dependent provided the dependent is not an employee of another employer receiving insurance benefits from said employer as follows:

- a. Cash instead of health insurance, or
- b. Some type of credit toward the purchase of some other employee benefit instead of health insurance, or
- c. Cash in addition to selecting health insurance with a deductible of \$750.00 or more instead of a plan with a smaller deductible.

Subd. 6. Eligible Spouse: If a married couple works for the district and are both eligible for district health insurance coverage, the options shall be as follows:

- a. Two single plans, or
- b. One family plan. If enrolled in a family plan, the family premium paid by the employee shall be \$1950 less than the amount paid by other family policy holders if the family is enrolled in an HDHP. The employee carrying the insurance will receive a \$750 contribution to their HSA.
- c. In the case of married employees in which one has a fully paid district provided health care plan, the spouse will receive \$600 in PRHCSP. Enrollment in a single plan and a family plan will not be allowed. These benefits shall be prorated according to FTE.
- d. Spouses choosing the reduced family premium option described in the District's insurance plan will not be eligible for the extra \$600 MN PRHCSP contribution.

B. Health Reimbursement Account (HRA)/Health Savings Account (HSA):

Subd. 1. Introduction. Employer shall make an HRA/HSA arrangement available subject to the terms of this agreement for eligible teachers, herein referred to as "Employees." Procedures and rules for High Deductible Health Plans (HDHP) are part of the district's policies and procedures.

Eligible Employees who enroll in the HDHP, Employer and Employee shall share in the costs of the plans as listed in the Attachment – 2019-2020 Health Insurance Costs on page 38.

- C. Life Insurance: Life insurance shall be provided at school district expense in an amount of \$50,000 to each teacher.
- D. Long-term Disability Insurance: Long-term disability benefits will be provided at teacher expense up to 66 2/3% of the teacher's basic contracted salary to maximum benefit of \$3,000.00 per month. There shall be an elimination period of 60 working days.

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

Subd. 2. Cost: The salary of each teacher shall be increased by the cost of his/her long-term disability premium.

- E. Dental Insurance: Effective October 1, 2005, dental benefits will be paid by the school district at a premium rate of \$26.80 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of \$46.78 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay for the

additional costs of premiums for the term of this contract only. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Section 3. Part-Time Teacher Benefits: Hospitalization, medical and surgical coverage, life insurance and dental insurance benefits shall also be made available to teachers working half-time or more. For teachers working half-time or more, but less than full-time, the school district shall contribute a pro-rata portion of the school district's costs of these benefits for full-time teachers.

The school district will contribute its share of the benefit cost only when an eligible teacher elects to participate in a given benefit and agrees to pay their portion of that benefit cost through payroll deduction. Long-term disability benefits shall be made available to teachers working half-time or more at teacher expense.

Section 4. Benefits During Leave: Unless otherwise prohibited in this Agreement, the school district shall make available to all full-time teachers who are on approved leave of absence, benefit plans provided in Article X, Section 2, of this Agreement, provided that the full cost of said benefit plans shall be paid by the teacher on leave of absence, except that all benefits specified under the Family Medical Leave Act (FMLA) shall be available to teachers whose leave is granted under FMLA.

Long-term disability benefits are available at the teacher's expense up to one (1) year from the effective date of the leave. Extension of long-term disability benefits after one (1) year is not available if additional leave time is granted.

Section 5. Dependents of Deceased Teacher: Dependents of a deceased teacher, who at the time of death is eligible for benefits, provided in Article X, Section 2, of this Agreement, shall continue to be eligible for dependent hospitalization, medical and surgical benefits until the date coverage for your dependents would otherwise terminate under the insurance company's contract. The contribution benefit, to be provided at school district expense up to one (1) year, shall be that amount, which is applicable under Article X, Section 2, A.

Section 6. Benefits Following Termination: Any eligible teacher terminating employment with the school district may continue to receive hospitalization, medical and surgical health insurance, life insurance, and dental insurance, until he/she becomes re-employed by the same or another employer, or for a period of eighteen (18) months after the District stops payment of benefits, whichever is shorter, provided the full cost of said benefits shall be paid on a monthly basis by the teacher who terminated employment. (Except as noted in Article X, Section 5 and Article IX.)

Section 7. Benefits for Teachers on Long-Term Disability: The school district shall make available to eligible teachers who qualify for long-term disability benefits, insurance benefit plans provided in Article X, Section 2, of the Agreement, provided that the full cost of said benefits shall be paid by the teacher on long-term disability.

Section 8. Duration of Annual Health Insurance Benefit: Employees shall be entitled to a full year of health insurance benefits if they work the full contracted school year for teachers, as specified in Article XIV, Section 1.

ARTICLE XI - SICK LEAVE

Section 1. Sick Leave: On the first duty day of each school year, teachers shall be credited with their current allotment of sick leave days according to the following schedule:

- a. Beginning July 1, 2024, for the first three years of employment, teachers shall earn sick leave at a rate of 12 days per year. The first year of employment (one year) shall be counted for any teacher hired between July 1 and June 30 of a given school year. For 2023-2024, language from the previous contract remains in effect.
- b. Starting year four, teachers shall be credited with 10 days of sick leave.

c. Teachers shall accumulate sick leave according to the following schedule:

1. On the first teacher duty day of each school year, teachers shall be credited with their current allotment of sick leave.
2. As of July 1, 2024, sick leave accumulation will be capped at 100 days. For teachers whose sick balance is above 100, the days above 100 will be transferred and maintained in a personal sick leave bank until their retirement. Teachers initially employed after September 1, shall be allowed one and one-third (1-1/3) days of sick leave for each month of continuous employment during the first year but not to exceed 12 days. Example: A teacher initially employed on October 1 will immediately be credited with ten and two thirds (10 2/3) days of sick leave which is equivalent of 1-1/3 days times an eight (8) month contract.
3. For teachers working less than full-time, sick leave shall be pro-rated, i.e., a teacher who qualifies for 12 days of sick leave but only is working three-eighths time will receive twelve (12) three-eighths days while that teacher, if working (3) full days per week, would receive seven and two tenths (7.2) (.6 x 12) days according to FTE.
4. At the conclusion of the contract year, when the cap of 100 days of sick leave is reached, a teacher may cash out the unused portion of the current year's new allocation of sick leave days at a rate of \$120/day.

Example – Teacher A enters the school year with 100 days of banked sick leave. S/He is allocated 10 new days of sick leave at the beginning of the school year. S/He uses 4 days of sick leave during the school year and has 6 sick leave days remaining from the current year's allocation when the contract year ends. The teacher is already at the capped leave amount and may cash out the 6 days of unused leave from the current year's new allocation. The max buyout in any given year is the new allocation of 10 days.

d. This benefit does not apply to long-term substitutes working less than one-half year.

Subd. 1. Sick Leave Bank: At the beginning of the 1975-76 school year and for the next one (1) year thereafter, each teacher shall contribute one (1) day of sick leave allowance to a common sick leave bank to be administered by the superintendent and Education Minnesota – Cloquet representative. The total at the end of this two-year period shall constitute the maximum for the bank. No further deductions shall be made until the balance in the bank is reduced to less than the total number of teachers employed for that school year. In the event that this action becomes necessary, one (1) day will be deducted from each teacher's sick leave during any month the balance in the bank is reduced to less than the total number of teachers employed for that school year. Although the total may not equal the beginning maximum, no further deductions shall be made until the total is again reduced to less than the number of teachers employed for that school year. New teachers will be assessed one (1) sick day to be deposited into the sick leave bank on their first day of employment from their yearly allotment.

Purpose: The purpose of the Sick Leave Bank is to provide additional sick leave to those teachers who have exhausted their sick leave and have a catastrophic/long term illness, or accident necessitating an extended absence. Teachers may draw sick leave days from the sick leave bank up to sixty (60) school days per school year, or until they are eligible for long-term disability benefits, whichever is less. The limits identified in the previous sentence are per catastrophic, long term illness, or accident. In any year in which a teacher has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank, shall be one (1) day and a physician's certificate shall be completed in accordance with procedures outlined in Article XII, Section 5, Subd. 3., of this Agreement. Participation in the sick leave bank is limited to teachers working one-half time or more who have long-term disability insurance coverage for the pro-rata portion of the day for which they are employed. New teachers shall have a ninety (90) school day waiting period before being eligible to use the sick leave bank.

Teachers who use the sick leave bank shall pay those days back to the sick leave bank at a rate of 1/3 of their yearly allotment of sick days. This payback shall occur at the beginning of the school year. For instance, if the

yearly allotment is 15 sick leave days, a teacher would pay five (5) days back to the sick leave bank per year until payback is achieved.

Application Process: Applications shall be in writing to the Superintendent. Verification by the attending physician will be provided in writing with the application. The sick leave bank committee comprised of the Superintendent and at least two (2) EMC members will review the application. If an application is denied, the applicant may ask for a review of its initial determination. At the time of application to the sick leave bank a teacher must apply for long term disability (LTD), in accordance with LTD carrier guidelines unless waived by the sick leave bank committee. The total number of days that may be withdrawn from the sick leave bank at any one time shall be up to sixty (60) days per school year, or until they are eligible for long-term disability benefits, whichever is less, per event. The limits identified in the previous sentence are per catastrophic, long term illness, or accident. The teacher shall not be eligible for the sick leave bank if he/she refuses to apply for LTD within thirty (30) days of receiving the forms from the District.

Qualifications: To qualify as a catastrophic/long term illness, or accident for the purposes of this sick leave bank provision, the teacher must have exhausted their personal sick leave accrual, any available paid leave, had six (6) continuous absences without pay, and had:

- a. An accident with major injury causing absence by the teacher over an extended period of time and is substantiated in writing, or
- b. A serious illness/accident causing absence by the teacher over an extended period of time and is substantiated in writing not including normal pregnancy or childbirth recovery, or
- c. A serious and recurring illness causing periodic absence over an extended period of time and substantiated in writing.

Exemptions:

- a. Except for FMLA or medical leave, teachers on leave are not eligible to access the Sick Leave Bank.
- b. A teacher who is collecting benefits from long term disability or workers compensation will not be eligible to access the Sick Leave Bank.
- c. Teachers who are working less than full-time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed.
- d. New teachers who have been employed less than ninety (90) school days.

Subd. 2. Defined: Sick leave with pay shall be allowed whenever a teacher'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 a teacher's absence is due to the serious illness and/or the temporary disability of the teacher's spouse, adult children, or parent.

Note: 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, stepsibling, 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.

Subd. 3. Notification: If misuse of sick leave is suspected, the building principal and EMC will meet with the teacher, and at the teacher's option, another representative. After this meeting, the principal may ask the teacher for a medical certificate from a qualified physician at such time as the teacher requests future sick leave for up to

one (1) year from the date of this meeting. Failure to comply with this request will result in the leave not being granted.

Subd. 4. Sick Leave for Childbirth, and/or Pregnancy, and/or Adoption: Sick leave for childbirth and/or pregnancy, and/or adoption is granted according to one of the following conditions:

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

ARTICLE XII - LEAVES OF ABSENCE

Section 1. Bereavement Leave; Family:

Subd. 1. Qualification of Days: Bereavement leave will be granted in a case of death in the immediate family, which is defined as teacher's spouse, teacher's parents, step-parents, children, step-children, grandchildren, sister, brother, stepsibling, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse, cousins, aunts, uncles and domestic partners causing the teacher to lose working time. This benefit does not apply to long-term substitutes working less than one-half a year. Time allowed for bereavement is not to exceed the following:

- a. Three (3) scheduled working days if the distance traveled is 400 miles or less one way;
- b. Four (4) scheduled working days if the distance traveled is more than 400, but less than 800 miles one way; and
- c. Five (5) scheduled working days if the distance traveled is more than 800 miles one way.
- d. No less than four (4) scheduled working days shall be allowed in case of death of a spouse or child.

