



Cloquet Public Schools Regular Meeting

Monday, January 22, 2024 at 6:15 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

6:00 pm World's Best Workforce and Achievement & Integration

6:15 pm Regular Meeting

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4. Friday, January 26, 2024 - School Board Committee of the Whole Meeting - 10:30 a.m. - Boardroom	
5. February 2024 - School Board Appreciation Month - Thank you!	
6. February 5-9, 2024 - School Counselor Appreciation Week	
7. Monday, February 5, 2024 - Curriculum Committee Meeting - 4 p.m. - Boardroom	
8. Monday, February 12, 2024 - Regular School Board Meeting 5:30 p.m. Working Session 6:00 p.m. Regular Meeting	
9. Tuesday, February 13, 2024 - DAC Meeting - 4 p.m. - Boardroom	
10. Wednesday, February 14, 2024 - Equity Committee Meeting - 3:45 p.m. - Washington Elementary	
XIV. Adjournment	

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1. January 8, 2024 School Board Meeting Minutes

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1. Building and Department Reports

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1. Claims, January 17, 2024
2. Hand Checks, January 4 & 12, 2024

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- a. Reduction in Hours for Nursing Staff at Cloquet High School (Melissa Harper)

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1. Student Enrollment Report as of January 17, 2024
2. District Health, Safety and Crisis Committee Meeting Summary - January 9, 2024

IX. Agenda Addendums

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1. Cloquet Transit Meeting
2. Negotiations
3. Committee of the Whole
4. Budget Process

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January 8, 2024

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

Topics discussed:

Dr. Cary reviewed the agenda for the organizational and regular meeting including yearly resolutions, teacher contract and school calendar. He gave an update on the first meeting with the city regarding the hockey arena. The board discussed issues with busing and requested a meeting with Cloquet Transit and our transportation subcommittee. They also discussed the desire to have committee of the whole meetings added one to the annual calendar. There being nothing further to discuss, Acting Board Chair N. Sandman adjourned the meeting at 5:58 p.m.

January 8, 2024

The Organizational and Regular Meetings of the School Board of Independent School District No. 94, in the City of Cloquet on January 8, 2024, was called to order by Acting Board Chair Nate Sandman at 6:01 p.m.

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

- Sarah Buhs
- David Battaglia
- Gary Huard
- Melissa Juntunen
- Nate Sandman
- Ken Scarbrough

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Brock Wilton, Director of Buildings and Grounds
- Dara Topping, EM-C Teacher Union Rep.
- Bill Bauer, Technology Support Specialist
- Macklin Caruso, Pine Journal Representative

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 D. Battaglia to approve the January 8, 2024, organizational and regular board agenda, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

ELECTION OF BOARD OFFICERS

- Chair – D. Battaglia made a motion to nominate N. Sandman as Board Chair. K. Scarbrough seconded the motion. There were no further nominations, so N. Sandman was elected Board Chair by acclamation.
- Clerk – K. Scarbrough nominated M. Juntunen as Board Clerk. S. Buhs seconded the motion. There were no further nominations, so M. Juntunen was elected Board Clerk by acclamation.
- Treasurer – K. Scarbrough nominated D. Battaglia as Board Treasurer. M. Juntunen seconded the motion. There were no further nominations, so D. Battaglia was elected Board Treasurer by acclamation.

ESTABLISH SCHOOL BOARD SALARIES, MEETING PER DIEM, AND MILEAGE REIMBURSEMENT

- RESOLVED by G. Huard that the School Board of Independent School District No. 94 shall continue to be paid \$300 per month, effective January 1, 2024, and that the School Board of Independent School District No. 94 shall be eligible to claim \$85 per additional meeting attended. D. Battaglia seconded the motion. The resolution passed by a 4 -2 vote, N. Sandman-yea, M. Juntunen-yea, D. Battaglia- yea, G. Huard-yea, K. Scarbrough-nay, and S. Buhs- nay.
- RESOLVED by N. Sandman to use the IRS mileage reimbursement amount in the amount of \$0.67/mile, effective January 1, 2024. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

SET REGULAR SCHOOL BOARD MEETING DATES/TIMES FOR 2024

- RESOLVED by N. Sandman to approve the following proposed 2024 Regular School Board meeting dates and times:

All meetings shall be held on the second and fourth Monday of each month unless otherwise scheduled below:

- *Additional Working Session on January 26, 2024, from 10:30a.m. to 12:30 p.m.*
- *One meeting in March on March 18, 2024*
- *2nd meeting in May will be held on Tuesday, May 28, 2024, due to a holiday conflict*
- *One meeting in July on July 8, 2024*
- *One meeting in December on December 9, 2024*

School Board working sessions will begin at 5:30 p.m. to be followed by the regular meeting at 6:00 p.m. in the Board Room located on the second floor at Garfield School, 302 – 14th Street, Cloquet, MN 55720.

G. Huard seconded the motion, and it was approved by unanimous yea vote of all members present on roll call.

CONSIDER 2023-2024 SCHOOL BOARD COMMITTEE REPRESENTATION (for the remainder of the 2023-2024 school year)

RESOLVED by K. Scarbrough to keep the existing committee representation except the removal of S. Buhs from the Budget/Staffing Committee. S. Buhs seconded the motion, and it was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

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

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were reviewed. C. Nelis, Business Manager, updated the board on a new impact aid policy coming at the next meeting, and working on budget updates. B. Wilton, Director of Building and Grounds, gave an update on an upcoming project at Cloquet Middle School.

CONSIDER APPROVAL OF CLAIMS AND WIRES

- RESOLVED D. Battaglia to approve Claims, December 28, 2023; Hand Checks, December 7, 14, 21, 2023; Food Service Reports, November 2023, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by G. Huard to approve the Consent Items, as presented.

1. Resignations:

- a. Nicholas Heck, 1.0 FTE American Indian Education Teacher, effective December 31, 2023
- b. Sydney Wick, 6.5 hrs./day Paraprofessional at CHS, effective December 21, 2023
- c. Heather McCall, 6.75 hrs./day Paraprofessional at NLA, effective December 21, 2023

2. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Samantha Rupar	1.0 FTE Long Term Substitute AIE Teacher	BA 1	1/9/24 (sub before)
b. Lindsie Biggerstaff	0.5 FTE Speech Teacher at Churchill/Washington	MA Step 5	1/9/24
c. Emily McLeod	6.5 hrs./day Paraprofessional at CHS	\$18.93/hr.	1/9/24
d. Curt Carlson	6.5 hrs./day Paraprofessional at CHS	\$18.93/hr	1/9/24

3. Extra Services Contracts

- a. Allison Jerde Family Literacy Co-Coordinator \$500.00
- b. Stephanie Pederson Family Literacy Co-Coordinator \$500.00

4. Permission to Post

- a. 1.0 FTE Multi-Cat Special Education Long Term Substitute Teacher at Washington
- b. 1.0 FTE American Indian Education Intervention Long Term Substitute Teacher at Washington
- c. 6.5 hrs./day Paraprofessional at Cloquet High School
- d. 6.75 hrs./day Paraprofessional at NLA
- e. 15-24 hrs./week Long Term Substitute Classroom Assistant In Early Childhood

5. Staffing Adjustments

- a. Amy Salo from 20 hrs./week to 30 hrs./week ECSE Paraprofessional

- S. Buhs 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 January 3, 2024, was reviewed.
- District Technology meeting summary from December 11, 2023, was reviewed.

NEW BUSINESS

- RESOLVED by S. Buhs to approve the resolution accepting the Green Grant for Washington Elementary from Carlton County, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the resolution accepting the Art Education Grant from Minnesota State Arts Board, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the resolution accepting the Rural CTE Mini-Grant Award from Northeast Service Cooperative, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the resolution directing the administration to make recommendations for reductions in programs and positions and reasons therefore, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by D. Battaglia to approve the 2023-2025 EM-C Teacher contract with one (1) additional personal day for 2023-2024 as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by G. Huard to approve the 2024-2025 school calendar, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

SUPERINTENDENT'S REPORT

- Dr. Cary covered most topics in the working session. He gave an update on quotes for upgrading the technology in the boardroom and vape detectors at the middle, high school and CAAEP.
- The board discussed adding cooperative sports agreements to the committee of the whole meeting in January. S. Buhs left the meeting at 6:47 p.m.

FOR YOUR INFORMATION

- CEF Winter Grant Request 2024
- Washington Elementary School January Newsletter

UPCOMING MEETINGS/EVENTS

- Tuesday, January 9, 2024 - District Health, Safety and Crisis Team Meeting - 4 p.m. - Garfield Boardroom
- Tuesday, January 16, 2023 - CE Advisory Committee Meeting - 5:30 p.m. - CE Conf. Room
- Monday, January 22, 2023 - Regular School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Regular Mtg.
- Tuesday, January 23, 2023 - Technology Committee - 3:45 p.m. - CHS Conference Room
- Wednesday, January 24, 2023 - Equity Committee Meeting - 4 p.m - Washington Elem.

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:49 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello from Churchill,

The Family Fun Literacy event sponsored by Washington and Churchill was a big success. 175 people attended the event held at the Cloquet Public Library. The event provided books, yoga, crafts and reading information with lots of fun. Churchill will hold an all-school PBIS assembly on 1/24. The event will focus on positive school behavior. Principal Wangen met with grades 1-4 to review the Churchill Code of Conduct to promote a positive second half of our school year on 1/17. The community wrestling association presented to the Churchill phy-ed groups on 1/16. Churchill will host a Kids Heart Challenge Kick-off on Friday, 1/19. Churchill will hold their January PIE meeting on 1/16. The Excel afterschool reading and math support began the week of January 8th.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

Despite being very tired of inside recess, we are well at Washington! Below are some updates:

- We are in the middle of winter benchmarking where all students are assessed in reading and math using our screening tools. On the 25th of January our teachers will rotate through data retreats to review mid-year data and formalize decisions on intervention group placements.
- As of Thursday, 1/18, all 23 classes at Washington will have a special visit from either Mrs. Mondati or Ms. Midas and a few 4th grade Student Advisory Team members to review code of conduct and Purple Pride expectations at Washington. The SAT students reviewed a list of reminders that they came up with, and the adults reinforced those that needed the greatest improvement. Students ended by setting individual goals for themselves to make an improvement for the second half of the year.
- On Friday, 1/19, we will be celebrating the hard work of our 4th graders who earned the honor of picking our school spirit day theme due to their hard work showing purple pride and earning the most purple pride slips over the past month. Our theme is Sports Day!
- The Kids Heart Challenge kick-off is on 1/24, and we're looking forward to another great year and event! Our Washington students and families have been incredibly generous in supporting the American Heart Association and the Kids Heart Challenge event, so we're optimistic it will be another successful event on February 9th!
- All Washington students will be participating in Cultural Lessons on 1/26 with Ms. Paitrick. Ms. Paitrick and Mrs. Mondati are planning a student reveal of our ESEA Distinguished School recognition at Cultural Lessons so we can share the exciting news with our students now that it has been announced and shared nationally that Washington is one of 65 schools in the country being recognized!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

CMS Attendance by Kayla Denzer:

The weekly attendance meetings focus on getting kids to school as a group. Students should miss no more than nine school days each year to stay engaged and successful. Missing 10%, or two days a month, over the school year can affect a student's academic success. At our weekly attendance meetings, we devise incentives for certain children's needs and likes to help get them to school and stay in school. Our truancy officer (Kenzie Friedman) from Carlton County is incredible, and her follow-through and follow-up with students is fantastic. Currently, CMS has 46-5th graders, 52 - 6th graders, 58 - 7th graders, and 84 - 8th graders on our absent reports, missing 8 class periods or more. Some are more chronic than others. We always hope to work with these families through the issues causing the students to miss.

Staff Development by Nikki Ojanen:

On Monday, January 15th, all certified Middle School staff participated in the multi-district Gathering of Great Minds workshop. Four different hour-long sessions were offered throughout the day, and teachers could choose

what they wanted to participate in for each one. Sessions included learning about several topics, including Indigenous perspectives, learning accommodations, mental health warning signs, nutrition, mindfulness, community, and more! It was a great learning day and a fantastic opportunity to connect with colleagues across districts in this area.