Subd. 2. Additional Leave Days for Bereavement: After the bereavement leave is used as described in subdivision 1, additional days for bereavement may be granted in the order as follows:

- a. Any available emergency leave left, as outlined in Section 2, may be used as extended bereavement leave.
- b. Any available personal days as outlined in Section 3, may be used as extended bereavement leave.
- c. For a second qualifying event in the same school year involving an immediate family member, a teacher may, with administrative approval, be allowed to use up to three (3) sick leave days as extended bereavement leave.

- d. Two (2) additional days of bereavement leave may be taken with a deduction per day equal to the daily salary paid to substitute teachers (benefits not included).

Section 2. Emergency Leave: Three (3) working days per year may be granted with pay with the approval of the building principal for emergencies only as defined below. (Note: This section does not apply to long-term substitutes working less than one-half year):

1. Extended Bereavement leave as defined under Section 1.
2. Additional bereavement leave not defined under Section 1.
3. To attend a funeral of a close friend or non-immediate family – principal permission required.
4. Attendance to legal matters, including legal authorities occurring during regular working hours.
5. Serious illness in immediate family requiring a doctor visit or hospitalization (immediate family as defined in Section 1).
6. Natural disasters at an employee's place of residence which may cause potential structural damage or damage to the contents of the residence.

Section 3. Personal Leave: Beginning July 1, 2024, each teacher has three (3) working day per year with pay for personal reasons. After three (3) years of continuous service with the school district, teachers will be allowed five (5) working days per year, with pay, for personal reasons. Teachers may carryover one personal leave day per year or be reimbursed. Unused personal days shall be reimbursed at the rate of \$120 per day. If available, one personal day will automatically be carried over unless notification is given to the Business Office by the last contract day of the school year. Any remaining day(s) will be automatically paid to the teacher. For 2023-2024, language from the previous contract remains in effect.

Subd. 1. Criteria: It is understood that Personal Leave may not be approved when the number of bargaining unit members using Personal Leave exceeds 5% per day rounding up to the nearest whole number of the building bargaining unit population. The building principal will have the discretion to exceed the 5% cap. For the purpose of determining the number of staff using Personal Leave in any day, a .5 F.T.E. or less is equal to the lower whole number, and an F.T.E. over .5 is equal to the higher whole number.

1. The bargaining unit population per building for the school year shall be determined as of the first teacher duty day.
2. Personal Leave days may be taken in one-half (1/2) day increments based on substitutes availability.
3. Personal Leave days shall apply before deduct of paydays.
4. This section is applicable to those teachers working three-eighths (3/8) time or more per contract day for a minimum of one-half (½) of the teacher duty days in any contract year rounded down to the nearest whole number.

Subd. 2. Additional Rules and Exceptions: Normally, the following rules apply to personal leave days, unless the superintendent gives a waiver for a teacher in a particular situation:

1. Only two (2) Personal Leave days may be taken after April 30th of each school year. Principals may grant permission to exceed this maximum.

2. Personal Leave days shall not be granted on workshop/in-service days or conference days, unless they are being used to extend Bereavement Leave as described in Section 1 or Emergency Leave as described in Section 2.
3. Staff must give prior notification to the building principal three (3) days in advance except in the event of emergencies.

Subd. 3. Teacher Comp. Days: The above stated procedures for use of personal leave days shall be applied to teacher compensation days earned for such things as committee work. The 10% per day stipulation in Subdivision 1 shall include combined numbers of teachers on personal leave and those using comp days.

Section 4. Requested Leave of Absence: Upon request to the school board, an employee may be granted a leave of absence for a period not exceeding two (2) entire school years. A leave of one (1) school year or less will be counted as a full school year leave.

Subd. 1. Eligibility: A leave of absence, when granted, may be for personal health; illness or death in the family requiring one's assistance; for study for advanced degree or new licensure; travel with an educational purpose; care of dependent children (care of infant only); teacher who accepts a part-time teaching position with the Cloquet School District; superintendent-approved public or private sector work experience program; or in lieu of other teachers being placed upon unrequested leave of absence. This shall not limit the right of a teacher to take leaves of absence pursuant to state and federal laws, i.e. FMLA, M.S. 122A.46, etc.

Subd. 2. Compensation: Such leave of absence shall be without any compensation or expense allowance from school district funds and no experience shall be granted on the salary schedule except as defined in Article VII, Section 3, Subd. 6.

Subd. 3. Benefits: A teacher on leave of absence is eligible to participate in benefits provided in Article X, Section 2, of this Agreement, but shall pay the entire premium, unless contrary to state or federal statute, for such programs as the teacher wishes to retain, commencing with the beginning of the leave of absence (see Article X, Section 4). The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the District pursuant to this Section (see Article X, Section 4) unless granted by state or federal statute.

Subd. 4. Exclusions: Teachers on leave of absence are not eligible for sick leave or temporary total disability leave unless granted by state or federal statute.

Subd. 5. Notification of Return: A teacher on a one (1) or two (2) year requested leave of absence must notify the superintendent of schools in writing, on or before March 1 of the ending year of their leave of absence, of their intention to return from leave or if they are requesting an extension of time, from March 1 to March 31. Failure to comply with the deadlines shall constitute a waiver of the right of the teacher for continued employment in Independent School District No. 94. If the teacher is on a leave of absence pursuant to state or federal statute, the notice of return shall be governed by that statute.

Section 5. Temporary Total Disability Leave: The purpose of this policy is to provide an orderly procedure for a teacher who is absent from work due to temporary total disability to be temporarily released from teaching responsibilities. The interests of pupils, continuity of program, and the teacher should be considered in the implementation of this policy.

Subd. 1. Defined: A temporary total disability is defined as the inability of an employee to perform the regular teaching duties because of illness, injury, or pregnancy.

Subd. 2. Notification: When absence from work due to temporary total disability can be predetermined, e.g., pregnancy, a written request for temporary total disability leave of absence shall be forwarded to the

superintendent at least forty-five (45) days before the requested date of the leave. The forty-five (45) day requirement will be waived when the request for leave is accompanied by a physician's recommendation.

Subd. 3. Certification: A teacher absent from work for ten (10) consecutive days due to temporary total disability must forward to the superintendent a written statement from a physician certifying inability to resume normal teaching duties; thereafter, such written certification must be forwarded to the superintendent at the end of each fifteen (15) day period that the teacher is absent from work. The fifteen (15) day requirement will be waived when accompanied by a physician's statement certifying the cause and duration of temporary total disability.

Subd. 4. Re-Employment: The teacher will be re-employed when the teacher submits written notice from a physician that the teacher is capable of resuming normal teaching duties. Maximum length of temporary total disability leave will be 12 months but can be extended with mutual agreement between the teacher and the District.

Subd. 5. Re-Instatement: A teacher returning from temporary total disability leave shall be offered a teaching position for which the teacher is properly licensed. The school district will have discharged its responsibility under this Agreement after offering re-employment for the first vacancy that occurs for which the teacher is properly licensed and if the teacher fails to advise the school board within thirty (30) days of the date of notification that a position is available.

Subd. 6. Benefits: Teachers on temporary total disability leave are entitled to all benefits provided in Article X, Section 2 of this Agreement and may apply for sick leave as provided in Article XI, Section 1, of this Agreement.

Section 6. Unrequested Leave of Absence: The school board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave shall be effective at the close of the school year.

Subd. 1. Placement on Leave: In placing teachers on unrequested leave, the school board shall be governed by the following provisions:

- a. In any year in which a reduction of teaching staff is occurring and the school district is placing teachers on unrequested leave of absence, only those certificates or licenses actually received by the superintendent's office for filing as of March 1st of such year shall be considered for purposes of determining lay off within areas of certification for the following school year. A license filed after March 1st shall be considered for purposes of recall but not for the current reduction.
- b. Continuing Contract Teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1 – licensed, Tier2 – licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in fields in which they are licensed in inverse order in which they were employed by the school district.
- c. Notwithstanding clauses a and b, if either the placing of a probationary teacher on unrequested leave before a teacher who has acquired continuing rights or the placing of a teacher who has acquired continuing contract rights on unrequested leave before another teacher who has acquired continuing contract rights but who has greater seniority would place the District in violation of the law. The District may retain the probationary teacher or the teacher with less seniority.

Teachers placed on unrequested leave of absence shall be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in

fields in which they are licensed. Reinstatement shall be in the inverse order of placement on leave of absence.

- d. If a reduction in number of teachers based on seniority would result in the discontinuance of any College in the Schools courses, the teacher employed in such program may not be placed on ULA and the next senior teacher may be placed on such leave, at the discretion of the school district.
- e. No appointment of a new teacher shall be made while there is available, on unrequested leave, a teacher who is properly licensed to fill such vacancy. When a vacancy occurs, the teacher shall have twenty (20) calendar days from receipt of notification to accept or reject the offer. Rejection of the offer, or failure to respond to the notification of vacancy, if it is equivalent to or exceeds in time previous employment, shall relieve the school district of all re-employment responsibilities. However, if a teacher on unrequested leave is employed at such time as an offer is made and cannot be released in time to accept the offer of re-employment with the school district, he/she shall not lose re-employment rights until the expiration of five (5) years from the teacher's last regular duty day. A written notification from the teacher's current employer shall be sent to the superintendent within twenty (20) calendar days of receipt of the re-employment offer.
 - i. The district will not apply for a Tier 1 or Tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.
- f. A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.
- g. The unrequested leave of absence shall not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service.
- h. The unrequested leave of absence of a teacher who is not reinstated shall continue for a period of five (5) years from the teacher's last regular duty day after which the right to reinstatement shall terminate except as set forth in Article XII, Section 6, Subd. 1-e.

Note: Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment compensation if otherwise eligible.

Subd. 2. Seniority List: By February 1st, the school district, after the execution of this Agreement, shall cause the seniority ranking list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. EMC will have until March 1st to submit any changes to the list due to additional licensure certifications of teachers. The superintendent shall compile a list from District files of seniority by license and Tier level and post a copy in each building where it is accessible to all teachers in the building. Non-tenured substitute teachers who work less than 85 consecutive days and are not already on the seniority list, shall not have the protection of unrequested leave of absence as found in Article XII, Section 6, Subd. 1, of this Agreement and their names shall not appear on the seniority list. However, for those non-tenured substitutes who work 85 or more consecutive days, seniority shall begin with the first actual day worked. Absence due to illness shall not interrupt the 85 consecutive workday period. At the same time, any days missed due to illness shall not be included among the 85 consecutive working days. All non-tenured teachers who experience a break in service of ten (10) student days or more shall be removed from the seniority list. Authorized leaves and unrequested leaves of absence do not constitute a break in service.

Subd. 3. Mailing Address: Upon being placed on unrequested leave of absence, the teacher shall maintain a current address on file with the superintendent.

Subd. 4. Ties in Seniority: Additions to the seniority list now already established shall be determined by:

- a. Date that the teacher's contract is approved by the school board.
- b. In case of a tie, it shall be determined by the earliest date that a signed contract is received in the Administration Office.
- c. If steps a and b have failed to settle a tie, it will be decided by the date of birth, with the oldest person winning the decision.

Section 7. Association Leave Days: At the beginning of each school year, EMC shall be credited with the number of days as per the following table to be used at the discretion of EMC by teachers who are officers or agents of such for conducting the business of EMC. EMC agrees to notify the school board of its designated representative(s) no less than 48 hours in advance when possible of such leave. Unless extreme circumstances dictate, no more than two (2) persons per day may use association leave. (An example of an extreme circumstance would be a negotiation session scheduled during working hours.)

- 9 Days: Teacher salary and substitute paid by District.
- 5 Days: Teacher salary only paid by District; substitute paid by EMC.
- 5 Days: Teacher salary and substitute to be paid by EMC.

Section 8. Military Leave: Military leave shall be granted to a teacher pursuant to M.S. 471.975 and other applicable law.