Knowledge Bowl by Niki Whittet:

For the 2023/2024 Knowledge Bowl season, Cloquet Middle School had 34 students on six different teams. There were three 7th & 8th grade teams coached by Bill Bauer and three 5th & 6th grade teams coached by me, Niki Whittet. Throughout the season, Bill and I had weekly practices with the teams where we would go over random trivia, as well as expected sportsmanship and good competition etiquette. For our last meet, the 5th/6th-grade teams finished 2nd place (coming home with medals), 6th place, and 13th place. We focused on highlighting the improvements made as a team. In every single meet, the teams placed higher than they had previously and earned more points. We had many conversations on proper growth as a person and team and how our best competitor is our past self sometimes. One of those 5th/6th grade teams improved by 18 points from their first to last meet! They all worked incredibly hard and were very proud of themselves by the end of the season.

The 7th/8th-grade teams did awesome as well. One team placed in the top 10 at every meet, while another placed 3rd in the year's final meet. They also continued improving and giving it their all at every competition.

CMS Knowledge Bowl students were repeatedly praised for their exceptional sportsmanship and good behavior during the meets and afterward. They cleaned up the rooms they worked in and the outside areas and congratulated other teams. During our lunch breaks at McDonald's, the restaurant staff recognized their excellent behavior and manners and let me know. To say I was proud of those students is an understatement. This Knowledge Bowl season was only a month long, but every one of the students who participated worked incredibly hard to do their best and make their school proud, and I, for one, think they succeeded 100%.

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- Our 24-25 course registration manual is coming together – student registration for 24-25 isn't far off.
- We have our CDL simulator up and running in the auto shop – this will help train the students in our CDL course. This is a very expensive piece of equipment that was obtained through grant money. We're very fortunate to have a simulator.
- First Robotics is underway and gearing up for competition season.
- Winter sports are moving along – our ski teams finally have some snow!
- The One Act play is in rehearsals.
- Semester 1 ends on Jan. 19.
- Semester 2 begins on Jan. 23.
- Our winter formal, Snoball, is on the evening of Jan. 20 at CHS

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

CAAEP students and staff are working hard to wrap up the first semester. The winter academy produced 27 recovered credits. We are still working on getting our Jr high teacher licensed and are hopeful that the process will be complete soon. We are looking forward to second semester.

Submitted by Connie Hyde, CAAEP Principal

Community Education

Aquatics

We have distributed the printed versions of the Swim Lesson Scholarship applications to children that attend Washington and Churchill schools as well as the 5th and 6th graders at CMS. The applications are also posted on our website as well. Children who have never had a swim lesson will have priority for the scholarships. Also, only children that receive Educational Benefits qualify to receive scholarships.

ECFE/SR

School Readiness classes resumed after the holiday break. We have TWELVE babies enrolled in our Baby & You class. The youngest is one month and the oldest just turned a year old.

We have added a Monday Mixed Ages (10 months - 25 months) from 11-12:30pm. We are actively spreading the word and hope to have more families sign up. The ECFE/SR parent advisory board is excited for their 1st big playdate to Superior Funland on February 21st. Smaller playdates have been arranged for January 15th and 22nd.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:

Greetings School Board Members,

An AIE Workshop was held on Monday January 15th for Tutors, Liaisons and Drivers. This is the second consecutive year that we have planned out a professional development series to help connect with current programming, upcoming events, and updates. This year we spent some time focusing on wellness and what that means to us and the students we serve. Carol Kot came in and shared her gift of harvesting natural medicines and the process to use those medicines in everyday oils, salves, and soaps. Cedar, sweetgrass, and sage were all plants that we discussed. The workshop is a valuable time to network and problem solve, I'm thankful for the opportunity.

A brief presentation was put on at the Fond du Lac Ojibwe School to highlight the spring semester CTE Course Offerings at CHS. Ojibwe School High School students can attend classes at CHS through Framework Ogichidaag, a MN DEED grant awarded last year to promote careers in the trades and underrepresented students. Currently, our activities van driver JJ Bush provides the transportation and with the new semester change, we will look at the need to keep the extra hours or expand depending on courses taken.

CMS AIE will go WILD on January 23rd. The quarter long incentive to increase attendance, academics, and decrease behavioral referrals has been a program highlight the past couple of years. 10 students from each grade level will have the chance to attend the Minnesota Wild Game and all the experiences NHL has to offer.

In closing, I'd like to express my condolences to the Andrew DePoe family. Andy worked as an IHSL at the Middle School for many years and had made genuine connections with students, families and co-workers. His passing on January 12th was unexpected and difficult to take in.

Stay safe and warm,

Submitted by Teresa Angell, American Indian Education

Building and Grounds

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

Technology

Since the last board meeting, the Cloquet Public School District Technology Department has demonstrated resilience and strategic decision-making in response to challenges, showcasing our commitment to operational excellence and proactive planning.

In light of a recent staff resignation, we took the opportunity to strategically restructure the department, welcoming an additional technology aide. This decision aligns with our commitment to optimizing support capacity for efficient support for students and staff and enhancing the overall effectiveness of our team. As we remained vigilant in monitoring the cybersecurity landscape, a recent hacking incident at Raptor Technologies, the vendor for our visitor management system, did not impact our district. While Raptor Technologies did have some customer data stolen, none of our data was included in the incident. Despite challenges, the department has maintained its customary diligence, ensuring day-to-day operations run smoothly. Our focus on delivering efficient support remains unwavering, guaranteeing uninterrupted technology services for our students, educators, and staff.

Looking ahead, the department is already in the early stages of planning the iPad purchase for the upcoming school year. This proactive approach ensures a seamless integration of technology into our educational programs, providing students with the tools they need for enhanced learning experiences. As we move forward, the department remains committed to proactive decision-making, cybersecurity vigilance, and strategic planning. The addition of an extra technology aide enhances our support capacity, and planning for the next school year's iPad purchase underscores our commitment to staying ahead of technology integration needs.

Thank you for your continued support as we maintain operational excellence and plan for the future of technology in education.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$255,042.43
02	Food Services	\$7,262.82
03	Transportation	\$38,756.91
04	Community Services	\$14,833.27
05	Capital Expenditure	\$154,119.77
06	Building Construction	\$12,537.50
12	Activities	\$24,125.10
45	OPEB Irrevocable Trust	\$935.48
Report Total		\$507,613.28

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		102553	22555	Check	1	3819		3D CONSTRUCTION	Yes	No	No	USD	01/23/2024	2,513.00
			102466	22556	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	USD	01/23/2024	42.50
			102510	22557	Check	1	11062		ADVANCED TRAINING SYSTEMS	Yes	No	No	USD	01/23/2024	32,705.61
			102522	22558	Check	1	11137		AEE	Yes	No	No	USD	01/23/2024	8,900.00
			102482	22559	Check	1	10573		AMERICINN LODGE AND SUITES	Yes	No	No	USD	01/23/2024	554.30
			102590	22560	Check	1	8127		ANDERSON, RICK	Yes	No	No	USD	01/23/2024	116.00
			102467	22561	Check	1	02766		ARCC	Yes	No	No	USD	01/23/2024	2,830.00
			102488	22562	Check	1	10692		AUTOZONE STORE 3947	Yes	No	No	USD	01/23/2024	39.98
			102468	22563	Check	1	03250		B & B MARKET	Yes	No	No	USD	01/23/2024	150.00
			102605	22564	Check	1	8468		BATES, KYLE	Yes	No	No	USD	01/23/2024	116.00
			102606	22565	Check	1	8486		BATTAGLIA, SCOTT M	Yes	No	No	USD	01/23/2024	300.00
			102575	22566	Check	1	6414		BATTAGLIA, STEVE	Yes	No	No	USD	01/23/2024	94.74
			102523	22567	Check	1	11138		BCH LANDSCAPING LLC	Yes	No	No	USD	01/23/2024	2,625.00
			102626	22568	Check	1	9295		BENSON, WENDY IRENE	Yes	No	No	USD	01/23/2024	83.21
			102641	22569	Check	1	9799		BERGANKDV	Yes	No	No	USD	01/23/2024	17,800.00
			102469	22570	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	01/23/2024	3,929.76
			102470	22571	Check	1	05150		BEST OIL COMPANY	Yes	No	No	USD	01/23/2024	526.10
			102531	22572	Check	1	11146		BIGGERSTAFF LINDSIE	Yes	No	No	USD	01/23/2024	225.00
			102497	22573	Check	1	10877		BILDEN JOLI	Yes	No	No	USD	01/23/2024	92.80
			102591	22574	Check	1	8152		BIONDICH, NICHOLAS DANIEL	Yes	No	No	USD	01/23/2024	213.00
			102502	22575	Check	1	10927		BRAATEN ANNELIESE	Yes	No	No	USD	01/23/2024	130.00
			102609	22576	Check	1	8734		BRAUN INTERTEC CORPORAITON	Yes	No	No	USD	01/23/2024	3,637.50
			102624	22577	Check	1	9285		BRENNER, MICHELLE MARIE	Yes	No	No	USD	01/23/2024	83.21
			102580	22578	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	01/23/2024	4,439.94
			102628	22579	Check	1	9338		CAPLE, MATTHEW SCOTT	Yes	No	No	USD	01/23/2024	112.00
			102494	22580	Check	1	10865		CARD RHONDA	Yes	No	No	USD	01/23/2024	51.95
			102471	22581	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	01/23/2024	190.00
			102524	22582	Check	1	11139		CESO	Yes	No	No	USD	01/23/2024	6,125.00
			102512	22583	Check	1	11090		CHROMEBOOKPARTS.COM	Yes	No	No	USD	01/23/2024	892.53
			102493	22584	Check	1	10835		CITY LAUNDERING CO	Yes	No	No	USD	01/23/2024	93.50
			102479	22585	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	01/23/2024	155,756.78
			102600	22586	Check	1	8272		CLOQUET CHAMBER OF COMMERCIAL	Yes	No	No	USD	01/23/2024	26.00
			102546	22587	Check	1	3021		CLOQUET ED FOUNDATION	Yes	No	No	USD	01/23/2024	100.00
			102507	22588	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	01/23/2024	5,693.45
			102509	22589	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	01/23/2024	14,691.31
			102642	22590	Check	1	9800		COCA-COLA BEVERAGES OF DULUT	Yes	No	No	USD	01/23/2024	266.85
			102611	22591	Check	1	8797		COHEN, MICHAEL	Yes	No	No	USD	01/23/2024	1,235.80
			102532	22592	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	01/23/2024	431.44
			102533	22593	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	01/23/2024	1,876.00
			102504	22594	Check	1	10972		COUNTY STAR	Yes	No	No	USD	01/23/2024	5,606.09
			102525	22595	Check	1	11140		DEE INDEPENDENT CLEANERS AND	Yes	No	No	USD	01/23/2024	21.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	102536	22596	Check	1	14301		DEMCO INC	Yes	No	No	USD	01/23/2024	2,205.59
			102571	22597	Check	1	6287		DENMAN, ALAN	Yes	No	No	USD	01/23/2024	1,099.08
			102511	22598	Check	1	11081		DONALD HOLM CONSTRUCTION CO	Yes	No	No	USD	01/23/2024	15,270.00
			102635	22599	Check	1	9582		DULUTH CURLING CLUB	Yes	No	No	USD	01/23/2024	490.00
			102638	22600	Check	1	9783		DULUTH TIMING & EVENTS	Yes	No	No	USD	01/23/2024	700.00
			102614	22601	Check	1	8849		ECKLUND, ANTHONY E	Yes	No	No	USD	01/23/2024	73.00
			102572	22602	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	01/23/2024	276.77
			102612	22603	Check	1	8808		EMANUEL, BRAD	Yes	No	No	USD	01/23/2024	211.00
			102618	22604	Check	1	9062		ERICKSON, MATTHEW	Yes	No	No	USD	01/23/2024	116.00
			102498	22605	Check	1	10881		ERNSTE CHASE	Yes	No	No	USD	01/23/2024	84.00
			102596	22606	Check	1	8207		ERZAR, TYLER JAY	Yes	No	No	USD	01/23/2024	307.00
			102598	22607	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	01/23/2024	723.80
			102508	22608	Check	1	11034		FABBRO GIACOMO	Yes	No	No	USD	01/23/2024	219.00
			102573	22609	Check	1	6393		FAIRBANKS, CHRISTY	Yes	No	No	USD	01/23/2024	225.00
			102526	22610	Check	1	11141		FOSTERS	Yes	No	No	USD	01/23/2024	118.46
			102554	22611	Check	1	3900		FRABONIS	Yes	No	No	USD	01/23/2024	489.25
			102551	22612	Check	1	3537		GAGNE, JESSICA	Yes	No	No	USD	01/23/2024	84.89
			102499	22613	Check	1	10883		GHERARDI MARIA	Yes	No	No	USD	01/23/2024	116.00
			102495	22614	Check	1	1087		GIBSON, STEPHANIE	Yes	No	No	USD	01/23/2024	183.27
			102617	22615	Check	1	9009		GILBERT, SYDNEY	Yes	No	No	USD	01/23/2024	536.64
			102589	22616	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	01/23/2024	211.00
			102534	22617	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	01/23/2024	2,714.94
			102570	22618	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	USD	01/23/2024	300.00
			102625	22619	Check	1	9291		HEXUM, AMY	Yes	No	No	USD	01/23/2024	20.97
			102513	22620	Check	1	11097		HILL ROGER	Yes	No	No	USD	01/23/2024	390.00
			102568	22621	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	01/23/2024	2,955.99
			102521	22622	Check	1	11136		HOFFMOCKEL HAILEY	Yes	No	No	USD	01/23/2024	73.00
			102594	22623	Check	1	8200		HOLMSTROM, TIMOTHY G	Yes	No	No	USD	01/23/2024	190.00
			102514	22624	Check	1	11105		HUNT COREY	Yes	No	No	USD	01/23/2024	74.11
			102527	22625	Check	1	11142		HYRY LUCAS	Yes	No	No	USD	01/23/2024	90.00
			102619	22626	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	01/23/2024	5,838.75
			102477	22627	Check	1	10238		INTERSTATE POWER SYSTEMS INC	Yes	No	No	USD	01/23/2024	1,839.03
			102566	22628	Check	1	5624		ISD #0094 - LIL LUMBERJACKS	Yes	No	No	USD	01/23/2024	1,658.06
			102503	22629	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	01/23/2024	1,148.50
			102542	22630	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	01/23/2024	292.57
			102473	22631	Check	1	10154		JAMAR COMPANY	Yes	No	No	USD	01/23/2024	5,069.84
			102472	22632	Check	1	10144		JAYTECH INC	Yes	No	No	USD	01/23/2024	3,593.46
			102474	22633	Check	1	10183		JERDE, ALLISON	Yes	No	No	USD	01/23/2024	37.00
			102478	22634	Check	1	10308		JUNCTION TIRE	Yes	No	No	USD	01/23/2024	105.67
			102558	22635	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	USD	01/23/2024	17.49
			102613	22636	Check	1	8818		KANGAS, KEVIN W	Yes	No	No	USD	01/23/2024	105.00

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0094		2	102586	22637	Check	1	8020		KARNAS, JAMES	Yes	No	No	USD	01/23/2024	285.00
			102603	22638	Check	1	8418		KEMPS LLC	Yes	No	No	USD	01/23/2024	7,207.62
			102601	22639	Check	1	8282		KEPPERS, ASHLEY	Yes	No	No	USD	01/23/2024	146.46
			102610	22640	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	01/23/2024	275.49
			102599	22641	Check	1	8234		KNUTSEN, STEVEN J	Yes	No	No	USD	01/23/2024	95.00
			102633	22642	Check	1	9563		KOLANCZYK RICHARD	Yes	No	No	USD	01/23/2024	116.00
			102539	22643	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	01/23/2024	19.65
			102607	22644	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	01/23/2024	307.00
			102516	22645	Check	1	11130		KROLLMAN SAM	Yes	No	No	USD	01/23/2024	97.00
			102602	22646	Check	1	8324		KUBIS, BRENT	Yes	No	No	USD	01/23/2024	296.00
			102643	22647	Check	1	9836		KUCERA CHRIS	Yes	No	No	USD	01/23/2024	183.00
			102545	22648	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	01/23/2024	1,126.17
			102517	22649	Check	1	11131		LARSON MEGAN	Yes	No	No	USD	01/23/2024	97.00
			102547	22650	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	01/23/2024	26,337.61
			102640	22651	Check	1	9792		LEAF	Yes	No	No	USD	01/23/2024	62.53
			102634	22652	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	01/23/2024	295.62
			102560	22653	Check	1	4544		LENARZ, COLLETTE	Yes	No	No	USD	01/23/2024	635.49
			102636	22654	Check	1	9584		LEW DANE	Yes	No	No	USD	01/23/2024	62.00
			102639	22655	Check	1	9784		LINDAMOOD-BELL LEARNING PROC	Yes	No	No	USD	01/23/2024	3,554.60
			102552	22656	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	01/23/2024	344.70
			102615	22657	Check	1	8886		LINDNER, CAMERON	Yes	No	No	USD	01/23/2024	39.99
			102491	22658	Check	1	10798		LUMBERJACK DESIGN AND FABRIC	Yes	No	No	USD	01/23/2024	550.00
			102520	22659	Check	1	11135		MARANICH TODD	Yes	No	No	USD	01/23/2024	62.00
			102528	22660	Check	1	11143		MARCINIAK CHRISTOPHER	Yes	No	No	USD	01/23/2024	13.03
			102620	22661	Check	1	9086		MARUDAS PRINT SERVICES AND PR	Yes	No	No	USD	01/23/2024	232.00
			102576	22662	Check	1	6675		MASC	Yes	No	No	USD	01/23/2024	125.00
			102608	22663	Check	1	8722		MCDONALD, JAMIE	Yes	No	No	USD	01/23/2024	217.72
			102489	22664	Check	1	10765		MINERS INCORPORATED	Yes	No	No	USD	01/23/2024	9,424.62
			102541	22665	Check	1	2431		MIN UI FUND	Yes	No	No	USD	01/23/2024	60,600.00
			102582	22666	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	01/23/2024	82.53
			102501	22667	Check	1	10894		MR EDS FARM LLC	Yes	No	No	USD	01/23/2024	308.00
			102485	22668	Check	1	10672		MRI SOFTWARE LLC	Yes	No	No	USD	01/23/2024	2.00
			102622	22669	Check	1	9158		NEW DOMINION SCHOOL	Yes	No	No	USD	01/23/2024	5,347.36
			102646	22670	Check	1	9889		NORDIN DRAKE	Yes	No	No	USD	01/23/2024	172.00
			102630	22671	Check	1	9494		NORTHERN LIGHTS SPECIAL EDUC	Yes	No	No	USD	01/23/2024	9,947.26
			102548	22672	Check	1	3134		NORTHEY SHAWN	Yes	No	No	USD	01/23/2024	190.00
			102555	22673	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	01/23/2024	312.47
			102486	22674	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	01/23/2024	600.00
			102505	22675	Check	1	10998		OLSON LAURA	Yes	No	No	USD	01/23/2024	79.62
			102587	22676	Check	1	8024		O'NEILL, THOMAS ROBERT	Yes	No	No	USD	01/23/2024	285.00
			102550	22677	Check	1	3249		PACK & MAIL STATION	Yes	No	No	USD	01/23/2024	100.38

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0094	2		102583	22678	Check	1	7771		PAMS LUNCHROOM LLC	Yes	No	No	USD	01/23/2024	55.20
			102535	22679	Check	1	1289		PARK AVE FITNESS	Yes	No	No	USD	01/23/2024	956.25
			102490	22680	Check	1	10778		PER MAR SECURITY SERVICES	Yes	No	No	USD	01/23/2024	323.65
			102588	22681	Check	1	8038		PERICH, GREGG	Yes	No	No	USD	01/23/2024	285.00
			102537	22682	Check	1	1913		PERTLER, JILL	Yes	No	No	USD	01/23/2024	825.00
			102631	22683	Check	1	9543		PETERSEN KRISTIE	Yes	No	No	USD	01/23/2024	23.46
			102538	22684	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	01/23/2024	171.19
			102645	22685	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	01/23/2024	935.48
			102500	22686	Check	1	10884		POKORNOWSKI TIMOTHY	Yes	No	No	USD	01/23/2024	73.00
			102475	22687	Check	1	10218		PORTER JORDAN	Yes	No	No	USD	01/23/2024	116.00
			102559	22688	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	01/23/2024	1,685.00
			102492	22689	Check	1	10830		PRING JILL	Yes	No	No	USD	01/23/2024	293.18
			102561	22690	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	01/23/2024	125.15
			102604	22691	Check	1	8427		RAJ, PAUL	Yes	No	No	USD	01/23/2024	329.00
			102574	22692	Check	1	6402		REGENTS OF THE UNIVERSITY	Yes	No	No	USD	01/23/2024	24,878.00
			102556	22693	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	01/23/2024	39.48
			102480	22694	Check	1	10542		RNR YARDWORKS LLC	Yes	No	No	USD	01/23/2024	750.00
			102487	22695	Check	1	10687		ROBERTS MARCUS	Yes	No	No	USD	01/23/2024	62.00
			102592	22696	Check	1	8180		SALO, ADAM LEE	Yes	No	No	USD	01/23/2024	380.00
			102585	22697	Check	1	8010		SALO, CODY	Yes	No	No	USD	01/23/2024	624.94
			102483	22698	Check	1	10577		SARKELA THERESA	Yes	No	No	USD	01/23/2024	62.00
			102632	22699	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	01/23/2024	170.00
			102563	22700	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	01/23/2024	65.00
			102481	22701	Check	1	10557		SCHOMMER PETER	Yes	No	No	USD	01/23/2024	117.00
			102584	22702	Check	1	7996		SCHULZE, KYLE	Yes	No	No	USD	01/23/2024	116.00
			102496	22703	Check	1	10876		SEJOR JACOB	Yes	No	No	USD	01/23/2024	287.00
			102540	22704	Check	1	2300		SHI INTERNATIONAL CORP	Yes	No	No	USD	01/23/2024	108.95
			102597	22705	Check	1	8213		SILJENDAHL, ERIC	Yes	No	No	USD	01/23/2024	95.00
			102557	22706	Check	1	4297		SKI HUT	Yes	No	No	USD	01/23/2024	1,610.38
			102564	22707	Check	1	50250		SKUTEVIKS FLORISTS	Yes	No	No	USD	01/23/2024	186.00
			102644	22708	Check	1	9874		SKYLINE SOCIAL & GAMES	Yes	No	No	USD	01/23/2024	740.98
			102621	22709	Check	1	9087		SOLBERG, MATTHEW JOHN	Yes	No	No	USD	01/23/2024	95.00
			102595	22710	Check	1	8203		STARK, JEFFREY J	Yes	No	No	USD	01/23/2024	127.00
			102565	22711	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	01/23/2024	1,225.40
			102544	22712	Check	1	2960		STEVENS, CRAIG	Yes	No	No	USD	01/23/2024	2,600.00
			102519	22713	Check	1	11134		STROBERG DREW	Yes	No	No	USD	01/23/2024	62.00
			102581	22714	Check	1	7518		SYCK, RODERICK	Yes	No	No	USD	01/23/2024	63.03
			102484	22715	Check	1	10578		THOMSEN RICHARD	Yes	No	No	USD	01/23/2024	349.00
			102562	22716	Check	1	4751		TKE ELEVATOR CORPORATION	Yes	No	No	USD	01/23/2024	1,064.00
			102549	22717	Check	1	3184		TREETOP PUBLISHING INC	Yes	No	No	USD	01/23/2024	522.72
			102623	22718	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	01/23/2024	841.00