ARTICLE XIII - HOURS OF SERVICE

Section 1. Basic Day: The basic teacher duty day shall be eight (8) hours inclusive of a duty-free lunch. Teachers may leave the building during their lunch period.

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

Section 3. Additional Activities: It is inevitable that all licensed teaching personnel will have to share in the supervising and directing of a wide variety of out-of-class activities. The duties are inherent in teaching and assignment of such duties shall be in accordance with past practice.

Section 4. Teacher Preparation Time: All full-time teachers in the District shall have a minimum of 50 minutes per day of preparation time. Two blocks of time may be utilized as long as blocks are a minimum of 25 minutes. Part-time teachers shall have preparation time prorated.

As of July 1, 2015, teachers who volunteer to substitute during their preparation time shall be compensated according to Schedule D. Elementary school teachers who volunteer to substitute during their preparation time will receive the amount listed in Schedule D for each 25-minute block of time they cover. (Refer to Schedule D – Instruction for specific amounts).

Reduced prep time on early release, late start, or days shortened by professional duty schedules such as PLC, SDM work, or in-service schedules will be accepted by EMC as full prep time. Principals will use a collapsed schedule as much as feasible in order to equally reduce classes, sections, or preparation times.

Preparation time shall occur only during the student day. Travel time for teachers teaching in two or more buildings or student supervision periods (study hall) shall not count as or toward teacher preparation time.

Section 5. Teacher Workload: The normal teaching load for secondary classroom teachers in the seven (7) period day shall be five (5) instructional periods, one (1) study hall/supervisory period, and one (1) preparation period, and other assigned duties such as bus duty, homeroom, and the like.

Section 6. Extra Class: As of July 1, 2015, teachers who teach a sixth assignment shall be compensated according to Schedule D or a prorated amount for part years. A sixth assignment will not be made unless the teacher is consulted by the school administration. If the school administration and teacher cannot agree, the matter can be taken to a meeting with EMC and superintendent. (Refer to Schedule D – Instruction, for specific amounts).

Section 7. FTE Calculation: Beginning with the 2007-2008 school year, for teachers in grades 6–12, each class/assignment will be counted as 1/6 of an F.T.E.

Section 8. Study Hall: Scheduled study halls shall be taught by certified teachers.

Section 9. Staffing Study Skills/Supervisory Period at CAAEP: This schedule shall be a seven (7) period day. The process for staffing this schedule and payment for the CAAEP high school staff shall be as follows:

1. Schedule: The daily schedule shall include seven periods. A full-time teacher assignment shall include five instructional periods, one (1) study skills assignment/supervisory period, and one (1) preparation period.
2. Teacher Pay: Each assignment shall be considered to be 1/6 of an FTE. A preparation period is not considered an assignment.

ARTICLE XIV - LENGTH OF SCHOOL YEAR

Section 1. Teacher Duty Days: Pursuant to M.S. 120A.40, the school board shall determine the number of school days of each school year on or before April 1 of the calendar year in which such school year commences. Teachers shall perform services on those days as determined by the school board, including those legal holidays on which the school board is authorized to conduct school and pursuant to such authority has determined to conduct school. Effective July 1, 2006, the teacher’s contract year shall consist of 183.5 duty days. Non-tenured (probationary) shall have 184.5 duty days with no additional compensation. First year, probationary teachers shall have 185.5 duty days with no additional compensation. Effective July 1, 2004, the Principal Pre-Approved In-service Day will be changed to an uninterrupted staff workday prior to the first student attendance day.

Beginning the 2021-2022 school year, early childhood special education teachers will be on a stretch calendar. A “stretch calendar” is defined as a school year calendar from July 1 through June 30 of a given year. This includes keeping the total contract days at the number set in the EMC master agreement (183.5 days).

Beginning July 1, 2021, the stretch calendar system will be fully implemented. The stretch calendar will be created annually by the teacher following guidelines established by the ECSE supervisor/administrator. Said calendar will be approved by the ECSE supervisor/administrator in consultation with the Northern Lights Special Education Cooperative coordinator of early childhood special education.

Section 2. Emergency/Closings: In the event a full student or teacher duty day is lost for emergency closing, make-up of days shall be as follows:

- a. On days the school starting time is delayed, teachers’ starting time is delayed correspondingly.
- b. On the days school is dismissed early, the teachers may leave after buses have left.

- c. On days school is canceled, the following procedure will be observed: On the first two days of school closing of the year, teachers will not be expected to report to school. On the third through seventh school closing, teachers will be required to make up the days as student contact instructional days on teacher in-service dates to be predetermined on the calendar. The dates will be determined by administration with input from the calendar committee. Teachers will not have to make up those in-service dates that were used for student contact make-up dates. In the event there are fewer than two in-service days remaining at the end of the school year, teachers will serve two in-service days for the purposes of end of year activities.
- d. In the event the district has a formalized e-learning day plan, teachers will post assignments and be available both online and via phone according to the requirements of the e-learning day plan. E-learning days will count as student contact instructional days.
- e. In the event school is closed for more than seven (7) days in a school year, additional classroom days will be scheduled. The additional dates will be determined by the superintendent.
- f. In the event that school is closed, and student contact days do not have to be rescheduled to be compliant with state law, as determined by the superintendent, missed student contact days will not be rescheduled.

If school is closed by order of the Governor, the day(s) affected by that order will not have to be made up unless required by the Governor or Legislature.

ARTICLE XV – ECFE/SCHOOL READINESS TEACHERS

Section 1. Purpose: This article covers Early Childhood Family Education (“ECFE”) and School Readiness (“SR”) teachers in the bargaining unit.

Section 2. Licensure: ECFE/SR teachers hired after July 1, 2007 must have specific licensure in Early Childhood, Family Education/Parent Education.

Section 3. Salary Schedule: ECFE/SR teachers will be placed on the following schedule which represents the hourly equivalent of the BA DEGREE lane and steps from the teacher schedule A-1 and A-2. The hourly equivalent is calculated by dividing the annual salary by the product of 183.5 duty days times 8 hours per day. Example – salary/(183.5 days x 8 hours) = hourly rate.

ECFE/SR Salary Schedule (hourly rate)

Years of Service	2023-2024	2024-2025
Step 1	\$31.43	\$32.06
Step 2	\$32.24	\$32.88
Step 3	\$33.48	\$34.15
Step 4	\$35.15	\$35.85
Step 5	\$36.53	\$37.26
Step 6	\$38.53	\$39.30

* ECFE/SR Coordinator will receive a coordinator stipend of \$4,500/per year.

* ECFE/SR Childhood Screener - Early Childhood screeners will receive hourly pay at the Step 1 rate of pay.

Section 4. ECFE/SR Prep Time: ECFE/SR teachers will be awarded prep time to be calculated at 30 minutes per instructional class period.

Section 5. Contract Year: The parties agree that the limitations of the EMC Master Agreement terms of duty days, hours, normal school calendar, etc. do not apply to the ECFE/SR teachers hired under this program.

Section 6. Duty Day and Program Time: ECFE/SR teachers' duty days and hours will be set by the ECFE/SR Coordinator subject to approval by the Community Education Director. Each ECFE/SR teacher shall have thirty (30) minutes set up time prior to each class period and thirty (30) minutes take down or reorganization time after each class period. Each teacher shall have an additional sixty (60) minutes organization time twice during the program year.

Subd. 1. Staff Reductions: When the school district concludes that it is necessary to reduce the number of Early Childhood Family Education and school readiness licensed teachers, the release shall be according in seniority order with the least senior teachers being released first but with the following exceptions:

- a. The district can show program justification for departing from seniority.
- b. Appropriate licensure may replace a teacher who is not fully licensed for the teaching assignment.
- c. Once a teacher retires and returns to teach for the district, that teacher's seniority starts over with zero experience.
- d. Minnesota Statutes which may require other procedures for layoff of teaching personnel shall take priority.
- e. When a workload reduction is known ten (10) working days prior to the start of the school year, less senior teachers will be reduced before more senior teachers, unless one of the criteria listed in 1 – 4 in Subd. 1 of this section applies.

Subd. 2. Recall: Recall shall normally be in seniority order with the most senior teachers recalled first, unless one of the criteria listed in a-e in Subd. 1 of this section applies.

Section 7. Scheduling Teachers' Assignments: ECFE/SR teachers' assignments will be during the Community Education Department program year during the times of the day and the days of the week which meet the needs of the community served by the Early Childhood Family Education and School Readiness Program.

Section 8. Scheduling Hours: When contracted hours are changed (increased/decreased) changes will be based upon licensure and seniority of the teacher.

Section 9. Contract Schedules: The ECFE/SR Coordinator will meet with the Community Education Director to plan the teacher's contract schedule. Final approval will be given by the Community Education Director.

Section 10. Seniority: Seniority is defined as the day on which a teacher is hired by school board action. The ECFE/SR teacher seniority list is exclusive to the ECFE/SR teachers. ECFE/SR teachers do not accumulate seniority on the collective bargaining seniority list and vice versa.

Section 11. Tenure and Probationary Period: ECFE/SR teachers are not eligible for tenure in accordance with state statute. ECFE/SR teachers shall serve a probationary period of three (3) years from their first day of actual service. After completion of this period, they may be discharged only for just cause as determined by the school board.

Section 12. Leaves:

Subd. 1. Personal Leave: Beginning July 1, 2024, ECFE/SR teachers will receive time off with pay for personal reasons according to the following formula:

Based on the K-12 teachers contract 183.5 days times 8 hours a day = 1468 hours/year. 40 hours of personal leave/1468 hours/year = .027 hour of sick time earned per total hours worked.

- For example, a teacher working 25 hours per week for 30 weeks = 750 hour x .027 = 20.25 hours of personal leave for the year.

For 2023-2024, language from the previous contract remains in effect.

Personal leave hours shall not be granted on workshop/in-service days or conference days without superintendent approval. Staff must give prior notification to the Community Education Director three (3) days in advance except for emergencies. Unused personal leave hours shall be reimbursed at the rate of \$15.00/hour. Up to four (4) personal leave hours can be carried over to the following year.

Subd. 2. Sick Leave: Beginning July 1, 2024, ECFE/SR teachers shall receive sick leave according to the following formula. Based on the K-12 teachers contract 183.5 days times 8 hours a day = 1468 hours/year. 80 hours of sick time/1468 hours/year = .055 hour of sick time earned per total hours worked.

- For example, a teacher working 25 hours per week for 30 weeks = 750 hour x .055 = 41.25 hours of sick time for the year.

For 2023-2024, language from the previous contract remains in effect.

Sick leave may be taken in three (3) hour increments. If approved by the teacher's supervisor, in advance, sick leave may be taken in one (1) hour increments. Any fraction of an hour will count as a full hour. For the purpose of counting sick leave, a 2.75-hour assignment will count as three hours.

If an ECFE/SR teacher works a minimum of 1468 hours per year, the teacher shall receive 80 hours of sick leave annually. Teachers qualifying for this sick leave calculation may take their leave in four (4) hour increments.

To begin this new sick leave accounting process, effective July 1, 2015, hours of sick leave balance will be the teacher's normal workday hours x the number of sick leave days in their current sick leave balance. The Community Education Director will determine a teacher's normal workday hours.

Subd.3. Coordinator Vacation: Beginning July 1, 2023, an Early Childhood/SR Coordinator who works a minimum of 48 weeks per year and 1,440 hours per year shall be allowed five (5) days of vacation per year.

Section 13. Benefits: ECFE/SR teachers are eligible for health, dental & life benefits at their own expense if they meet the eligibility requirements of the insurance carriers. ECFE/SR teachers are not required to participate in these insurance plans.

ECFE/SR Teachers are covered by the following Articles of this contract:

- I (Purpose)
- II (Recognition of Exclusive Rep)
- III (Definitions)
- IV (School Board Rights)
- V (Teacher Rights)
- VI (Job Transfer)
- VII (Section 4: Inservice Education; Section 9: Teachers Longevity Pay)
- VIII (Extra Compensation)
- IX (Section 1: Eligibility for Board Contribution to 403(b))
- XI (Section 1, Subd 1: Sick Leave Bank)
- XII Leaves of Absence

- Section 1 (Bereavement), ECFE/SR teachers will receive leave time for scheduled hours following the guidelines in Article XII, Section 1, Subd. 1 and 2.
Example: An ECFE/SR teacher seeking a three (3) day funeral leave would be compensated for any scheduled work time within the three (3) consecutive days.
- Section 2 Emergency Leave
- Section 4 (subdivisions 1, 2, 4, & 5)
- Section 5 (subdivisions 1 – 5)
- Section 7 (Association Leave)

XV	(ECFE/SR Teachers)
XVIII	(Teacher Discipline)
XIX	(Grievance)
XX	(Duration)

ECFE/SR Teachers are not covered by the following Articles of this contract:

VII	(Basic Schedules and Rates of Pay – Sections not referenced above)
IX	(Retirement Insurance Benefits – Sections not referenced above)
X	(Benefits)
XI	(Sick Leave – Sections not referenced above)
XII	(Leaves of Absence - Sections not referenced above)
XIII	(Hours of Service)
XIV	(Length of School Year)

ARTICLE XVI – SHARED DECISION MAKING AND STAFF DEVELOPMENT

Section 1. Shared Decision Making: The School District and EMC will collaborate with a wide range of educational techniques and reforms and participate in Shared Decision Making (SDM). The school board has ultimate authority over decision-making and principals make the decisions regarding their building’s operations, instruction, staff members, and students. However, the parties to this agreement acknowledge that decisions are stronger and most appropriate when they have resulted from the perspectives and expertise of the individuals and/or groups impacted by those decisions. EMC, the school administration, and school board, when appropriate, will jointly explore changes in structure and procedures that will improve student learning.

The process of collaborating in the implementation of SDM will lead to more open communication, trust, and an ability to problem solve to improve quality and positive results of education in the Cloquet School District.

Subd. 1. SDM Process: The building principal, with help from the site staff development coordinator will coordinate the building SDM process. That process will provide for shared decision making that will encourage staff members’ participation in investigating, and implementing, procedures and practices in order to improve educational services and student learning.

SDM will be implemented in each building according to plans and procedures developed by each building’s staff and administration. This process will be based on effective and inclusive communications with teachers and perhaps other staff and community members as designed by the buildings. Examples of communications and participation will include such things as building wide staff meetings, designated subcommittees, ad hoc committees, building by-laws or written procedures, distribution of minutes of committees and subcommittees, and email communications.

Each building will establish its own meeting times. Staff participation will be highly encouraged but will be voluntary and will not be used as criteria for evaluation of bargaining unit members. Each building will define and document the decision-making procedures for its own building.

Subd. 2. Site SDM Coordinator: The site SDM Coordinator will be selected by the building principal.

a. Duties and Compensation:

- Attend District Advisory Council (DAC) Meetings.
- Collaborate with the principals to coordinate site SDM and staff development activities.
- Collaborate with the staff and building principals for planning effective PLC work.
- Collaborate with the principal and staff to run site SDM meetings and to achieve effective feedback and communications among the site staff and district administration.
- Track site projects/events/expenses related to staff development.
- Collaborate with the DAC chairperson on completing the annual report.
- Compensation will be in accordance with Schedule D.

Section 2. Staff Development: The school district and EMC agree that through a decision-making process in which a variety of school community members collaborate in identifying problems, defining goals, formulating policy, shaping direction, and ensuring implementations, we can improve our schools. We believe the decisions should be data driven, based on research and best practice, and focus on student achievement and improving teacher instructional practices. The District Advisory Committee (DAC) will provide communication and leadership in continuous improvement that supports the strategic plan.

Subd. 1. DAC Membership:

- a. A chairperson
- b. A site staff development coordinator from each school building
- c. Special education representative
- d. Two (2) EMC representatives
- e. Two (2) school board members
- f. Two (2) principals
- g. Superintendent
- h. Other district level staff as needed or as determined by DAC bylaws

Subd. 2. Duties and Compensation of DAC Membership:

- a. DAC Chair. The DAC chair shall be appointed by the superintendent. DAC duties include the following:
 - Chair the meetings.
 - Collaborate with the site SDM coordinators to complete the annual staff development report and then submit that report to the Minnesota Department of Education.
 - Collaborate with the superintendent, principals, and site SDM to help set the agenda for the DAC.
 - Collaborate with DAC membership, administration, and staff to plan for staff workdays, including PLC planning.
- b. EMC Representatives. EMC representatives are selected by the EMC Executive Board.
 - Attend DAC meetings.
 - Work with the DAC to help plan and organize staff development activities.
 - Consult DAC on matters pertaining to contractual issues, etc.

 - Collaborate with the DAC chairperson and school administration.
 - Be liaisons for effective communication among staff and administration.
- c. SDM Site Coordinators:
 - Collaborate with the principals to coordinate site SDM and staff development activities.
 - Collaborate with the staff and building principals for planning effective PLC work.

- Collaborate with the principal and staff to run site SDM meetings and to achieve effective feedback and communications among the site staff and district administration.
 - Track site projects/events/expenses related to staff development.
 - Collaborate with the DAC chairperson on completing the annual staff development report as required by MDE.
- d. **Special Education Representative.** The District’s special education representative shall be appointed by the superintendent and school board.
- Attend DAC meetings.
 - Serve as the liaison between the DAC and special education staff.
 - Help plan and organize staff development and SDM/DAC activities.

Subd. 3. Compensation. Compensation for the positions designated in this subdivision shall be paid according to Schedule D in this contract.

Subd. 4. DAC Bylaws: The DAC may annually review and modify its bylaws.

Subd. 5. Staff Development Policy: District Policy 427 addresses guidelines for the District’s Staff Development Program.

Section 3. Class Sizes and Caseloads: The district will review and discuss current class sizes and caseloads, including concerns regarding such, with the Executive Board of EMC at scheduled communication sessions. Up to three of these sessions per school year may be scheduled between EMC and the superintendent at the request of the President of EMC.

ARTICLE XVII – PEER REVIEW/MENTORSHIP

Section 1. Mentorship Program: M.S. 122A.40, Subdivisions 6 and 8 provides that a school board and a exclusive representative of the teachers shall develop a peer review process for continuing contract and probationary teachers through joint agreement.

Section 2. Purpose: To develop, improve and support effective teaching practices to improve student learning and success. Mentoring is a structured, non-evaluative support process in which a highly skilled and experienced educator facilitates a colleague’s development, with a focus on improving instructional practice.

Section 3. Peer Review Plan: District 94 defines peer review as peer mentorship. Peer mentorship will not be part of the evaluation process. Testimony regarding the mentorship process at any hearing involving teacher employment status will be prohibited. In accordance with M.S. 122A.40, Subdivision 8 –the Mentorship Program will train all mentors and probationary teachers in peer coaching techniques. In order to make coaching effective, opportunities for follow up will be made available to mentors and probationary teachers as requested. Peer coaching can be a valuable tool for professional development and is encouraged as part of each building’s staff development plan for the tenured teacher.

Mentoring will orient and provide support for new and transfer teachers to basic programs and procedures; promote increased student learning by increasing new teacher proficiency in classroom management; provide a bridge for new teachers into the existing staff development programs in the district; and provide training for the teacher evaluation and professional growth plan.

Subd. 1. Definitions: **Mentor:** A tenured teacher currently teaching in School District 94 who remains in their regular teaching assignment while mentoring a probationary teacher. The role of the mentor is

that of a guide, supporter, advocate, and role model. Mentors are selected in joint agreement with EMC and the school district. Mentors will be paid according to Schedule D.

Mentee: A probationary teacher currently teaching either full or part time in School District 94.

ARTICLE XVIII - TEACHER DISCIPLINE

Section 1. Purpose: This article covers all teachers in the bargaining unit. Members of the bargaining unit being considered for dismissal shall be covered by M.S. 122A.40 as amended.

Section 2. Disciplinary Action:

Subd. 1. Action: All disciplinary action, where reasonable, shall be corrective in nature and not punitive. Any disciplinary action shall include only the following:

- a. Oral reprimand, or
- b. Written reprimand, or
- c. Suspension with pay, or
- d. Suspension without pay, or
- e. Withholding a salary increase.

Subd. 2. Severity: The severity of discipline chosen by the school district shall be commensurate to the seriousness of the teacher's misconduct or failure to act.

Subd. 3. Reprimand: If an administrator has reason to reprimand an employee, it shall be done in such a manner that will not embarrass the employee before other employees, students, or the public.

Subd. 4. Identifying Reprimands: Oral reprimands shall be clearly identified as such at the time disciplinary action is administered.

Section 3. Procedure for Suspension of Continuing Contract Teachers and Non-Continuing Contract Teachers:

The District shall not suspend or propose suspension of any teacher without just cause. If the school district believes that there is just cause for suspension, the employee and Education Minnesota-Cloquet shall be notified in writing that the employee has been suspended or proposed for suspension.

Education Minnesota-Cloquet, with the consent of the affected employee, shall have the right to take up the suspension at the fourth (4th) step of the grievance procedure and the matter shall be handled in accordance with this procedure if requested by Education Minnesota-Cloquet. No suspension shall take place until a final determination has been made unless the suspension is the result of action taken place under M.S. 122A.40. In the case of M.S. 122A.40, the ten (10) day limit in Section 3 above does not apply.

Section 4. Personnel File:

Subd. 1. Accordance with Statute: All files will be kept in accordance with all applicable state statutes and school district policies.

Subd. 2. Maintained: Files will be maintained in the building principal's office or the superintendent's office.

Subd. 3. Copy of Information: The person putting information of a disciplinary nature in a staff member's personnel file will, within two (2) days, provide the teacher with a copy of the information.

ARTICLE XIX - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "Grievance" shall mean a dispute or disagreement between the teacher(s) and the school board as to the interpretation or application of any term or terms of this Agreement.

Section 2. Representative: EMC, administrator, or school board may be represented during any step of the procedure by any person or agent designated by such party to act on his or her behalf. The teacher(s) will be represented by EMC.

Section 3. Definitions and Interpretations:

Subd. 1. Variation from Procedure: The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits may result in a forfeit of the grievance, or, in the case of the employer, will require mandatory alleviation of the grievance as outlined in the last statement by EMC or employee.

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

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

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

Section 4. Step One: Any grievance must first be submitted in writing to the building principal within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the teacher and the parties. The building principal will answer both the employee and EMC in writing within five (5) days of receipt of the written grievance.

Section 5. Step Two: If EMC is not satisfied with the written answer of the building principal in step one; EMC must submit the grievance in writing to the superintendent no later than fifteen (15) days after receipt of the principal's written response.

Section 6. Step Three: The superintendent of schools will meet with the employee and EMC within ten (10) days from receipt of a written grievance for the purpose of discussing said grievance.

Section 7. Superintendent's Reply: The superintendent will, within fifteen (15) days of the meeting as specified in Section 6, Step Three, submit his answer to the employee and EMC with copies to all school board members.

Section 8. Step Four: In the event the grievance is not resolved in Section 7, EMC may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. Within ten (10) days of the receipt of the appeal, the school board will set a date for hearing the appeal that is mutually agreeable to the parties. The hearing date shall be no more than thirty (30) days after receipt of the appeal unless otherwise

mutually agreed. Within five (5) days after the hearing, the school board shall issue its decision in writing to the parties involved.