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0094	2	102593	22719	Check	1	8187	UJDUR, GERALD	Yes	No	No	USD	01/23/2024	95.00
		102567	22720	Check	1	56350	UPPER LAKES FOODS	Yes	No	No	USD	01/23/2024	1,292.61
		102616	22721	Check	1	8949	VANTAGE FINANCIAL	Yes	No	No	USD	01/23/2024	1,489.00
		102506	22722	Check	1	11000	VOYAGEUR BUS COMPANY INC	Yes	No	No	USD	01/23/2024	1,325.03
		102569	22723	Check	1	57280	WANGEN, DAVID	Yes	No	No	USD	01/23/2024	723.80
		102476	22724	Check	1	10230	WARREN PRESTON	Yes	No	No	USD	01/23/2024	198.00
		102577	22725	Check	1	6928	WATERS, NICOLE	Yes	No	No	USD	01/23/2024	225.00
		102578	22726	Check	1	7042	WATSON COMPANY	Yes	No	No	USD	01/23/2024	501.41
		102518	22727	Check	1	11133	WERHAN GRANT	Yes	No	No	USD	01/23/2024	86.00
		102579	22728	Check	1	7230	WESTONE LABORATORIES INC	Yes	No	No	USD	01/23/2024	161.86
		102629	22729	Check	1	9440	WICK, MICHELLE	Yes	No	No	USD	01/23/2024	76.51
		102530	22730	Check	1	11145	WOOLLETT JACQUELYN	Yes	No	No	USD	01/23/2024	13.00
		102529	22731	Check	1	11144	WRESTLINGMART	Yes	No	No	USD	01/23/2024	519.64
		102627	22732	Check	1	9308	YORSTON, TRISTY	Yes	No	No	USD	01/23/2024	28.80
		102543	22733	Check	1	2731	YOUNG, HEATHER	Yes	No	No	USD	01/23/2024	250.00
		102637	22734	Check	1	9692	ZIME DEBRA	Yes	No	No	USD	01/23/2024	825.00
		102647	22735	Check	1	9904	ZIMNY RYAN	Yes	No	No	USD	01/23/2024	460.78
		102515	22736	Check	1	11129	ZUK ASHLEY	Yes	No	No	USD	01/23/2024	97.00
Bank Total: 2												\$507,613.28	
Report Total:												\$507,613.28	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$10,946.92
02	Food Services	\$60.00
03	Transportation	\$108,890.03
04	Community Services	\$60.00
12	Activities	\$500.00
Report Total		\$120,456.95

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	102446	22530	Check	1	7142	ANDERSON, LISA	Yes	No	No	USD	01/04/2024	208.00
		102449	22531	Check	1	8863	ANGELL, TERESA	Yes	No	No	USD	01/04/2024	60.00
		102447	22532	Check	1	8268	BATES, ERIN	Yes	No	No	USD	01/04/2024	60.00
		102451	22533	Check	1	9548	BRENNER MARK	Yes	No	No	USD	01/04/2024	35.00
		102441	22534	Check	1	11051	CLOQUET TRANSIT CO	Yes	No	No	USD	01/04/2024	108,682.03
		102452	22535	Check	1	9578	CONSTELLATION NEWENERGY -GA	Yes	No	No	USD	01/04/2024	10,455.92
		102442	22536	Check	1	11064	DIVER JORDAN	Yes	No	No	USD	01/04/2024	400.00
		102445	22537	Check	1	5509	DOHNANSKY, ELIZABETH	Yes	No	No	USD	01/04/2024	60.00
		102448	22538	Check	1	8306	OLSON, STEVE R	Yes	No	No	USD	01/04/2024	216.00
		102450	22539	Check	1	9175	SMITH, TREVOR J	Yes	No	No	USD	01/04/2024	120.00
		102444	22540	Check	1	11132	SWANSON KATIE	Yes	No	No	USD	01/04/2024	100.00
		102443	22541	Check	1	11073	WILTON BROCK	Yes	No	No	USD	01/04/2024	60.00
Bank Total: 2												\$120,456.95	
Report Total:												\$120,456.95	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$24,420.31
02	Food Services	\$9,864.45
03	Transportation	\$67,445.61
04	Community Services	\$80.98
12	Activities	\$800.00
Report Total		\$102,611.35

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	102459	22542	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	USD	01/12/2024	67,445.61
			102461	22543	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	01/12/2024	809.71
			102457	22544	Check	1	10904		DENFELD ATHLETICS	Yes	No	No	USD	01/12/2024	1,000.00
			102455	22545	Check	1	10611		GRAND RAPIDS	Yes	No	No	USD	01/12/2024	50.00
			102456	22546	Check	1	10895		HEALTH SPECIAL RISK	Yes	No	No	USD	01/12/2024	350.00
			102458	22547	Check	1	11023		J.J. KELLER & ASSOCIATES INC	Yes	No	No	USD	01/12/2024	4,710.75
			102464	22548	Check	1	8418		KEMPS LLC	Yes	No	No	USD	01/12/2024	9,864.45
			102454	22549	Check	1	10609		KNIGHTKRAWLER ROBOTICS	Yes	No	No	USD	01/12/2024	175.00
			102465	22550	Check	1	9756		LYRIC OPERA OF THE NORTH INC	Yes	No	No	USD	01/12/2024	750.00
			102463	22551	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	01/12/2024	1,159.81
			102460	22552	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	01/12/2024	16,206.02
			102453	22553	Check	1	10534		ROCK RIDGE SCHOOLS	Yes	No	No	USD	01/12/2024	40.00
			102462	22554	Check	1	5495		SAM'S CLUB	Yes	No	No	USD	01/12/2024	50.00
Bank Total: 2														\$102,611.35	
Report Total:														\$102,611.35	



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Connie Hyde, Cloquet Area Alternative Education Program (CAAEP)
DATE: January 11, 2024
RE: Recommendation for Employment

I am recommending the employment of Nathan Bursch to fill the CAAEP Middle School position posted for the Cloquet Area Alternative Education Programs (CAAEP) for the remainder of the 2023-2024 school year pending appropriate licensure.

RATE OF PAY:	MA Step 1
HOURS TO BE WORKED:	Remainder of School Year
START DATE:	January 23, 2024 Pending Licensure
LENGTH OF CONTRACT:	2023-2024 School Year
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Nathan will be a great fit with the Cloquet Area Alternative Middle School Program.

(Employment is contingent upon Cloquet School Board approval.)

CH:mrt

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Thomas Brenner, CMS Principal
DATE: January 05, 2024
RE: Recommendation for Employment for Ryan Jacobi

I am recommending the employment of Ryan Jacobi for the 1.0 FTE Long Term Substitute Social Studies Teacher position due to a FMLA leave. The position will start on approximately April 4, 2024, for approximately 8 weeks. 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 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:	Approximately April 4, 2024
LENGTH OF CONTRACT:	Through the remainder of the 2023-2024 school year
BUDGETED CURRENT YEAR:	yes
POSTED:	Posted internally and externally
RATIONALE FOR HIRE:	CMS recommends Ryan Jacobi for the LTS position for the Social Studies teaching position through the remainder of the 2023-2024 school year. The interview team felt Ryan’s personality and work ethic would be a great fit for working with our students.
STAR CODE:	3117

(Employment is contingent upon Cloquet School Board approval.)



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Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: January 12, 2024

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Bryce Kelley as a Long-Term Sub 1.0 Special Education Teacher for the Cloquet High School 2023-2024 school year - pending license approval which has been applied for. The position will start on approximately March 12, 2024, for approximately 8 weeks. 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 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 31st day on (with backpay) – BA Step 1

TOTAL COST: Per Contract

HOURS TO BE WORKED: Monday - Friday

STARTING DATE: March 12, 2024

LENGTH OF CONTRACT: 12 weeks

POSTED: Yes

REASON FOR HIRE: Staff out on Medical

RATIONALE FOR HIRE: Ms. Kelley was a student teacher for this position and did an excellent job.

(Employment is contingent upon Cloquet School Board approval)



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: January 16, 2024
RE: Recommendation for Employment

I am recommending the employment of Natalie Moran for the 3.5 hour day Food Service Staff Cloquet Middle School.

RATE OF PAY:	\$18.18 per hour
HOURS TO BE WORKED:	3.5 Hours/Day (Monday –Friday)
START DATE:	January 23, 2024 (Substitute as of November 2023)
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Natalie has great customer service skills and will an asset to our team.

(Employment is contingent upon Cloquet School Board approval.)

BD: mm

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: January 12th, 2024
RE: Hiring of Clara Wheale

I am recommending that Clara Wheale be hired as a Program Aid for Kids Corner.

RATE OF PAY: \$11.28

HOURS TO BE WORKED: 25-40 (full time in the summer)

STARTING DATE: 01/22/24

LENGTH OF CONTRACT: ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Resignation of Staff

QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Robotics volunteers

Please approve the individuals listed below. These are for individuals who will help with the robotics team.

Jason Mangan
Al Woodward
James Price
Alvin Bryant

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

PR



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<http://www.cloquet.k12.mn.us>

MEMORANDUM

TO: Dr. Cary, ISD 94 School Board

FROM: Paul Riess, Activities Director

DATE: January 8th, 2024

RE: **Permission to Post**

I am requesting permission to post for a **Head Girls Golf Coach** due to the resignation of former coach.

PR



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Churchill Elementary Principal

DATE: January 10, 2024

RE: Permission to Post for 1.0 FTE DCD S/P Special Education Teacher

I am requesting permission to post for a 1.0 FTE DCD S/P Special Education Teacher at Churchill Elementary starting the 2024-2025 school year. This posting is required due to the current teacher being on a Licensure Variance.

DW/mb



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Memorandum

To: Dr. Michael Cary, Superintendent
From: T.J. Smith, District Technology Director
Date: January 16th, 2024
RE: Permission to Post

I am requesting permission to post for a Technology Aide at the secondary campus due to a staff resignation. With the recent resignation of the Technology Support Specialist, we are reorganizing the department and will not replace the Technology Support Specialist, but instead plan to hire an additional Technology Aide.



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Robbi Mondati, Washington Elementary Principal

DATE: January 9, 2024

RE: Permission to Post for 25 hrs./week for a Long Term ECSE Paraprofessional Sub

I am requesting permission to post for a 25 hrs./week for a Long Term ECSE Paraprofessional Sub at Churchill Elementary which is due to Mariah Flores going out on maternity leave. The position will start approximately on March 31, 2024, for 12 weeks.

(Employment is contingent upon Cloquet School Board approval.)



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: January 8, 2024
RE: Permission to Post for 20 hr./week ECSE Paraprofessional

I am requesting permission to post for a 20.0 hrs./week ECSE Paraprofessional at Churchill Elementary. This is due to a staff transfer to another open position.

(Employment is contingent upon Cloquet School Board approval.)



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: January 12, 2024

RE: **Employment Adjustment**

This memo is an employment adjustment for Melissa Harper. Melissa will work a minimum of 11/hours per week.

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



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	1/17									
CHURCHILL																			
23	Handicap Kindergarten	0	0	0	0	0	0	0	0	0									
21	Early Five/Dev Kindergarten	8	9	9	10	10	10	10	10	10									
60	Kindergarten - All Day	74	73	74	73	73	73	74	74	74									
71	First Grade	73	72	71	71	70	70	69	69	69									
46	Second Grade	71	72	72	72	73	73	73	73	72									
77	Third Grade	46	46	45	45	45	45	45	45	45									
75	Fourth Grade	83	83	83	83	83	83	84	83	82									
373	TOTAL CHURCHILL	355	355	354	354	354	354	355	354	352	0	0	0	0	0	0	0	0	0
WASHINGTON																			
19	Handicap Kindergarten	0	0	0	0	0	0	0	0	0									
83	Kindergarten - All Day	94	91	92	92	92	92	92	91	92									
106	First Grade	108	107	108	109	110	112	111	111	110									
86	Second Grade	109	109	109	109	110	111	111	111	109									
100	Third Grade	88	89	89	88	88	88	88	88	88									
102	Fourth Grade	105	105	105	105	106	106	104	105	104									
496	TOTAL WASHINGTON	504	501	503	503	506	509	506	506	503	0	0	0	0	0	0	0	0	0
869	TOTAL ELEMENTARY	859	856	857	857	860	863	861	860	855	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	184									
200	Sixth Grade	189	188	187	186	187	185	182	182	183									
190	Seventh Grade	206	204	203	204	203	202	202	202	203									
210	Eighth Grade	198	197	196	194	197	196	197	196	195									
783	TOTAL MIDDLE SCHOOL	778	770	767	767	772	768	765	764	765	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	216									
200	Tenth Grade	193	192	191	191	190	189	189	189	189									
192	Eleventh Grade	206	199	197	195	189	190	193	191	192									
176	Twelfth Grade	197	196	197	197	193	191	189	187	186									
759	TOTAL HIGH SCHOOL	817	806	803	802	788	786	788	783	783	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2411	TOTAL HK-12	2454	2432	2427	2426	2420	2417	2414	2407	2403	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	86									
11	Junior High (grades 6-8)	4	4	4	2	1	1	1	1	1									
103	TOTAL CAAEP-Full-Time	89	94	94	90	90	92	90	88	87	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	2490	0	0	0	0	0	0	0	0	0

** NOT included in totals.

DISTRICT HEALTH & SAFETY, AND CRISIS COMMITTEE MEETING SUMMARY

TUESDAY, JANUARY 9, 2024
3:45 P.M., GARFIELD BOARD ROOM

Committee Members:

- Committee Chair - Tim Prosen, CHS Asst. Principal
- Executive Assistant - Mary Marciniak
- Garfield School - David Perry
- Middle School - Mike Bushey
- Churchill School - Chris Esse
- Washington School - Scott Carlson
- High School - Sarah Ellena
- School Resource Officer - Jared Braveheart
- Director of Facilities & Grounds - Brock Wilton
- School Board Representative - Gary Huard
- School Board Representatives - Sarah Buhs & Ken Scarbrough (absent)

I. **Approval of October 23, 2023 Meeting Summary**

S. Ellena made a motion to approve the May 10, 2023 meeting summary as presented. S. Carlson seconded the motion, and it was approved by unanimous yeas of all members present at roll call.