Section 9. Grievance Mediation: EMC and the school district may, if mutually agreed, request Grievance Mediation from the Bureau of Mediation Services (BMS) prior to submitting the grievance to Arbitration. Timelines shall automatically be waived upon a mutual request for Grievance Mediation. If agreement or resolution is not reached in Grievance Mediation, EMC may request that the grievance process shall be automatically resumed within ten (10) days of impasse or at any time by EMC. No offers, counter offers or any documentation relating to Grievance Mediation shall be used by either party in arbitration or any future disputes. If resolution is reached, the agreement shall be put in writing and the grievance withdrawn with or without prejudice by the moving party. Further stipulations regarding grievance mediation are listed below.

- a. Any waiver of grievance timelines shall terminate with the completion of the grievance mediation procedure.
- b. The parties shall request that the Director of BMS assign a mediator at the earliest possible date, and that the site and date for the grievance mediation be established by the Bureau.
- c. No more than one day shall be established for the purpose of conducting grievance mediation.
- d. The parties shall be free to determine who will represent them in grievance mediation.
- e. The parties shall bear their own expenses for the grievance mediation process.
- f. The mediator or the Bureau shall not be empowered to compel a settlement upon the parties.
- g. The grievance mediation process shall terminate when a) the mediator determines that settlement is not eminent; b) either party indicates their desire to disengage from mediation by serving written notice to the other party and to the Bureau; or c) the parties reach a mutual settlement.
- h. If a settlement is not reached, proposals, statements or any discussion arising from mediation shall not be used in grievance arbitration. The mediator shall not be eligible to arbitrate the instant grievance and shall be prohibited from sharing any information or conferring with an arbitrator relative to the instant grievance.
- i. If a settlement is reached, the parties shall commit the agreement in writing which shall be dated and signed by the parties and the mediator. The signed agreement shall be binding on the parties.

Section 10. Arbitration Procedures: Any controversy or dispute that has been submitted to the grievance procedure and not therefore resolved may be submitted to arbitration as defined herein.

Subd. 1. Employee's Request: EMC must submit the request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision unless the grievance has been submitted for Grievance Mediation.

Subd. 2. Selection of the Arbitrator: EMC will request from the Director of the Bureau of Mediation Services (BMS) a list of five names. The parties shall alternately strike names from the list of five arbitrators until only one name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

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

Subd. 4. Decision: Decisions by the arbitrator in cases properly presented before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by Minnesota law.

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

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

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

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

ARTICLE XX - DURATION

Section 1. Term and Re-Opening Negotiations: This agreement shall remain in full force and effect for a period commencing on July 1, 2023 through June 30, 2025, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2023, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school board and EMC representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For Education Minnesota - Cloquet

Name of Organizational Representative:

Collette Lenarz, President

Steve Polkowski, Co-Lead Teacher Negotiator

Heather Young, Co-Lead Teacher Negotiator

Dated this ____ day of _____

For Independent School District No. 94

Name of Organizational Representative:

School Board Chair

School Board Clerk

Dr. Michael Cary, Superintendent

Dated this 8th day of January 2024

INSURANCE INFORMATION - NEW HIRES

2023-2024 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	\$10,672	\$10,138	\$534	\$500* (Only HRA Available)	\$500	\$1,000
1,000 Family	\$29,726	\$18,024	\$11,703		\$1,000	\$1,000 per person/ \$2,000 per Family
\$500/\$1,000 Plans - On a Single plan the deductible is \$500 and then 80/20 up to ab \$1,000 out of pocket max. On a Family plan the deductible is \$1,000 and then 80/20 up to a \$2,000 out of pocket max.						
HDHP 1,500 Single	\$9,758	\$9,406	\$351	\$1,200	\$1,500	\$1,500
HDHP 3,000 Family	\$27,178	\$17,586	\$9,592		\$3,000	\$3,000
\$1,500/\$3,000 HDHP Plans - This deductible is \$1,400 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of \$2,800. Note, individuals on the family plan could account for more than \$1,500 until the family \$3,000 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.						
HDHP 3,500 Single	\$8,409	\$8,327	\$82	\$2,100	\$3,500	\$3,500
HDHP 7,000 Family	\$23,422	\$16,813	\$6,610		\$7,000	\$3,500 per person/ \$7,000 per Family
\$3,500/\$7,000 HDHP Plans - This deductible is \$3,500 per person/\$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$3,500 deductible per person. If it's a family plan, the family will pay no more than the \$7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 5,000 Single	\$7,689	\$7,689	\$0	\$3,000	\$5,000	\$5,000
HDHP 10,000 Family	\$21,416	\$17,205	\$4,211		\$10,000	\$5,000 per person/ \$10,000 per Family
\$5,000/\$10,000 HDHP Plans - This deductible is \$5,000 per person/\$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$5,000 deductible per person. If it's a family plan, the family will pay no more than the \$10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 6,750 Single	\$7,008	\$0	\$7,008		\$6,750	\$6,750
HDHP 13,500 Family	\$19,519	\$0	\$19,519		\$13,500	\$6,750 per person/ \$13,500 per Family
\$6,750/\$13,500 HDHP Plans - This deductible is \$6,750 per person/\$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the \$6,750 deductible per person. If it's a family plan, the family will pay no more than the \$13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						

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

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

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

	Benefit Year Start Date
\$500/\$1000 Plans	September 1st
\$1500/\$3000 Plans	September 1st
\$3500/\$7000 Plans	September 1st
\$5000/\$10000 Plans	September 1st
\$6750/\$13500 Plans	September 1st

Please note: The insurance costs listed above are for the 2021-2022 school year only. The costs will be adjusted for the 2024-2025 school year accordingly.

HDHP = High Deductible Health Plan

HRA = Health Retirement Account

HSA = Health Savings Account

TEACHERS' SALARY SCHEDULE FOR 2023-2024

SEPTEMBER 1, 2023 – August 31, 2024

SCHEDULE A-1

Basic Schedule - 183.5 Days

Cloquet, Minnesota 55720

STEP	BA DEGREE	BA+10 (Sem.)	BA+20 (Sem.)	BA+30 (Sem.)	BA+40/M (Sem.)	MA+10 (Sem.)	MA+20 (Sem.)	MA+30 (Sem.)
		BA+15 (Qtr.)	BA+30 (Qtr.)	BA+45 (Qtr.)	BA+60/M (Qtr.)	MA+15 (Qtr.)	MA+30 (Qtr.)	MA+45 (Qtr.)
1	\$46,137	\$46,682	\$46,783	\$47,692	\$52,411	\$52,956	\$53,683	\$55,131
2	\$47,327	\$47,874	\$48,600	\$49,504	\$55,312	\$55,858	\$56,585	\$58,037
3	\$49,144	\$49,687	\$50,410	\$51,324	\$58,216	\$58,760	\$59,490	\$60,942
4	\$51,599	\$51,784	\$52,512	\$53,424	\$61,458	\$62,007	\$62,739	\$64,196
5	\$53,619	\$54,353	\$54,535	\$55,450	\$64,615	\$65,168	\$65,901	\$67,366
6	\$56,560	\$56,939	\$57,493	\$58,230	\$67,983	\$68,537	\$69,272	\$70,742
7		\$60,080	\$60,474	\$61,029	\$71,373	\$71,930	\$72,668	\$74,332
8			\$63,824	\$64,030	\$74,787	\$75,344	\$76,088	\$77,942
9				\$67,597	\$78,974	\$79,537	\$80,279	\$82,139
10					\$83,282	\$83,872	\$84,659	\$86,627

TEACHERS' SALARY SCHEDULE FOR 2024-2024

SEPTEMBER 1, 2024 - AUGUST 31, 2025

SCHEDULE A-2

Basic Schedule - 183.5 Days

Cloquet, Minnesota 55720

STEP	BA DEGREE	BA+10 (Sem.)	BA+20 (Sem.)	BA+30 (Sem.)	BA+40/M (Sem.)	MA+10 (Sem.)	MA+20 (Sem.)	MA+30 (Sem.)
		BA+15 (Qtr.)	BA+30 (Qtr.)	BA+45 (Qtr.)	BA+60/M (Qtr.)	MA+15 (Qtr.)	MA+30 (Qtr.)	MA+45 (Qtr.)
1	\$47,059	\$47,616	\$47,718	\$48,646	\$53,459	\$54,015	\$54,756	\$56,234
2	\$48,273	\$48,832	\$49,572	\$50,494	\$56,418	\$56,975	\$57,717	\$59,198
3	\$50,127	\$50,681	\$51,418	\$52,350	\$59,380	\$59,935	\$60,680	\$62,160
4	\$52,631	\$52,819	\$53,562	\$54,492	\$62,687	\$63,247	\$63,994	\$65,480
5	\$54,691	\$55,440	\$55,626	\$56,559	\$65,907	\$66,471	\$67,219	\$68,713
6	\$57,691	\$58,078	\$58,642	\$59,394	\$69,342	\$69,907	\$70,658	\$72,156
7		\$61,282	\$61,683	\$62,250	\$72,801	\$73,369	\$74,121	\$75,818
8			\$65,100	\$65,311	\$76,282	\$76,850	\$77,609	\$79,501
9				\$68,949	\$80,553	\$81,128	\$81,884	\$83,782
10					\$84,948	\$85,549	\$86,353	\$88,359

*Refer to Article VI, Section 3 of this Agreement as to application.

Note: Maximum on the BA lane is Step 6; on the BA+10/BA+15 lane, Step 7; BA+20/BA+30 lane, Step 8; and on the BA+30/BA+45 lane, Step 9.

The anniversary date for the wages and salaries reflected in Schedule C, below, shall be August 1st of each contract year.

SCHEDULE C EXTRACURRICULAR SCHEDULE

ADVISORS				2023-2024	2024-2025
2 Senior Class				\$ 2,704	\$ 2,758
1 Junior Class				\$ 2,365	\$ 2,413
2 Sophomore Class/Freshman Class *				\$ 1,025	\$ 1,046
1 Student Council				\$ 2,356	\$ 2,403
1 CAAEP Student Council				\$ 2,356	\$ 2,403
1 Elementary Student Advisory				\$ 554	\$ 566
1 National Honor Society - Sr. High				\$ 2,356	\$ 2,403
1 Link Crew – Sr. High				\$ 2,356	\$ 2,403
1 WEB Leaders – Middle School				\$ 2,356	\$
1 Homecoming				\$ 407	\$ 415
Club Activity 10-12 Mtgs. Middle School *				\$ 343	\$ 350
Club Activity 20-24 Mtgs. Middle School *				\$ 680	\$ 694
ATHLETICS					
(Baseball)		(Softball)			
	1 Head Coach	1		\$ 5,754	\$ 5,869
	1 Assistant - 70%	1		\$ 4,026	\$ 4,107
	1 Junior Varsity -	1		\$ 3,394	\$ 3,461
Basketball (Boys)		(Girls)			
	1 Head Coach	1		\$ 6,771	\$ 6,907
	1 Assistant - 70%	1		\$ 4,741	\$ 4,836
	1 Grade 10 - 59%	1		\$ 3,995	\$ 4,075
	1 Grade 9 - 54%	1		\$ 3,656	\$ 3,729
	1 Grade 8 - 43%	1		\$ 2,912	\$ 2,971
	1 Grade 7 - 43%	1		\$ 2,912	\$ 2,971
Cheerleaders					
	1 Senior High Fall *			\$ 2,476	\$ 2,526
	1 Senior High Winter *			\$ 3,118	\$ 3,181
	1 Middle School (Pep Club is no longer included) *			\$ 1,698	\$ 1,732
Cross Country					
	1 Head Coach (Boys and Girls)			\$ 4,224	\$ 4,309
	1 Assistant - 70% (Boys and Girls)			\$ 2,958	\$ 3,018
	1 Assistant – Middle School 43%	(Boys and Girls)		\$ 1,817	\$ 1,853
Wrestling Coaches					
	1 Head Coach			\$ 6,771	\$ 6,907
	1 Assistant - 70%			\$ 4,740	\$ 4,835
Football					
	1 Head Coach			\$ 6,771	\$ 6,907
	1 Assistant - 70%			\$ 4,741	\$ 4,836
	1 Asst. Desig. B Team Head - 70%			\$ 4,741	\$ 4,836
	1 B Team Assistant - 59%			\$ 3,995	\$ 4,075
	1 Grade 9 Head - 54%			\$ 3,656	\$ 3,729
	1 Grade 9 Assistant - 43%			\$ 2,912	\$ 2,971
	1 Grades 7 & 8 Head - 38%			\$ 2,575	\$ 2,627
	3 Grades 7 & 8 Assistant - 27%			\$ 1,829	\$ 1,865

				2023-2024	2024-2025
Golf (Boys)		(Girls)			
	1 Head Coach	1		\$ 4,224	\$ 4,309
	1 Assistant – 70% (Boys/Girls)	1		\$ 2,958	\$ 3,018
Hockey (Boys)		(Girls)			
	1 Head Coach	1		\$ 6,771	\$ 6,907
	1 Assistant - 70%	1		\$ 4,741	\$ 4,836
	1 Junior Varsity - 59%			\$ 3,995	\$ 4,075
1 Pep Club (Senior High Spirit Club) *				\$ 2,033	\$ 2,073
Lacrosse (Boys)					
	1 Head Coach			\$ 5,754	\$ 5,869
	1 Assistant – 70%			\$ 4,026	\$ 4,107
Soccer (Boys)		(Girls)			
	1 Head Coach	1		\$ 5,754	\$ 5,869
	1 Assistant - 70%	1		\$ 4,026	\$ 4,107
	1 Junior Varsity - 59%	1		\$ 3,394	\$ 3,461
Ski (Boys and Girls)					
	1 Downhill Coach			\$ 4,224	\$ 4,309
	1 Downhill Assistant – 70%			\$ 2,958	\$ 3,018
	1 Cross Country			\$ 4,224	\$ 4,309
	1 Cross Country Assistant - 70%			\$ 2,958	\$ 3,018
	1 Cross Country Assistant - Middle School – 43%			\$ 1,817	\$ 1,853
Swimming (Boys)		(Girls)			
	1 Head Coach	1		\$ 5,806	\$ 5,922
	1 Assistant - 70%	1		\$ 4,026	\$ 4,107
	1 Middle School - 48% *	1		\$ 2,763	\$ 2,818
	Synchronized *			\$ 2,365	\$ 2,413
Tennis (Boys)		(Girls)			
	1 Head Coach (Sr. High)	1		\$ 4,224	\$ 4,309
	1 Assistant - 48%	1		\$ 2,027	\$ 2,068
Track (Boys)		(Girls)			
	1 Head Coach			\$ 5,754	\$ 5,869
	2 Assistant - 70%			\$ 4,026	\$ 4,107
	2 Middle School – 48%			\$ 2,763	\$ 2,818
The following positions apply if Senior High track program is operated as a combined, boys' and girls' program: (no change in Middle School)					
	1 Head Coach			\$ 6,436	\$ 6,564
	4 Assistants - 70%			\$ 4,503	\$ 4,594
Volleyball (Girls)					
	1 Head Coach			\$ 5,754	\$ 5,869
	1 Assistant - 70%			\$ 4,026	\$ 4,107
	1 Junior Varsity - 59%			\$ 3,394	\$ 3,461
	1 Grade 9 - 54%			\$ 3,107	\$ 3,169
	2 Middle School - 45%			\$ 2,589	\$ 2,641
First Robotics					
	1 Head Coach			\$ 5,754	\$ 5,869
	1 Assistant – 70% (Boys/Girls)			\$ 4,026	\$ 4,107

			2023-2024	2024-2025
Robotics				
	1 Head Coach		\$ 2,477	\$ 2,527
Trap Shooting				
	1 Head Coach		\$ 2,477	\$ 2,527
<u>INSTRUCTION</u>				
3 School Patrol Advisors				
	Middle School		\$ 2,033	\$ 2,073
	Washington School		\$ 2,033	\$ 2,073
	Churchill School		\$ 2,033	\$ 2,073
	1 Knowledge Bowl - Senior High		\$ 2,356	\$ 2,403
	1 Knowledge Bowl - Middle School		\$ 1,076	\$ 1,098
	1 Ojibwe Quiz Bowl – Senior High		\$ 1,627	\$ 1,659
	1 Future Problem Solvers - Senior High		\$ 1,076	\$ 1,098
	1 Future Problem Solvers - Middle School		\$ 1,076	\$ 1,098
	Mock Trial		\$ 2,356	\$ 2,403
	Math Team - Senior High		\$ 1,627	\$ 1,659
	Math Counts - Middle School		\$ 815	\$ 831
	Intramurals		\$ 3,045	\$ 3,106
<u>DESTINATION IMAGINATION</u>				
	Coordinator (Amt. per team – max. salary is six times amt. listed)		\$ 277	\$ 283
	Destination Imagination - Senior High Coaches +		\$ 554	\$ 566
	Destination Imagination - Middle School Coaches +		\$ 554	\$ 566
	+ Administrative approval is required for more than six teams			
<u>JOURNALISM</u>				
	1 Annual (Senior High)		\$ 5,754	\$ 5,869
	1 Photography *		\$ 2,365	\$ 2,413
	1 Newspaper (Senior High) *		\$ 3,386	\$ 3,454
	1 Newspaper (Middle School)		\$ 2,033	\$ 2,073
	1 Memory Book (Middle School)		\$ 2,356	\$ 2,403
	1 CAAEP Yearbook		\$ 2,033	\$ 2,073
	1 Memory Book (Elementary)		\$ 815	\$ 831
<u>MUSIC</u>				
	1 Pep Band (Senior High)		\$ 4,741	\$ 4,836
	1 Strings (Senior High)		\$ 2,033	\$ 2,073
	1 Vocal (Senior High)		\$ 2,033	\$ 2,073
	1 Danceline (Senior High)		\$ 3,879	\$ 3,957
	1 Majorettes (Senior High) *		\$ 3,386	\$ 3,454
	1 Majorettes (Middle School) *		\$ 1,019	\$ 1,039
	1 Danceline (Middle School) *		\$ 1,019	\$ 1,039
	1 Marching Band - At least four (4) events with at least two (2) *		\$ 3,386	\$ 3,454
	occurring during the summer vacation time; plus, for each event over four (4)		\$ 155	\$ 158
	1 Marching Band Assistant - 40% *		\$ 1,355	\$ 1,382
<u>SCIENCE FAIR</u>				
	1 Advisor		\$ 4,224	\$ 4,309
	1 Assistant Advisor		\$ 2,958	\$ 3,018
<u>SPEECH AND DRAMA</u>				
	1 Three-Act Play Director		\$ 3,728	\$ 3,803
	1 First Assistant - Three- Act Play - 70%		\$ 2,608	\$ 2,660

			2023-2024	2024-2025
1 Musical Director			\$ 5,754	\$ 5,869
1 First Assistant Musical - 70%			\$ 4,025	\$ 4,106
1 Second Assistant Musical - 59%			\$ 3,391	\$ 3,459
1 Debate *			\$ 3,386	\$ 3,454
1 Second Assistant - Three-Act Play - 59% *			\$ 2,200	\$ 2,244
1 One-Act Play Director			\$ 2,356	\$ 2,403
1 Assistant One-Act Play - 59%			\$ 1,389	\$ 1,417
1 Third Assistant Musical - 59% *			\$ 2,761	\$ 2,816
1 Head Speech (Senior High) *			\$ 2,365	\$ 2,413
1 Assistant Speech (Senior High) *			\$ 1,539	\$ 1,570
1 Head Speech (Middle School) *			\$ 1,356	\$ 1,383
1 Drama Fall Play (Middle School) *			\$ 2,306	\$ 2,352
1 Drama Spring Play (Middle School) *			\$ 2,306	\$ 2,352
* = Previously cut positions				
The anniversary date for the wages and salaries reflected in Schedule D, below, shall be August 1 of each contract year.				
SCHEDULE D EXTRACURRICULAR SCHEDULE				
<u>ATHLETIC ADULT SERVICE CREWS 1/A208</u>			2023-2024	2024-2025
Ticket Takers, Sellers, and Timers:			\$	
	1 game per night		\$ 47.07	\$ 48.02
	2 games per night		\$ 78.46	\$ 80.03
<u>ATHLETICS</u>				
Activities director Boys' & Girls'			\$ 11,761	\$ 11,997
Board may hire non-certified staff to fill this position.				
Position includes 10 summer days, plus administration may approve up to ten (10) comp days if needed.				
<u>CURRICULUM DEVELOPMENT & PROGRAM SUPERVISION</u>				
Curriculum Writing (per hour)			\$ 30.46	\$ 31.07
1 Elementary Curriculum Coordinator			\$ 2,759	\$ 2,814
1 Secondary Curriculum Coordinator (Reading)			\$ 1,806	\$ 1,842
1 College-In-The Schools Coordinator			\$ 5,377	\$ 5,484
1 Pro-Tech Coordinator			\$ 5,993	\$ 6,113
			2023-2024	2024-2025
Instructional Computer Coordinator				
	1 Middle School		\$ 2,932	\$ 2,991
	1 Senior High		\$ 2,932	\$ 2,991
	2 Elementary		\$ 2,932	\$ 2,991
	1 CAAEP		\$ 1,467	\$ 1,496
1 Non-licensed Vocational Director			\$ 1,731	\$ 1,766
<u>REGULAR CONTRACTED TEACHER SUBSTITUTING DURING PREPARATION PERIOD</u>			2023-2024	2024-2025
Secondary Prep Period			\$ 36.04	\$ 36.76
Elementary Prep Period (per 25-minute period)			\$ 18.01	\$ 18.37
<u>SIXTH PERIOD ASSIGNMENT</u>				
Secondary Teacher Teaching a Sixth Period			\$ 5,224	\$ 5,329

		2023-2024	2024-2025
<u>DEPARTMENT HEADS/TEAM LEADERS</u>			
K-12 Department Heads		\$ 2,237	\$ 2,281
1/ Rate to be paid in the event teachers are employed to perform these functions			
<u>NORTH CENTRAL</u>			
Curriculum/Instruction Committee Chairperson (Includes North Central & Staff Development)		\$ 6,487	\$ 6,617
N.C. Program Committee Chairperson			
K-4th Grade		\$ 989	\$ 1,008
5th-8th Grade		\$ 989	\$ 1,088
9th-12th Grade		\$ 989	\$ 1,088
K-6th Grade		\$ 1,358	\$ 1,385
7th-12th Grade * *		\$ 2,025	\$ 2,066
K-12th Grade * *		\$ 2,471	\$ 2,520
<u>DISTRICT COMMITTEE WORK</u> - Up to three (3) days per committee to be paid at the teacher's basic daily rate of pay.			
<u>District Advisory Committee (DAC)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>Continuing Education Committee (CEU)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>Curriculum Subject Committees (CSC)</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>District SDM Committee</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>SDM Site Committees</u>			
Chairperson: \$600.00 + one (1) to three (3) days compensation.			
Committee Members: one (1) to three (3) days compensation.			
<u>SDM Site Coordinator</u>			
One (1) day for building SDM compensation.			
<u>Peer Review (Mentorship)</u>			
Mentors will receive one (1) day of compensation at the teacher's daily rate of pay.			
<u>District Approved Committee(s)</u>			
In order to qualify for committee compensation, a committee must be approved by the superintendent and meet at least eight (8) hours beyond the regular teacher duty day. Requests to form new committees should be presented to the superintendent in writing by the building principal and/or chairperson of the committee. When the superintendent approves the committee, he/she will specify any time limits up to a maximum of three (3) days. Compensation per District Committee Guidelines.			
<u>District Committee Work Guidelines for Compensation:</u>			
1. Committee compensation should be based on daily rate of pay.			
2. Compensation is based on one (1) hour beyond the duty day = one (1) hour of pay (daily rate).			
3. The number of days allowable for compensation will be dependent on the amount of time required and determined by the Chairperson.			
4. In the event committee meetings are scheduled during the regular duty day, a teacher shall be compensated a minimum of one (1) day.			