II. **Old Business**

- Required 2023-2024 Building Drills
(5 Lockdown Drills, 5 Fire Drills, 1 Evacuation Drill, 1 Tornado Drill)
Please email Mary or update shared Google sheet with dates/time when held. Link was reshared.
- CPR/AED Recertification needed – Training will occur on January 22, 2024 at 12:30 p.m.
- Updated Emergency Phone Number Lists – Any updates should be sent to Mary

III. **New Business**

- a. Health and Safety
 - Building Accident Reports for Students were reviewed by S. Ellena
 - Building Accident Reports for Staff was reviewed by T. Prosen.

IV. **Building Level Reports**

- a. Health, Safety & Crisis Building Reports
 - Garfield – Need for a fume hood for science room. Update: red button is in the process of being installed.
 - CHS – door numbers. Brook is looking at the possibility to get this done in house. S. Ellena asked if Door 1 could be a priority right now. Julie Deters kiln fan – Brock has a contractor coming this week and it will be completed during one of the upcoming in-service days. Noise from new hand dryers is really loud. Brock will look to see if they can be adjusted.
 - CMS – Nothing at this time. Need to be careful with snow and ice.
 - Churchill – Brock gave an update on the key in lock issue and he has a contractor looking at the doors facing the playground.
 - Washington – Nothing at this time

V. **Next Meetings**

- a. Tuesday, March 5, 2024
- b. Wednesday, May 8, 2024

VI. **Adjournment**

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

Respectfully submitted,

Mary Marciniak
Executive Assistant to the Superintendent
Cloquet Public Schools

**Cloquet Educational Foundation Grant Requests Awarded
February 9, 2024**

Letter	Description	Submitter	Amount Requested	Awarded	
A.	Activity Fee Grants	P. Riess	\$1,500	\$1,500	
B.	Family Literacy Nights	A. Jerde/S. Pederson	\$500	\$350	
C.	Quizizz Math Tool	A. Beste	\$2,000	\$2,000	
D.	Power Lunch Reading Pro.	S. Pederson	\$1,500	\$1,500	
E.	Nordic Ski Program	T. Stark	\$1,000	\$1,000	
F.	Concert Band/MMEA Clinic	K. Huseth	\$4,867	\$2,087	
G.	Engraved Glass Tile Mural	A. Cacek	\$610	\$610	
H.	Safe & Strong Child Presentations	N. Whittet	\$400	\$400	
I.	Random Acts of Kindness Club	N. Whittet	\$300	\$300	
J.	CHS Raingarden	M. Winbigler	\$1,000	\$1,000	
K.	CHS Community Closet	B. Gigliotti	\$1,000	\$800	
L.	Attendance Incentive Program	J. Midas	\$2,500	\$1,800	
M.	Buckthorn Removal	A. Hexum	\$700	\$700	
N.	Cory Greenwood/Your Story Matters	M. Kilroy	\$4,500	\$4,500	
O.	Frog Dissection	J. Gagner	\$3,402	\$3,402	
P.	Vertical Whiteboards	J. Aldridge	\$450	\$450	
Q.	First Grade Book Club	H. Johnson	\$313	\$313	
R.	Reading Buddies	H. Johnson	\$152	\$152	
S.	Math Masters	H. Johnson	\$240	\$240	
T.	Girls in Engineering	H. Johnson	\$200	\$200	
U.	Black/Indigenous/People of Color	L. Markwardt	\$3,000	\$2,300	
V.	Recovery Club	L. Markwardt	\$1,400	\$400	
W.	Music Stand Lights	J. Justad	\$2,418	\$2,418	
TOTAL			\$33,952	\$28,422	
			\$32,769	\$4,347	

Amount Available for grants, January 9, 2024 = \$32,769

Amount Recommended by Grant Review Committee: \$28,422 (+4,347)

"Food for thought": The Grant Review Committee spent some time discussing grants that requested funding for food. Like transportation and staffing, it might be an area the CEF no longer decides to fund as a general rule, considering free breakfast and lunch is offered state-wide. With that being said, the committee can see occasions where food should be given funding depending on the program or activity. It is worth an on-going discussion.



From the Desk of:

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

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

Please accept a donation for \$20,830 from an anonymous donor to be used towards purchasing bleachers for the new tennis courts.

If there are any questions, please contact me

PR

1-9-24

To the Cloquet School Board,

Please accept this check in the amount of \$20,830 as a donation to the Cloquet High School tennis program to be used solely for the purchase of bleachers for the new High School tennis courts. If, for whatever reason, the bleachers cannot be purchased we would rescind our offer and consider the donation null and void. The only other thing we would ask is that this donation be considered anonymous. Thank you for your consideration and we look forward to the tennis season.

Sincerely,

Fans of Cloquet Tennis

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: January 15, 2024
FROM: Erin Bates, Community Education Director
RE: Pay increase for Community Education staff.

I am recommending that a pay increase of 4.61% for FY2023-24 and 2% for FY2024-25 be implemented for Community Education staff.

“Employment is subject to Cloquet School Board Approval”

**Cloquet Public Schools
Superintendent's Contract
July 1, 2024 – June 30, 2027**

ARTICLE I – PURPOSE

This Contract is entered into between Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the School District, and Dr. Michael Cary, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II -- APPLICABLE STATUTE

This Contract is entered into between the School District and the Superintendent in conformance with M.S.123B.143.

ARTICLE III – LICENSE

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

**ARTICLE IV -- DURATION, SUBSEQUENT CONTRACT, EXPIRATION, TERMINATION
DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY**

Section 1. Duration: This Contract is for a term of three (3) years commencing on July 1, 2024, and ending on June 30, 2027. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1. Six (6) to nine (9) months prior to the expiration of this Contract, at the Superintendent's written request, the School Board shall conduct a performance evaluation of the Superintendent pursuant to M.S. 13D.05, Subd. 3.

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this contract only for cause as defined in M.S. 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in M.S. 122A.40, Subds. 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days to the School Board Chair after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within fifteen (15) calendar days, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

ARTICLE V -- DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI -- DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent's duty year shall be for the entire 12-month period, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Superintendent shall earn 28 working days of annual paid vacation each contract year, and these days shall be allocated July 1 of each contract year. Should the superintendent's employment terminate prior to June 30, that yearly allocation of 28 vacation days will be prorated according to the percentage of the yearly days actually worked. Unused vacation may be carried forward to the next contract year to a maximum of one and one-half (1.5) times the annual allocation plus the new yearly allocation. Upon termination of employment, the Superintendent shall be entitled to payment at his/her daily rate of pay for any unused vacation days earned and accrued pursuant to the provisions of this section. The daily rate of pay shall be determined by dividing the Superintendent's then-applicable annual salary and stipends (as established by Article IX) by 260 days. The maximum payout is capped at \$34,000.

Section 3. Holidays: The Superintendent shall be entitled to 13 paid holidays as designated by the School Board each contract year. The holidays are as follows: New Year's (2 days); President's Day; Good Friday; Memorial Day; Juneteenth; Fourth of July (2 days); Labor Day; Thanksgiving (2 days); Christmas (2 days).

The superintendent shall also be entitled to 2 paid floating holidays. These days must be used annually and are not eligible to be carried forward from year to year. In the event the floating holidays are not used during the year earned, they will be paid out at the end of the fiscal year at the superintendent's daily rate of pay. The daily rate of pay shall be determined by dividing the Superintendent's then-applicable annual salary and stipends (as established by Article IX) by 260 days.

Section 4. Sick Leave: The Superintendent shall earn paid sick leave at the rate of thirteen (13) days per year and earned sick leave may accumulate to a maximum of 120 days. Sick leave pay shall be allowed by the School Board whenever the Superintendent's absence is found to have been due to illness which prevented his/her attendance at work and performance of duties on that day or days. Upon termination of employment, the Superintendent shall be entitled to payment at his/her daily rate of pay for fifty (50%) of any unused sick leave days earned and accrued pursuant to the provisions of this section. The daily rate of pay shall be determined by dividing the Superintendent's then-applicable annual salary (as established by Article IX) by 260 days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Superintendent injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized will be deducted from the Superintendent's sick leave. "Immediate family" is defined as the Superintendent's spouse, child, grandchild, parent, parent-in-law, sibling, sibling-in-law, or other relative who was living in the same household as the Superintendent.

Section 7. Personal Leave: The Superintendent may utilize three (3) paid, non-cumulative, personal leave days during the contract year. Additional days may be granted at the discretion of the School Board.

Section 8. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., the School Board may place the Superintendent on a leave of absence for health reasons. Before taking such action, the School Board or its designated representative(s) will meet with the Superintendent to discuss the nature and severity of the health issue, whether reasonable accommodations can be provided so that the Superintendent could perform the essential functions of the position, and whether the Superintendent opposes or is in favor of the leave. The ultimate decision on whether to place the Superintendent on leave remains with the School Board.

Section 11. Insurance Application: A Superintendent on leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. If the superintendent is placed on paid leave, the district will continue insurance contributions as provided in this contract. If the superintendent is placed on medical leave, the School District will continue insurance contributions as provided in this Contract and pursuant to M.S. 122A.40, Subd. 12. For any unpaid leave, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII -- INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization and dental insurance coverage under the School District's group health and hospitalization and dental insurance plans at the expense of the School District. For the duration of this contract, the superintendent selects the HDHP 3,500/7,000 Family plan, or it's equivalent. The district will contribute the annual out of pocket maximum for this plan to an HRA in the superintendent's name. If the superintendent is eligible for a family medical plan, but instead chooses the single medical insurance plan, the district shall contribute \$50/month to a Premium Only Health Retirement Account (HRA). In the event some federal or state regulation is changed or reinterpreted regarding insurance benefits for employees and negatively affects the superintendent or the school district, the parties agree that this contract may be reopened for negotiations.

Fifty percent (50%) of the HRA/HSA benefit will be distributed during the month of September. The remainder of the HRA/HSA will be paid in equal amounts, prorated over the remaining months as follows: 1/12 of the remaining amount will be paid each month, October through July. The balance of the HRA/HSA due will be paid in August, effectively a double payment.

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$150,000, payable to the Superintendent's named beneficiary(ies).

Section 3. Long-Term Disability Insurance: The school district shall provide long-term disability insurance up to 66 2/3% of the Superintendent's basic salary. The Superintendent shall be required to participate in the group insurance at his own expense. The Superintendent's salary shall be increased by the cost of the long-term disability premium.

Section 4. Eligibility: The eligibility of the Superintendent and the Superintendent’s dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District’s only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums to the extent described in this Article.

ARTICLE VIII -- OTHER BENEFITS

Section 1. Vehicle: The School District shall compensate the Superintendent for business use of his/her private vehicle at the rate established by the IRS.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Superintendent’s attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 3. National Conventions: The superintendent shall be allowed to attend national conventions on an every-other year basis and the expenses be paid as per school district policy. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 4. Tax-Sheltered Annuities: The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The School District shall provide up to \$3,000 annually in matching funds to the Superintendent’s Tax-Sheltered Annuity. The lifetime maximum contribution will be \$55,000.

Section 5. Post-Retirement HRA: The superintendent will be eligible for a District contribution to a Post-Retirement HRA based on the following schedule:

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

Maximum Dollar Cap = \$90,000

ARTICLE IX -- SALARY

For the 2024-25 school year, the Superintendent shall be paid an annual salary equal to the 2023-24 salary and stipends increased by the same salary schedule percentage increase as Education Minnesota – Cloquet for the 2024-25 contract year. The salary and stipends for the 2025-26 and 2026-27 contract years shall increase by the same salary schedule percentage increase as the Education Minnesota- Cloquet (EMC) Unit for said years. The annual salary and stipends shall be paid in 24 equal installments during the contract year.

Longevity Pay: Beginning in 2024-25, the superintendent shall receive longevity pay according to the following schedule:

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

In consideration of the salary stated above, the Superintendent shall perform the services prescribed by the School Board, or its designated representative, whether or not such services are specifically described in this contract.

ARTICLE X -- OTHER PROVISIONS

Section 1. Outside Activities: While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought, or a claim is made against the Superintendent arising out of or in connection with his/her employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Relocation Expenses: The School District will reimburse the Superintendent an amount negotiated with the board for costs associated with relocating his residence to a location within the boundaries of the Cloquet School District. In order to be eligible for the reimbursement, the cost must be incurred by the Superintendent on or before June 30, 2027. The Superintendent shall file itemized expense statements to be processed and approved by the School Board.

Section 5. Other:

1. The Superintendent shall be evaluated at least annually. The instrument shall be one that is developed by the school board and the superintendent.
2. The superintendent shall not be entitled to additional benefits as described in the school board policies 308, 310, 311, 313, 423.0, 423.1, 423.3, 423.4, or 423.5 unless they are included in this contract.
3. In the event of the death of the superintendent, the surviving spouse or superintendent's beneficiaries if the superintendent's spouse also is deceased, shall be entitled to payment for accumulated sick leave and vacation leave with maximum accumulations as described in this contract -- Article Six (6), Sections Two (2) and Four (4). The Superintendent will designate beneficiaries and have it placed in their personnel file.

Section 6. Amendments: This contract may be amended by mutual written agreement of the parties. This contract or any amendments thereto shall be effective only upon the signature of the officers of the School Board after authorization for such signature was taken by the School Board and appropriate action was recorded in its minutes and by signature of the Superintendent.

ARTICLE XI – SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, we have subscribed our signatures this 22nd day of January 2024.

Dr. Michael Cary, Superintendent of Schools
Cloquet Public Schools

Nate Sandman, School Board Chair

Melissa Juntunen, School Board Clerk



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

TO: School Board of ISD 94

FROM: Dr. Michael Cary, Superintendent

DATE: 01/17/2024

RE: Summary of Superintendent Contract Changes

1. Contract length of 3 years (July 1, 2024 – June 30, 2027)
2. Holidays
 - a. Add new state holiday of Juneteenth (consistent w/ Minnesota State Law)
3. Insurance – amend HRA language to deposit 50% annual HRA contribution on day 1 of the new plan year, remaining 50% contributed throughout each pay period (consistent with principals).
4. Post Retirement HRA – Add post-retirement HRA equivalent to the principals.
 - a. For years 7-10 = \$375/month, 10-15 = \$500/month, 16+ = \$600/month
5. Tax Sheltered Annuities (403B) – Increase match to \$3000/year and \$55,000 cap (equivalent to the principal unit)
6. Vacation and sick leave payouts – amend language in section 2 and 4 to read “The daily rate of pay shall be determined by dividing the Superintendent’s then applicable salary and stipends (as established in by Article IX) by 260 days.” (This is clarifying language to align with the intent of the original agreement)
7. Salary – Increase to salary and stipends by the same percentage as Education Minnesota Cloquet.
8. Longevity Pay – equivalent to language in the principals’ contract.
 - a. \$2000/year for years 6-9
 - b. \$3000/year for 10+

*longevity pay increases by the same percentage as salary annually.
9. Relocation to District – Relocation expenses negotiable with the board should the superintendent relocate to a residence within the district.

Business Manager Summary of changes

1. Contract duration: July 1, 2024-June 30, 2027
2. Add Juneteenth as a holiday as per State Statute
3. Salary:
 - a. 2024-2025-Me Too
 - b. 2025-2026-Me Too
 - c. 2026-2027-Me Too

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

Maximum of \$50,000 lifetime contribution (Changed from \$40,000 Max)

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

4. Exchange Emergency Leave days for 3 additional vacation days.
5. Longevity Pay: In Years 10+: \$2,500.00

**AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 94
CONTRACT FOR BUSINESS MANAGER**

ARTICLE I – PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as “District”), and **CANDACE NELIS** (hereinafter referred to as “Business Manager”).

ARTICLE II – TERM

The term of this agreement shall be for the period commencing July 1, 2024, and terminating on June 30, 2027, or at such other time as otherwise provided herein.

ARTICLE III – BASIC COMPENSATION

The salary schedule below shows the progression on the salary schedule with the “Me-Too” provisions since the initial beginning of the previous contract (2021-2024). This salary schedule has a “Me-Too” provision with the teachers’ salary schedule. Therefore, years 2024-25, 2025-26 and 2026-2027 have not yet been determined. Ms. Nelis is on Step five for the 2024-2025 school year.

Business Manager's Salary Schedule (One Step = One Year)

School Yr.	% Increase on Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
2021-22		\$90,048	\$95,676	\$101,305	\$106,931	\$112,560
2022-23	2.00%	\$91,849	\$97,590	\$103,331	\$109,070	\$114,811
2023-24	TBD	TBD	TBD	TBD	TBD	TBD
2024-25	TBD	TBD	TBD	TBD	TBD	TBD
2025-26	TBD	TBD	TBD	TBD	TBD	TBD
2026-27	TBD	TBD	TBD	TBD	TBD	TBD

Longevity: \$2,500 in years 10+ (beginning with the 10th year of service)

ARTICLE IV – DUTY YEAR

Term: The Business Manager position is a 260 Day contract.

Sick Leave: The Business Manager shall receive 15 days of sick leave annually for the first five (5) years of employment. Thereafter, sick leave shall accumulate at a rate of 13 days per year. Sick leave accumulation is not capped. Employees employed after July 1 shall be allowed one and one-half (1.5) days of sick leave for each month of continuous employment during the first year, but not to exceed fifteen (15) days.

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

Paid Personal Leave: Effective July 1, 2015 the Business Manager shall receive two (2) personal days annually and non-cumulative to be used upon approval by the superintendent.

Paid Holidays: The Business Manager shall annually receive the following 13 paid holidays:

- Two (2) Days – Good Friday and President’s Day
- New Year’s – Two (2) Days
- Memorial Day – One (1) Day
- Juneteenth
- July 4 and July 3 or 5 – Two (2) Days
- Labor Day – One (1) Day
- Thanksgiving – Two (2) Days
- Christmas – Two (2) Days

Vacation: The Business Manager shall receive annually 28 days of paid vacation, effective July 1, 2015. If the Business Manager retires or resigns prior to the end of the school year (July 1), she will have her vacation days prorated at two (2) days per month up to the maximum days allowed by this contract.

Unused vacation may be carried forward to the next contract year to a maximum of one and one-half times the annual allocation plus the new yearly allocation. Upon termination of employment, the business manager will be paid for unused vacation days at the business manager’s daily rate of pay. Payment for unused vacation leave will be made into a post-retirement health reimbursement arrangement.

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

ARTICLE V – BENEFITS

Health Insurance: The Business Manager’s health insurance, including the HRA or HSA benefit, shall be the same policy as listed in the Cloquet Principals’ Master Agreement in Article V, Section 1. Any changes made to this section of the principals’ contract shall become part of and be applicable to the business manager’s contract.

Life Insurance: Life insurance shall be provided at the District’s expense in an amount of \$150,000.00.

Long-Term Disability Benefits: Long-term disability benefits will be provided at the Business Manager’s expense up to 66 2/3% of the Business Manager’s basic contracted salary. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: The Business Manager shall be required to participate in the group at her own expense.

Subd. 2. Cost: The salary of the Business Manager shall be increased by the cost of the long-term disability premium.

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

Dental Insurance: Effective July 1, 2015, dental benefits will be paid by the school district at a premium rate of \$28.05 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of \$48.40 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.

403(b) Plan: The Business Manager is eligible to participate in a 403(b) plan. Participation during years one through three will not receive district contribution. District contributions thereafter will match employee contributions according to the schedule listed below and as outlined in District Policy #423.5. There will be a maximum life time cap on district contributions of \$45,000. If the Business Manager chooses to participate in a 403(b) plan, 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	\$ 750
7+	\$2,000

Membership Dues: The District shall pay the state and national membership dues in the designated professional organization as authorized by the superintendent, i.e. MASBO.

National Conventions: Business Manager shall be allowed to attend a respective national convention on an every other year bases and that their expenses be paid as per District Policy.

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

Maximum of \$50,000 lifetime contribution

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

Example of interpreting the above chart: Beginning the Business Manager’s fourth year with the school district, the Business Manager will be eligible for a \$1,000.

Cellular Telephone: The School District shall provide reimbursement for use of a personally owned cellular telephone at the rate determined by board policy or issue a cellular telephone on the district’s cellular contract.

Compliance with State and Federal Law: 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.

IN WITNESS WHEREOF, we have hereto subscribed our names this **22nd day of January 2024.**

**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 94**

BY:

Nate Sandman, School Board Chair

Dr. Michael Cary, Superintendent

EMPLOYEE:

Business Manager, Candace Nelis

Adopted: 1/22/24, 1/23/23, 3/21/22, 10/12/20, 1/13/20, 10/22/18, 12/14/15, 1/13/14, 1/28/13, 1/23/11, 9/13/10, 5/27/08

Revised: 1/22/24, 1/23/23, 3/21/22, 10/12/20, 10/22/18, 12/14/15, 1/13/14, 2/8/10, 5/27/08, 4/88, 12/84, 1/80

#107 POLICIES AND PROCEDURES REGARDING STUDENTS RESIDING ON INDIAN LANDS

The Cloquet Public Schools are entitled to receive federal funds Impact Aid, based on the numbers of students who reside on Indian-owned land, whose parents work on Indian land, or whose parents work for the federal government. The funds received through Impact Aid non-categorical and become a part of the District General Fund.

It is the intent of the Cloquet School District, ISD #94 that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Cloquet School District, ISD #94 will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually, and revisions will be made within 90 days of the determination that requirements are not being adequately met.

ATTESTATIONS

The Cloquet School District, ISD #94 attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2025 Impact Aid application.

The Cloquet School District, ISD #94 attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY25 Impact Aid application.

Section 7004 of the Impact Aid Law, requires that the LEA establish policies and procedures to ensure that: 1) tribal officials and parents of Indian children are given the opportunity to comment on the participation of Indian children on an equal basis in the school program with all other children educated by the LEA, 2) the LEA disseminates documents dealing with educational programs to tribal officials and parents of Indian children, 3) the LEA consults and involves tribal officials and parents of Indian children in planning and developing educational programs assisted by funds.

These policies and procedures are to be reviewed annually by the LEA to ensure that they meet the minimum standards of Section 7004 of the Impact Aid Law and that they continue to provide for an adequate level of Indian participation.

The Indian tribe has the right to file a complaint regarding these policies and procedures as outlined in 34 CFR 222.102-113.

A. STUDENT PARTICIPATION

Policy

It is the position of the Cloquet School District that children enrolled in ISD 94 shall have equal opportunity to participate in all aspects of the school program and shall not be excluded based on their race or location of residence. This participation inclusion shall be communicated via email.

Cloquet School District will, at least annually, assess the extent to which Indian children participate on an equal basis with non-Indian children in the LEA's education program and activities. As part of this requirement, the LEA will:

- 1) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- 2) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure

- 1) To assess the extent of participation in all school programs, the Indian Education staff quarterly compiles data on participation of Indian students. These are included in the agenda packet of the LIEC parent meetings scheduled for October, January, April and July. A school administrator and School Board member are ex-officio members of the committee.
- 2) There is an Indian Education staff person assigned to each building who works to encourage Indian students to participate fully in school programs. The LIEC helps support this by earning funds to assist families in need by buying supplies or materials.
- 3) The school administration, LIEC committee members and parents will review the school programs annually to determine if all children have equal access to programs and participate on an equal basis in November. One week prior to the November meeting a notice will be posted on the website regarding how to provide comment on the equal participation analysis including a program summary and how to receive a full copy.
- 4) The Cloquet School District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the Districts education program and activities.
 - a. The Cloquet School District shall annually calculate from its records the ratio of Indian children compared to non-Indian children participating in all academic and co-curricular programs.
 - b. If it is determined that there are gaps in Indian participation in the educational programs or activities, the Cloquet School Board in consultation with the LIEC, tribes and the

parents of Indian children, will modify its education program in such a way as to improve Indian participation.