5. In the event a standing committee meets less than eight (8) hours, but at least six (6) hours during the school year, the member will receive one (1) day of compensation based on their daily rate of pay.			
INSTRUCTION		2023-2024	2024-2025
Evening school including GED and credit classes (doesn't include Community Education or Vocational Apprenticeship programs); (per hour)		\$ 36.56	\$ 37.29
Homebound (per hour)		\$ 34.17	\$ 34.85
Summer School (per hour) (Includes Summer Music Lessons)		\$ 37.01	\$ 37.75
MISCELLANEOUS		2023-2024	2024-2025
Maintenance Work (per hour)		\$ 28.74	\$ 29.31
Chaperone (per event) (See chaperoning or specified school activities policy)		\$ 36.41	\$ 37.14
High School Homecoming, Snoball, Prom, State Tournaments (per event)		\$ 100.00	\$ 102.00
Teacher Advisor Event with Student + (per day)		\$ 189.33	\$ 193.12
Teacher Event/No Students + (per day) (i.e., conferences, workshops)		\$ 153.22	\$ 156.29
+ Prior administration approval required			
+ Does not apply to activities where teachers have extracurricular contracts			
+ Actual scheduled day(s) of the event only qualifies for the daily rate of payment when they are non-contractual days.			
Teachers not under extra service contract supervising approved overnight activities with students shall be paid per overnight:		\$ 98.23	\$ 100.19
1/ Rate to be paid in the event teachers are employed to perform these functions			

Review of Extracurricular Positions - Schedule C

I. Request for Review is being made by:

Name: _____ Job Title: _____

II. Title of Position: _____

III. Check One:

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

IV. Rationale for Action Being Requested:

Attach an explanation if more room is needed.

V. Action Taken:

1. Principal
_____ Request Approved _____ Request Denied

Principal Signature _____ Date: _____
2. Superintendent
_____ Request Approved _____ Request Denied

Superintendent Signature _____ Date: _____
3. School Board
_____ Request Preliminarily Approved _____ Request Denied

Board Chair Siganture _____ Date: _____
4. Schedule C Committe
_____ Request Approved _____ Request Denied

Committe C Chair _____ Date: _____

VI. Final School Board Action (if needed):

_____ Request Approved _____ Request Denied

Board Chair Siganture _____ Date: _____

ISD POLICY #422.5 EXTRA-CURRICULAR REVIEW SCHEDULE D

I. GENERAL STATEMENT OF POLICY

Section 1. Committee Members

Immediate supervisor (building principal, etc.)
School superintendent
Education Minnesota – Cloquet representative

Section 2. Committee Meetings and Responsibilities - The Extra-Curricular Review Schedule D Committee shall meet beginning in November of each even-numbered year beginning in 1990 for the purpose of reviewing and hearing adjustment to the Extra-Curricular Review Schedule D. Those activities listed under Schedule D are eligible for review.

The committee will meet as needed to address additions or deletions to Schedule D.

Section 3. Changes and Adjustments to Schedule D:

Subd. 1. Addition and Removal of Schedule D positions:

Positions may be added to or removed from Schedule D by using the following procedure:

1. Present to and receive approval of the building principal.
2. Present to and receive approval of the superintendent.
3. Present to and receive preliminary approval of the school board.
4. Present to Schedule D Committee for the purpose of establishing salary.
5. Receive final approval of the school board.

Subd. 2. Expansion and Reduction of Schedule D positions:

Positions may only be expanded or reduced from Schedule D by using the procedure in Subd. 1 of Section 3 of this Article. A Schedule D position shall be considered for expansion or reduction if one of the following criteria is met:

1. An employee requests that a position be expanded or reduced.
2. The school board expands or reduces a position.

Subd. 3. The Cost: The cost increase incurred by the addition or expansion of a Schedule D position shall be the responsibility of the school district. The cost reduction from the removal or reduction of a Schedule D position shall revert to the school district.

Section 4. Review Procedure:

Subd. 1. Review Form: The Schedule D Review Form must be completed and returned to the immediate supervisor (principal, etc.) by November 1 of each even-numbered year. Forms will be available in each building.

Subd. 2. Hearing: The committee shall meet to hear all reviews. Employees directly related to the review have the right to be present at the hearing and to present their review to the committee.

Subd. 3. Decision: The committee shall decide all reviews by April 1 of each odd-numbered year and provide a written statement of the reasons for accepting or rejecting, all or in part, the review for adjustment.

Review of Extracurricular Positions – Schedule D

I) Request for Review is being made by:

1) Name: _____ Job Title: _____

II) Title of Position or Committee:

III) Check One:

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

IV) Rationale for Action Being Requested:

Attach explanation if more room is needed. If the formation of a committee is being requested, include the number of committee members and how often the committee will meet.

V) Action Taken:

1) Principal

_____ Request Approved _____ Request Denied
Principal's Signature: _____ Date: _____

2) Superintendent

_____ Request Approved _____ Request Denied
Superintendent's Signature: _____ Date: _____

3) School Board

_____ Request Preliminarily Approved _____ Request Denied
Board Chair's Signature: _____ Date: _____

4) Committee

_____ Request Approved _____ Request Denied
Comm. Chair's Signature: _____ Date: _____

VI) Final School Board Action if Needed:

_____ Request Approved _____ Request Denied
Board Chair's Signature: _____ Date: _____



Sick Bank Application

NAME: _____ **DATE:** _____

CURRENT CERTIFIED POSITION: _____

REASON FOR REQUEST: (YOU MUST INCLUDE ISD #94 DOCTOR'S ORDER)

NUMBER OF DAYS REQUESTED FROM SICK BANK AND SPECIFIC DATES:

APPROVED:

_____ FOR _____ DAYS

NOT APPROVED: _____

REASON:

ATTEST:

Collette Lenarz, Education Minnesota – Cloquet, President	Date
Cameron Lindner, EMC Benefits Chair	Date
Dr. Michael Cary, Superintendent, ISD #94	Date
School Board Chair, ISD #94	Date

Memorandum of Understanding School Psychologist Stretch Calendar

WHEREAS, Education Minnesota - Cloquet (EMC) and Independent School District No. 94 Cloquet (District) are parties to a collective bargaining agreement (CBA).

WHEREAS, Article XIV, Section 1 of the CBA specifies the number of teacher duty days in a school year.

WHEREAS, because of the nature of the duties associated with their positions, School Psychologists may need to work additional time and days outside of the standard teacher contract.

WHEREAS, the purpose of this Memorandum of Understanding is to establish a stretch calendar for the scheduling of duty days for School Psychologists. The intent is to keep the work days to the same number of duty days in the existing contract (183.5 days).

Now, therefore, EMC and the District agree as follows:

1. Beginning August 15, 2023, the School Psychologist will keep a record of the time worked outside of contracted time. This record will be shared with the supervising administrator.
2. The School Psychologist will be allowed to utilize this time in coordination and with approval of their supervising administrator in fulfilling the annual duty days within the CBA (183.5 days).
3. The Stretch Calendar will allow the School Psychologist to perform their work outside of the regular scheduled calendar, including during the summer months, as well as to allow the School Psychologist to work beyond the basic duty day to meet the needs of the students of the district and complete their 183.5 duty day obligation. The School Psychologist and supervising administrator shall coordinate throughout the school year in tracking the number of duty days fulfilled and shall balance those duty days effectively across the school fiscal year in meeting the needs of the students of the district.
4. This MOU expires on June 30, 2025 at 11:59:59 p.m.

Cloquet School Board Chair

Collette Lenarz, Education MN – Cloquet President

Date

Date

Memorandum of Understanding Peer Observation

A teaching staff member may earn a full or half personal day via peer observation to be used on either April 1, 2024, or the last 8 hours of in-service time in 2023-2024.

Procedure:

Cloquet Secondary Schools

To earn a full personal day a teacher must observe another teacher in our district for six class periods. Six different teachers must be observed. To earn a half personal day a teacher must observe another teacher in our district for three class periods. Three different teachers must be observed. Building principals will determine appropriate documentation of this program.

Cloquet Elementary Schools

Observations must be 25 minutes in length to align with the elementary block/prep schedule. To earn a half day, a staff person must schedule 6 observations. To earn a full day, a staff person must schedule 12 observations.

Elementary Specialists have the option to request a substitute teacher to allow them proper release time to travel to another school to observe. If a substitute is required, the staff member will not earn time toward personal leave.

Arranging classroom observations is the responsibility of the staff observing.

Staff wishing to do the observations are responsible for following the processes and procedures established by the building principal for documenting the observation session.

This MOU does not apply to staff working at Northern Lights Academy.

Cloquet School Board Chair

Collette Lenarz, Education MN – Cloquet President

Date

Date



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, 2024, with the understanding that they will complete their professional choice day before their new start date or after their new end date.

Cloquet School Board Chair

Collette Lenarz, Education MN – Cloquet President

Date

Date



Central Administration
509 Carlton Avenue • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
302 14th Street • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.cloquet.k12.mn.us>

Memorandum Of Understanding

TO: Executive Board of Education Minnesota Cloquet
FROM: Dr. Michael Cary, Superintendent
DATE: 12/20/2023
RE: Special Education Programming Discussion Sessions

In the interest of reviewing special education programming and staffing, the administration of Cloquet Public Schools proposes the following:

- During the 2024-25 school year, the administrative team will coordinate 3-4 sessions to gather the building leadership team special education representatives and special education coordinator to review the current status of special education programming and staffing. Administrative representation will typically include the superintendent and may include other administrative representatives, as needed. Three additional representatives will be selected for the sessions by the executive board of Education Minnesota Cloquet.
 - Sessions will be scheduled during in-service dates and will be two hours in length (this may be adjusted based on feedback from the group). The purpose of which will be to discuss current programming, staffing levels and trends/issues within the program/department. Program and staffing data may also be reviewed to help inform discussions.
 - Feedback from sessions will be used to inform possible future adjustments based on feasibility as determined by the administrative team.

Cloquet School Board Chair

Date

Collette Lenarz

Education Minnesota – Cloquet President

Date



Cloquet Public Schools 2024-2025 School Year Calendar

Where caring for students is not just an idea, it's tradition!

School Board Approved: _____

District Office : (218) 879-6721 / Fax (218) 879-6724; Cloquet Transit : 218-879-1291

Quarter 1: 9/4 - 11/1	40 days	Trimester 1: 9/4 - 11/27	57 days
Quarter 2: 11/5 - 1/17	43 days	Trimester 2: 12/2 - 2/27	52 days
Semester 1: 9/4 - 1/17	83 days	Trimester 3: 3/3 - 5/30	58 days
Quarter 3: 1/21 - 3/21	41 days	(167 Student Days)	
Quarter 4: 3/31 - 5/30	43 days	(16.5 K-12 Professional Days)	
Semester 2: 1/21 - 5/30	84 days	Snow Makeup Days: 6/2/25 & 6/3/25	

COLOR INFORMATION KEY	
Professional Days/No School for Students	
No School for Students and Staff	
(K-4) Conferences	
(5-6) Conferences	
(7-12) & CAAEP Conferences	
Kindergarten Round-Up-(3/11 @ Washington)	
Kindergarten Round-Up-(3/13 @ Churchill)	

Please Note: Beginning Wednesday, September 11, (K-12) classes will be dismissed 30 minutes early on each Wednesday of the month for the remainder of the 2024-2025 School Year.