- 5) Parents of Indian children, tribes and other interested parties may express their views on participation at the annual school board meeting on Impact Aid.

If upon review of the program by administration, tribal officials, or LIEC (Parent Committee members) it is found that Indian children are not allowed to participate on an equal basis, a task force comprising of three (3) LIEC members, one (1) administrator, one (1) tribal official and two (2) parents will review the program and make recommendations to the Superintendent of Schools on modifying the program to assure participation on an equal basis. Comments, recommendations, or feedback on equal participation from the tribe and parents of Indian children can be made at monthly LIEC meetings during the school year. Meeting agendas and materials are prepared one week in advance and emailed to members. Hard copies are available during meetings or upon request.

B. DISSEMINATION OF MATERIAL

Policy

Cloquet Public Schools must disseminate relevant applications, evaluations, program plans and information related to the Cloquet Public Schools educational program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.

It is the policy of the Cloquet School District to inform parents of students living on tribal land and tribal officials of Impact Aid application, evaluations of educational programs assisted with Title VII funds; and program plans for educational programs the LEA plans to initiate/eliminate.

The Cloquet Public Schools consider the funds received from Impact Aid to be General Fund monies and not categorical aid. The monies are used for programs to benefit all on an equal basis.

Procedure

- 1) In January of each school year, a public hearing will be held to review Impact Aid applications, current educational opportunities/programs assisted with Impact Aid funds and programs that are being reviewed for possible initiation or elimination. During Tribal Consultation in August the District will consult the tribe on their preferred method of communication. The local LIEC will modify the method of communication for the tribe and parents of Indian children and time to insure maximum meeting participation. Notification of the hearing will be sent to tribal officials and LIEC members in late October at least one (1) week prior to the hearing via email. The notification will include information on equal participation analysis and current Indian Policies and Procedures.
- 2) Notice of the January hearing will be included in the School Bulletin emailed home to all parents.
A summary of the documents to be discussed with instructions on how to get a complete document copy through email one week in advance.

- 3) The Board holds an Open Hearing, November of each year, where it is possible for tribal officials and parents of Indian children to comment on education programs.
- 4) Standardized test data is published annually in the local paper.
- 5) Prior to September 1 of each year, all district households will receive a copy of the P.E.R. (Planning, Evaluating, and Reporting) report which will summarize district goals and the evaluation of those goals. Parents and tribal officials will be given the opportunity to participate on the P.E.R. Committee.

C. CONSULTATION AND INVOLVEMENT

Policy

Provide an opportunity for tribes and parents of Indian children to provide their views on the LEA's educational program and activities, including recommendations on the needs of their children and how the LEA may help those children realize the benefits of the LEA's educational programs and activities as part of this requirement the LEA will:

- 1) Notify tribes and the parents of Indian children the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- 2) Modify the method of and time for soliciting Indian views, if necessary, to ensure maximum participation of tribes and parents of Indian children.

The Cloquet School District will provide an opportunity for the Tribe and parents of Indian children to submit their comments and recommendations on the District's educational program and activities, including recommendations, proposed solutions and preferred methods of communication. Published notice and summary data will be distributed via email and will be included one week prior to the open meeting. Opportunities to give comment on procedures described below are to be sent out by email one week prior to the meetings.

Procedure

- 1) There are regularly scheduled parent-teacher conferences, K-12, which all parents are encouraged to attend. The Indian Education staff makes an additional effort to encourage parents of Indian students to attend.
- 2) At the Senior High, parents meet with their child's advisor to register for the following year's classes.
- 3) Parents are involved on district-level committees which focus on educational concerns.
- 4) An administrator and School Board member from the school district serves as an ex-officio member of the LIEC. At these meetings, the educational needs of Indian students are discussed, and parents are given the opportunity to make recommendations.

- 5) The LIEC appoints one of its members, elected from Indian parents, to attend School Board meetings on a regular basis.
- 6) The Indian Education staff conducts a needs assessment for Title IV-A, approximately every four years. The parents of Indian students express their concerns and recommendations about the school program through this process.
- 7) The tribe can submit their preference of communication to the LIEC by October 1st.
- 8) IPP's will be emailed to LIEC members one week in advance of the November hearing.
- 9) All families can attend monthly LIEC meetings during the school year to provide input regarding the needs of their children as well as programmatic concerns. The local dissemination of policy will take place on an annual basis in November by the tribes preferred method of communication.
- 10) The Tribe prefers all meeting notices, reports and communication with the tribe and parents of Indian children be disseminated via email and website notifications.

Once the preferred method of communication has been decided, the tribe and parents of Indian children communication will be used throughout the consultation process. Any changes to the method will happen through additional consultation with tribes and parents. The LEA will, to the greatest extent possible, take the tribe's preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children.

- 11) If the consultation and participation of Indian parents is low the Indian Education Director will consult families on potential meeting time changes.

D. MODIFICATION OF RECOMMENDATIONS

Policy

The Cloquet School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document.

Procedure

- 1) The LIEC will hold an annual hearing in November, the location and time to be announced in the local newspapers. The annual hearing will receive and evaluate comments regarding changes of the IPP's. The local Indian Education Director will facilitate and evaluate all recommended changes to the district IPP's. Changes to the IPP's will be presented to the local school board who then will determine if changes need to be made. A notice with a copy of the IPP's will be emailed one week prior to LIEC members to communicate their opportunity to provide comment. Any changes to the IPP's will become effective immediately upon formal adoption.

- 2) The Cloquet School District will disseminate copies of the revised IPPs to the tribe and parents of Indian Children by email and posted on website within 30 days of adoption by the Cloquet School Board.
- 3) If the consultation participation by parents of Indian children and tribes is low, the Cloquet School District will re-evaluate its consultation process. Specifically, the Cloquet School District will take the following measures to improve or enhance participation:
 - a. Consult with parents of Indian children and tribes
 - b. Change communication method
 - c. Change time of meeting
 - d. Offer virtual attendance

E. RESPONSE TO TRIBES AND PARENTS FROM COMMENTS AND RECOMMENDATIONS

Policy

The Cloquet School District will respond at least annually in writing to comments and recommendations made by the tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA.

Procedure

- 1) Return communication via email to the LIEC will take place 30 days following school board policy revisions. Any changes to policy approved by our local school board will be implemented 30 days following approval.
- 2) The School District will at least annually respond in writing to comments and recommendations made by the LIEC, tribal officials, or parents of Indian children, and disseminate the responses to all parties by email prior to the submission of the IPP's by the District.
- 3) The School District will annually keep track of and assemble all comments and suggestions received through the consultation processes by keeping minutes at the school board meeting to discuss Impact Aid.

F. COPY OF IPPS TO TRIBE(S)

Policy

The Cloquet School District will provide a copy of the IPPs annually to the affected tribe or tribes.

Procedure

- 1) The School District will annually provide a copy of the current Indian Policies and Procedures to the tribe by email prior to the submission of the Impact Aid Application in January.

Adopted: 1/23/23, 3/21/22, 10/12/20, 1/13/20, 10/22/18, 12/14/15, 1/13/14, 1/28/13, 1/23/11, 9/13/10, 5/27/08

Revised: 1/23/23, 3/21/22, 10/12/20, 10/22/18, 12/14/15, 1/13/14, 2/8/10, 5/27/08, 4/88, 12/84, 1/80

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It is the intent of the Cloquet School District, ISD #94 that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Cloquet School District, ISD #94 will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually, and revisions will be made within 90 days of the determination that requirements are not being adequately met.

ATTESTATIONS

The Cloquet School District, ISD #94 attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2024 2025 Impact Aid application.

The Cloquet School District, ISD #94 attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY24 25 Impact Aid application.

Section 7004 of the Impact Aid Law, requires that the LEA establish policies and procedures to ensure that: 1) tribal officials and parents of Indian children are given the opportunity to comment on the participation of Indian children on an equal basis in the school program with all other children educated by the LEA, 2) the LEA disseminates documents dealing with educational programs to tribal officials and parents of Indian children, 3) the LEA consults and involves tribal officials and parents of Indian children in planning and developing educational programs assisted by funds.

These policies and procedures are to be reviewed annually by the LEA to ensure that they meet the minimum standards of Section 7004 of the Impact Aid Law and that they continue to provide for an adequate level of Indian participation.

The Indian tribe has the right to file a complaint regarding these policies and procedures as outlined in 34 CFR 222.102-113.

A. STUDENT PARTICIPATION

Policy

It is the position of the Cloquet School District that children enrolled in ISD 94 shall have equal opportunity to participate in all aspects of the school program and shall not be excluded based on their race or location of residence. This participation inclusion shall be communicated via email.

Cloquet School District will, at least annually, assess the extent to which Indian children participate on an equal basis with non-Indian children in the LEA's education program and activities. As part of this requirement, the LEA will:

- 1) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- 2) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure

- 1) To assess the extent of participation in all school programs, the Indian Education staff quarterly compiles data on participation of Indian students. These are included in the agenda packet of the LIEC parent meetings scheduled for October, January, April and July. A school administrator and School Board member are ex-officio members of the committee.
- 2) There is an Indian Education staff person assigned to each building who works to encourage Indian students to participate fully in school programs. The LIEC helps support this by earning funds to assist families in need by buying supplies or materials.
- 3) The school administration, LIEC committee members and parents will review the school programs annually to determine if all children have equal access to programs and participate on an equal basis in November. One week prior to the November meeting a notice will be ~~sent to families~~ **posted on the website** regarding how to provide comment on the equal participation analysis including a program summary and how to receive a full copy.
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 - a. The Cloquet School District shall annually calculate from its records the ratio of Indian children compared to non-Indian children participating in all academic and co-curricular programs.
 - b. If it is determined that there are gaps in Indian participation in the educational programs or activities, the Cloquet School Board in consultation with the LIEC, tribes and the

parents of Indian children, will modify its education program in such a way as to improve Indian participation.

- 5) **Parents of Indian children, tribes and other interested parties may express their views on participation at the annual school board meeting on Impact Aid.**

If upon review of the program by administration, tribal officials, or LIEC (Parent Committee members) it is found that Indian children are not allowed to participate on an equal basis, a task force comprising of three (3) LIEC members, one (1) administrator, one (1) tribal official and two (2) parents will review the program and make recommendations to the Superintendent of Schools on modifying the program to assure participation on an equal basis. **Recommendations Comments, recommendations, or feedback on equal participation from the tribe and parents of Indian children** can be made at monthly LIEC meetings **during the school year**. Meeting agendas and materials are prepared one week in advance and emailed to members. Hard copies are available during meetings or upon request.

B. DISSEMINATION OF MATERIAL

Policy

Cloquet Public Schools must disseminate relevant applications, evaluations, program plans and information related to the Cloquet Public Schools educational program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.

It is the policy of the Cloquet School District to inform parents of students living on tribal land and tribal officials of Impact Aid application, evaluations of educational programs assisted with ~~81-874~~ **Title VII** funds; and program plans for educational programs the LEA plans to initiate/eliminate.

The Cloquet Public Schools consider the funds received from Impact Aid to be General Fund monies and not categorical aid. The monies are used for programs to benefit all on an equal basis.

Procedure

- 1) In January of each school year, a public hearing will be held to review Impact Aid applications, current educational opportunities/programs assisted with Impact Aid funds and programs that are being reviewed for possible initiation or elimination. During Tribal Consultation in August the District will consult the tribe on their preferred method of communication. The local LIEC will modify the method of communication **for the tribe and parents of Indian children** and time to insure maximum meeting participation. Notification of the hearing will be sent to tribal officials and LIEC members in late October at least one (1) week prior to the hearing via email. The notification will include information on equal participation analysis and current Indian Policies and Procedures.
- 2) Notice of the January hearing will be included in the School Bulletin emailed home to all parents.
A summary of the documents to be discussed with instructions on how to get a complete document copy through email one week in advance.

- 3) The Board holds an Open Hearing, November of each year, where it is possible for tribal officials and parents of Indian children to comment on education programs.
- 4) Standardized test data is published annually in the local paper.
- 5) Prior to September 1 of each year, all district households will receive a copy of the P.E.R. (Planning, Evaluating, and Reporting) report which will summarize district goals and the evaluation of those goals. Parents and tribal officials will be given the opportunity to participate on the P.E.R. Committee.

C. CONSULTATION AND INVOLVEMENT

Policy

Provide an opportunity for tribes and parents of Indian children to provide their views on the LEA's educational program and activities, including recommendations on the needs of their children and how the LEA may help those children realize the benefits of the LEA's educational programs and activities as part of this requirement the LEA will:

- 1) Notify tribes and the parents of Indian children the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
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The Cloquet School District will provide an opportunity for the Tribe and parents of Indian children to submit their comments and recommendations on the District's educational program and activities, including recommendations, proposed solutions and preferred methods of communication. Published notice and summary data will be distributed via email and will be included one week prior to the open meeting. Opportunities to give comment on procedures described below are to be sent out by email one week prior to the meetings.

Procedure

- 1) There are regularly scheduled parent-teacher conferences, K-12, which all parents are encouraged to attend. The Indian Education staff makes an additional effort to encourage parents of Indian students to attend.
- 2) At the Senior High, parents meet with their child's advisor to register for the following year's classes.
- 3) Parents are involved on district-level committees which focus on educational concerns.
- 4) An administrator and School Board member from the school district serves as an ex-officio member of the LIEC. At these meetings, the educational needs of Indian students are discussed, and parents are given the opportunity to make recommendations.

- 5) The LIEC appoints one of its members, elected from Indian parents, to attend School Board meetings on a regular basis.
- 6) The Indian Education staff conducts a needs assessment for Title IV-A, approximately every four years. The parents of Indian students express their concerns and recommendations about the school program through this process.
- 7) The tribe can submit their preference of communication to the LIEC by October 1st.
- 8) IPP's will be emailed to LIEC members one week in advance of the November hearing.
- 9) All families can attend **monthly LIEC meetings during the school year** to provide ~~recommendations~~ **input** regarding the needs of their children as well as programmatic concerns. The local dissemination of policy will take place on an annual basis in November **by the tribes preferred method of communication.**
- 10) The Tribe prefers all meeting notices, reports and communication with the tribe and parents of Indian children be disseminated via email and website notifications.

Once the preferred method of communication has been decided, the tribe and parents of Indian children communication will be used throughout the consultation process. Any changes to the method will happen through additional consultation with tribes and parents. The LEA will, to the greatest extent possible, take the tribe's preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children.

- 11) If the consultation and participation of Indian parents is low the Indian Education Director will consult families on potential meeting time changes.

D. MODIFICATION OF RECOMMENDATIONS

Policy

The Cloquet School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document.

Procedure

- 1) The LIEC will hold an annual hearing in November, the location and time to be announced in the local newspapers. The annual hearing will receive and evaluate comments regarding changes of the IPP's. The local Indian Education Director will facilitate and evaluate all recommended changes to the district IPP's. Changes to the IPP's will be presented to the local school board who then will determine if changes need to be made. A notice with a copy of the IPP's will be emailed one week prior to LIEC members to communicate their opportunity to provide comment. Any changes to the IPP's will ~~be made 30 days after adoption~~ **become effective immediately upon formal adoption.**

- 2) The Cloquet School District will disseminate copies of the revised IPPs to the tribe and parents of Indian Children by email and posted on website within 30 days of adoption by the Cloquet School Board.
- 3) If the consultation participation by parents of Indian children and tribes is low, the Cloquet School District will re-evaluate its consultation process. Specifically, the Cloquet School District will take the following measures to improve or enhance participation:
 - a. Consult with parents of Indian children and tribes
 - b. Change communication method
 - c. Change time of meeting
 - d. Offer virtual attendance

E. RESPONSE TO TRIBES AND PARENTS FROM COMMENTS AND RECOMMENDATIONS

Policy

The Cloquet School District will respond at least annually in writing to comments and recommendations made by the tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA.

Procedure

- 1) Return communication via email to the LIEC will take place 30 days following school board policy revisions. Any changes to policy approved by our local school board will be implemented 30 days following approval.
- 2) The School District will at least annually respond in writing to comments and recommendations made by the LIEC, tribal officials, or parents of Indian children, and disseminate the responses to all parties by email prior to the submission of the IPP's by the District.
- 3) The School District will annually keep track of and assemble all comments and suggestions received through the consultation processes by keeping minutes at the school board meeting to discuss Impact Aid.

F. COPY OF IPPS TO TRIBE(S)

Policy

The Cloquet School District will provide a copy of the IPPs annually to the affected tribe or tribes.

Procedure

- 1) The School District will annually provide a copy of the current Indian Policies and Procedures to the tribe by email prior to the submission of the Impact Aid Application in January.



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

TO: School Board Supt Eval Subcommittee of ISD 94

FROM: Dr. Michael Cary, Superintendent

DATE: 2/27/2023

RE: Updating Superintendent Evaluation

Subcommittee Members,

Below is a proposed timeline and process for future superintendent evaluations based on our discussion from the recent superintendent evaluation subcommittee meeting on 2/21/23.

As a reference guide, we will use the superintendent evaluation materials created by the Minnesota School Board Association and Minnesota Association of School Administrators titled “A Goals- and Standards-based Superintendent Evaluation: A Resource for School Board Members and Superintendents” most recently revised in July of 2020. The guide lays out the purpose, process and timelines for effective evaluation of the superintendent position.

Process

The evaluation subcommittee noted it’s important to provide the superintendent feedback from multiple layers of the district. In discussion, it was determined that formative feedback will be provided to the superintendent from the principals and key members of the district administrative team through a survey tool each year. Formative feedback will also be provided to the superintendent by the board near the mid-term of the academic school year. The principal/admin group will also be able to provide input into the district goals selected by the board each year for district wide improvement. These goals will also be the focus of the annual superintendent evaluation. The purpose is to target the goals of the district and align the work of the superintendent and district administration to those goals, which will also align with the superintendent evaluation. Up to 3 goal areas will be selected each year to coincide with the list of superintendent performance standards found on page 12 of the MSBA superintendent evaluation guide. There are eight performance standards found in the guide. The standards are:

- Governance Team
- School District Finance
- Communication and Community Relationships
- School District Operations
- Human Resources
- Teaching and Learning
- Student Support
- Ethical and Inclusive Leadership

Selecting 3 per year will allow for the option of all standards being addressed in a single 3-year superintendent contract cycle and will allow for targeted focus on the work by the superintendent and administrative team. In each year of the evaluation process, the superintendent will work with the administrative team to rank the standards/area of focus in order from 1-8, with one being deemed the most important for the coming year. With this feedback, the board will select three standards for focus and evaluation in the summer preceding the school year and the evaluation process will continue each year using the following general cycle:



Summer/Early Fall

- School board and superintendent **review** job description, the evaluation process, form(s), and timelines.
- **Identify acceptable supporting documents**, information, evidence, and data to be used to measure performance.
- School board and superintendent **create goals and/or identify standards** based on school district priorities and that are measurable and achievable in twelve months. If no agreement can be reached, the school board's determination prevails as it is the superintendent's employer.

Winter

- Mid-year formative survey is provided to the principals and key administrative team members. This data is collected by the superintendent evaluation subcommittee and a summary of all data with identifying information removed is provided to the superintendent and board. This information is for feedback only and is not considered part of the formal evaluation.

Winter (continued)

- During a school board meeting, the school board chair and superintendent **review evaluation process and forms** with new school board members. Private data may not be shared with new school board members until after they officially take office.
- Superintendent may complete a **self-evaluation**, with supporting documents, to be provided to the school board. The data used to create a self-evaluation is the superintendent's sole property and is shared with the school board only if the superintendent chooses to do so.
- Superintendent makes **mid-year progress reports** to the school board related to the goals and standards.
- Prior to the superintendent's **mid-year formative evaluation**, each school board member receives the mid-year evaluation form, including the evaluation criteria (goals and standards).

A formative evaluation may include informal or formal assessment of current practice and should offer feedback suited to improve future performance.

- School board members **prepare to discuss the superintendent's performance** for each goal and/or standard. The school board may request an opportunity to prepare without the superintendent's presence, but the school board cannot exclude the superintendent.
- At the **formative evaluation meeting**, the school board chair leads the school board's review of the superintendent's performance. The school board may close the meeting unless the superintendent requests that the meeting be open. The school board should require that this request be in writing.
 - The school board members share assessments of the superintendent's formative evaluation performance.
 - The superintendent may offer clarification and/or progress reports on goals and/or standards.
 - The school board seeks to reach consensus on the evaluation. The school board chair completes the evaluation form during the evaluation meeting.
- At the next open meeting, the school board **summarizes its conclusions** regarding the formative evaluation, in compliance with Minnesota's Open Meeting Law.
- The **formative evaluation is attached to the summative evaluation** when it is completed. Both documents are placed in the superintendent's personnel file.

Spring

- Each school board member **receives the end-of-year summative evaluation form** and the evaluation criteria.
- The school board members **prepare to discuss the superintendent's performance** on each goal and/or standard. The school board may request an opportunity to prepare for the summative evaluation without the superintendent's presence, but the school board cannot exclude the superintendent.
- At the **evaluation meeting**, the school board chair leads the school board's review of the superintendent's performance. The school board may close the meeting unless the superintendent requests that the meeting be open. The school board should require that this request be in writing.
 - The school board members share their assessments of the superintendent's summative evaluation performance.

A summative evaluation is a formal evaluation that is based on all evidence collected throughout the evaluation process. The superintendent receives an overall performance rating and the evaluation is placed in the superintendent's personnel file.

- The superintendent may provide clarification and/or progress reports on the goals and/or standards.
- The school board seeks to reach consensus on the evaluation. The school board chair completes the evaluation form during the evaluation meeting.
- At the next open meeting, the school board **summarizes its conclusions** regarding the summative evaluation, in compliance with Minnesota's Open Meeting Law.
- The **final written summative evaluation form** is placed in the superintendent's personnel file.

At its next open meeting, the school board provides the summary of its conclusions regarding the superintendent's evaluation. The 'next open meeting' applies regardless of the type of meeting (such as a regular meeting, special meeting, work session, work study, etc.). If the next meeting is a special meeting, the school board should ensure that the special meeting notice includes the superintendent evaluation summary in the purpose of the special meeting notice and on the special meeting agenda.

These were the broad categories that the administrative team selected to work toward in the current year: the top two were the priorities from the principals, the last one was from the central office team.

Student Support	1. Supports for Students and Emotional Health and Social Needs tied for most votes 2. School Safety and Security
Teaching and Learning	1. Professional Knowledge of Teaching and Learning 2. Curriculum and Instruction 3. Staff Development
Human Resources	1. Hiring and Staff Development 2. Personnel Concerns 3. Delegation of Duties

In teaching and learning, the elementary principals selected a focus on reading/staff development and the secondary selected data on student achievement/staff development.

District Wellness Policy Committee Meeting Summary

Tuesday, January 16, 2024
3:45 p.m., Garfield Board Room

Committee Members:

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

I. Welcome

II. Building Level

- a. Preparation of 2023-2024 Building Goals
Beth is looking to update the section on 'District Dining Environment Goals' to change the wording to reflect the new free lunch program. Also, add references to the new outdoor sports complex and added district equity committee. She will get the changes to Mary and will present the final district section to the committee at the March meeting.
- b. Implement Goals into 2023-2024 Wellness Policy
 - How they have been achieved?
 - How they have been assessed?
 - All building representatives will update their sections on the shared Google drive by the March meeting.

III. Other

- a. Upcoming Meetings:
 - Tuesday, March 19th at 3:45 p.m.
 - Tuesday, April 30th at 3:5 p.m. (new date)

IV. Adjournment

There being nothing further to discuss, the meeting adjourned at 4:18 p.m.

Respectfully submitted,

Mary Marciniak
Executive Assistant to the Superintendent
Cloquet Public Schools