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8/19 - First Year Teachers Professional Day
8/20 - First Year/Non-Tenured Teachers Professional Day
8/22 OR 6/4 (PM) and 6/5 (AM) - Prof. Day Choice
8/26 - (K-12) Professional & Paraprofessional Day
8/27 - (K-12) All Staff Back to School Gathering
8/28 - (K-12) Uninterrupted Professional Day
8/29 - (K-12) Open Houses/Conferences
8/30 & 9/2 - No School for Students & Staff
9/3 - (K-12) Professional Day
9/4 - (1-12) FIRST DAY OF SCHOOL
9/4 - Kindergarten Preschool Conferences
9/5 - KINDERGARTEN - FIRST DAY OF SCHOOL
10/7 & 10/9 - (5-6) Conferences
10/9 - (7-12) & CAAEP Conferences
10/14 - Prof. Day/Indigenous Peoples' Day (No school K-12)
10/17 & 10/18 - ED MN Break (No school K-12)
11/4 - (K-4) Conferences/ Professional Day (No school K-12)
11/6 (K-4) Conferences
11/28 & 11/29 - Thanksgiving Break (No school K-12)
12/4 - (7-12) & CAAEP Conferences
12/6 - (K-12) Professional Day
12/23- 1/1- (K-12) Winter Break, No school K-12
1/20 - (K-12) Professional Day (No school K-12)
1/27 - (K-12) Professional Day (No school K-12)
2/17 - Presidents' Day (No school K-12)
2/18 & 2/19 - (5-6) Conferences
2/19 - (7-12) & CAAEP Conferences
2/25 & 2/27 - (K-4) Conferences
2/28 (K-4) Conferences/Professional Day (No school K-12)
3/11 Washington & 3/13 Churchill - Kindergarten Roundup
3/24 - 3/28 - Spring Break (No school K-12)
4/18 - No School for Students & Staff
4/30 - (7-12) & CAAEP Conferences
5/22 - CAAEP Graduation at Garfield School, 2 pm
5/23 - CHS Graduation, 6 pm
5/26 - Memorial Day (No school K-12)
5/30 - (K-12) LAST DAY OF SCHOOL - 2 Hours Early Out
6/2 - 6/4 (K-12) Professional Days (6/5 - 0.5 Prof. Day)
8/22 OR 6/4 (PM) and 6/5 (AM) - Prof. Day Choice

2024-2025 School Year - Parent Information Guide - as of _____

Also visit our website for more information about our schools: <http://www.isd94.org>

DISTRICT INFORMATION

DISTRICT OFFICE	218-879-6721
Dr. Michael Cary, Superintendent	218-879-6724 (Fax)
302 - 14th Street, Cloquet, MN 55720	7:30 a.m. - 4:00 p.m.
mcary@isd94.org	
CHURCHILL ELEMENTARY SCHOOL	218-879-3308
David Wangen, Principal	218-879-7034 (Fax)
515 Granite Street, Cloquet	7:30 a.m. - 4:00 p.m.
dwangen@isd94.org	
WASHINGTON ELEMENTARY SCHOOL	218-879-3369
Robbi Mondati, Principal	218-879-3360 (Fax)
801 - 12th Street, Cloquet	7:30 a.m. - 4:00 p.m.
rmondati@isd94.org	
CLOQUET MIDDLE SCHOOL	218-879-3328
Tom Brenner, Principal	218-879-4175 (Fax)
2001 Washington Avenue, Cloquet	7:30 a.m. - 4:00 p.m.
tbrenner@isd94.org	
Tom Lenarz, Assistant Principal	
tlenarz@isd94.org	
CLOQUET SENIOR HIGH SCHOOL	218-879-3393
Steve Battaglia, Principal	218-879-6494 (Fax)
1000 - 18th Street, Cloquet	7:30 a.m. - 4:00 p.m.
sbattaglia@isd94.org	
Tim Prosen, Assistant Principal	
tprosen@isd94.org	
CLOQUET AREA ALTERNATIVE EDUCATION PROGRAMS (CAAEP)	218-879-0115
Connie Hyde, Principal	218-879-6941 (Fax)
302 - 14th Street, Cloquet	8:00 a.m. - 3:00 p.m.
chyde@isd94.org	
COMMUNITY EDUCATION	218-879-1261
Erin Bates, Director	218-878-3013 (Fax)
2001 Washington Avenue, Cloquet	8:00 a.m. - 4:30 p.m.
ebates@isd94.org	

ADDITIONAL NUMBERS

Activities/Athletics	879-3393, ext. 1203
Before and After School Hours	Building Principal
Facility Request, After School Hours	879-1261
Buildings & Grounds	879-6721, ext. 6220
Cloquet Educational Foundation	879-3806
Cloquet Transit	879-1291
Community/School Resources	879-3806
District Nurse - During School Hours	269-7362
ECFE and School Readiness	879-9291
Early Childhood Screening	879-9291
Food Service Program	879-5164
Gifted and Talented Programming	879-3328
Homeless Liaison	879-6721
American Indian Education Office	879-6721, ext. 6206
SR / Early 5's Childcare - Churchill	879-3309
Kids Corner School-Age Childcare	879-0929
Li'l Lumberjacks Learning Center	878-0774
Li'l Thunder Learning Center	879-0830
Northern Lights Special Education Cooperative	655-5018
Open Enrollment	879-6721, ext. 6205
Parent Portal Information	879-6721
Sports:	
High School	879-3393, Ext. 1203
Middle School	879-3328, Ext. 2003
Technology Information	879-6721, ext. 6217
Volunteering Opportunities	879-3806

Cloquet Area Youth Sports Association information can be found on our website at www.isd94.org under the "Activities" tab.

Cloquet School Board Members	
Nate Sandman, Board Chair	218-591-1734
Melissa Juntunen, Board Clerk	218-348-8685
Dave Battaglia, Board Treasurer	218-879-5146
Sarah Buhs	218-576-3989
Gary Huard	218-879-7809
Ken Scarbrough	218-260-8945

**Cloquet Educational Foundation Grant Requests
February 9, 2024**

Letter	Description	Submitter	Previously Funded	Amount Requested	Amount Granted
A.	Activity Fee Grants	P. Riess	\$1,500	\$1,500	
B.	Family Literacy Nights	A. Jerde/S. Pederson	\$1,000	\$500	
C.	Quizizz Math Tool	A. Beste	New	\$2,000.00	
D.	Power Lunch Reading Pro.	S. Pederson	\$1,500	\$1,500	
E.	Nordic Ski Program	T. Stark	\$1,000	\$1,000	\$1,000
F.	Concert Band/MMEA Clinic	K. Huseth	\$2,000	\$4,867	
G.	Engraved Glass Tile Mural	A. Cacek	New	\$610	
H.	Safe & Strong Child Presentations	N. Whittet	New	\$400	
I.	Random Acts of Kindness Club	N. Whittet	New	\$300	
J.	CHS Raingarden	M. Winbigler	New	\$1,000	
K.	CHS Community Closet	B. Gigliotti	\$500	\$1,000	
L.	Attendance Incentive Program	J. Midas	\$3,200	\$2,500	
M.	Buckthorn Removal	A. Hexum	New	\$700	
N.	Cory Greenwood/Your Story Matters	M. Kilroy	New	\$4,500	
O.	Frog Dissection	J. Gagner	New		
P.	Vertical Whiteboards	J. Aldridge	New	\$450	
Q.	First Grade Book Club	H. Johnson	\$434	\$313.00	
R.	Reading Buddies	H. Johnson	\$200	\$152	
S.	Math Masters	H. Johnson	\$340	\$240	
T.	Girls in Engineering	H. Johnson	New	\$200.00	
U.	Black/Indigenous/People of Color Group	L. Markwardt	New	\$3,000	
V.	Recovery Club	L. Markwardt	New	\$1,400	
W.	Music Stand Lights	J. Justad	New	\$2,418	
TOTAL				\$33,952	

Amount Available for grants, January 9, 2024 = \$32,769

Washington News

January 2024

News and Notes.....

- * Happy New Year!!
- * 1/3 – back to school!
- * 1/8 – Family Literacy Night @ 5:30-7:00 pm at the Cloquet Public Library: “Bedtime with Books”
- * 1/9 – PIE Meeting @ 6:30 pm in the Washington Media Center
- * 1/12 – January Birthday Lunch
- * 1/15 – No School for Students (Professional Day for Staff)
- * 1/19 – Spirit Day (kids’ choice–tbd)
- * 1/22 – No School for Students (Professional Day for Staff)
- * 2/9 – Kids Heart Challenge event during PE classes



1st Grade Music Program! Thanks, Mrs. Holte!!



Fun in the Gym!



PBIS in The New Year...

January’s character education theme is **Trustworthiness**. We will be talking with students about what it takes to be trustworthy and we appreciate your reinforcement of this trait at home too! What does it mean to be trustworthy? Someone shows they are trustworthy if they are honest and truthful, and if you can rely on them to keep their word; they are dependable and can be trusted. Along with trustworthiness, we will be learning another of the seven Anishinaabe Teachings, which is Honesty.

Students can look forward to cultural lessons this month with Ms. Paitrick, and she will be focusing on storytelling.

Lastly, students at Washington will launch into the New Year with Code of Conduct review meetings hosted by Mrs. Mondati & Mrs. Midas, as well as the Student Advisory Team members over the next few weeks. It is a great way to reflect and set goals for 2024!

Reminders:

- * Playground supervision is not available until 7:45AM. Please, **DO NOT drop your child off on the playground before 7:45AM!**
- * In the event that we have morning recess indoors (due to weather) students are permitted to enter the building through Doors 1, 3 or 7 (for bussers) at 7:45AM. Once inside students may either go to breakfast or to inside recess. Grades 1-4 go to the gym; kindergarten students to the library. Again, please do not drop your child/children off before 7:45AM!
- * Please label your child’s belongings so they do not become lost & found casualties!
- * Remember that you can call in your child’s absence 24/7 at our main office number, 218-879-3369. If you do not notify the school, your child’s absence will be unexcused.
- * If you have a change in the end of the day plan for your child, please let the office know as soon as possible. Any last-minute calls create confusion, and our goal is to keep all students safe and accounted for.
- * If your family is in need of support, for school related needs or otherwise, please contact our school social worker, Misha Alaspa, to get connected or referred as needed. malaspa@isd94.org or 879-3369 x5014

Happy New Year!



NATIONAL ESEA DISTINGUISHED SCHOOLS

Washington is so excited to be recognized nationally as an ESEA Distinguished School. If you missed it, check out this [LINK](#) for the



Snow/Cold Days Off & E-learning

- We are able to have 2 snow/cold days off without having to make them up in June. So far we have had a mild beginning of winter!
- “E-learning” days allow students to get credit for school on those days and, therefore, they will not be required to make up days in the summer.
- Grade level specific e-learning plans are available on our Washington webpage under the “E-Learning/Snow Day Link” or at www.isd94.org/Page/1401
- Teachers will be available by email and phone on E-Learning days. Kindergarten—3rd grade teachers also use Seesaw, and 4th grade teachers use Schoology platforms.

1st Grade

Winter Bears



2nd Grade

Winter Village



3rd Grade

Oil Pastel Mountains



4th Grade

Winter Trees



Enrollment of Nonresident Students:

The Cloquet School District would like families to know that the application deadline for nonresident students to enroll in the Cloquet School District for the 2024-2025 school year is January 15, 2024. Applications received after that date will only be considered if there are openings, otherwise they will be put on a waiting list.

More information about the open enrollment process and approval guidelines and procedures can be found on the district’s website at www.isd94.org or by calling 218-879-6721.

The Kids Heart Challenge Kick-Off is Wednesday, January 24. We are celebrating our 26th anniversary of participating in this event. Last year we raised a record \$36,000!! We hope to have another very successful year raising funds for the American Heart Association. This is the 100th Anniversary for the American Heart Association! We will be jump-roping on Friday, February 9th in physical education classes. Be on the lookout for Kids Heart Challenge materials coming home in a couple weeks!

