



Cloquet Public Schools

Regular Meeting

Monday, September 23, 2024 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

6:00 pm Regular Meeting

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Girls (left to right): Makena Smith, Morgan Olesiak, Addison Sandman, Erin Keating, Clare French, Tenley Kiminski, Lilyana Rosen, Aspen Winbigler, Kaia Boyd, Ellise Boyd	
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3. Monday, September 30, 2024 - District Technology Committee Meeting - 4 p.m. - CMS Conference Rm B	
4. Tuesday, October 8, 2024 - DAC Meeting - 4 p.m. - Boardroom	
5. Monday, October 14, 2024 - Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
6. Tuesday, October 15, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - Comm. Ed. Conf. Room	
XIV. Adjournment	

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1. Building and Department Reports

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1. Claims, September 18, 2024
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3. Wire Transfers, September 3, 2024
4. Wire Transfers, September 6, 2024 (#1)
5. Wire Transfers, September 6, 2024 (#2)
6. Wire Transfers, September 16, 2024

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2. Resignation Letters

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4. Extra Service Contracts

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- b. Middle School Volleyball Helper (Nicole Vegar)

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- a. Cloquet Educational Foundation October Grant Requests

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- 1. Student Enrollment Report as of September 18, 2024

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- 5. Filling the NLA & NLSEC Board Member Open Position
- 6. Infinite Campus Food Service
- 7. Elementary Grade Level Reconfiguration Study

XII. For Your Information

- 1. 2024 Homecoming Court
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September 9, 2024

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

Topics discussed:

Dr. Cary gave an update on paraprofessional mediation. Next mediation meeting is September 19, 2024. He reviewed the agenda: agreement with Hibbing, CESO projects, tuition agreement for CTE with Carlton, ECSE staff contracts through NLSEC, and policy updates. Dr. Cary reviewed the back-to-school process, grand opening of MCCU and ribbon cutting around 6:15 p.m., technology school board broadcast issues, and Early 5's Kindergarten increased to two sections. Back to school busing was discussed There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 5:53 p.m.

September 9, 2024

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on September 9, 2024, was called to order by Board Chair Nate Sandman at 6:00 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent (via phone)
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Bill Bauer, Technology Support Specialist
- Ashlee Lennartson, EM-C Representative
- Jana Peterson, Pine Knot Newspaper Rep.
- Macklin Caruso, Pine Journal Newspaper Rep.

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

APPROVAL OF BOARD AGENDA

- RESOLVED by K. Scarbrough to approve the September 9, 2024, regular board agenda, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by S. Buhs to approve the August 26, 2024, Regular Meeting minutes, as presented. N. Sandman 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, gave an update on audit and discussed the desire to move to weekly AP check. Enrollment was discussed.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS AND FOOD SERVICE REPORTS

- RESOLVED N. Sandman to approve Claims, September 4, 2024; Hand Checks, August 29, 2024 and September 3, 2024; as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by D. Battaglia to approve the Consent Items, as presented.

1. Resignations:

- a. Gail Korich, 6.5 hrs./day CS Paraprofessional at Washington, pending hire

2. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY	START DATE
a. Joseph Backus	1.0 FTE Social Worker at Cloquet High School	BA Step 2	9/4/24
b. Jennifer Maki	0.5 FTE Speech Teacher at Churchill	MA Step 5	9/10/24
c. Gail Korich	7.5 hrs./day AIE Home School Liaison at Wash	Step 2	9/23/24
d. Rachel Golden	6.5 hrs./day Paraprofessional at CHS	Step 1	9/16/24
e. Rianna Ryan	School Readiness Classroom Asst. (10-15 hrs/wk)	\$17.04	9/5/24
f. Toni Sheff	School Readiness Classroom Asst. (7-15 hrs./wk)	\$17.04	9/5/24
g. Brooke Lee	Youth Volleyball Coach	% of fees	9/14/24

h.	Stacey Homstad	Youth Volleyball Coach	% of fees	9/11/24
i.	Kim Miens	Youth Volleyball Coach	% of fees	9/11/24
j.	Rich Pender	Youth Volleyball Coach	% of fees	9/11/24

3. Extra Services Contracts

a.	Liz Sinisalo	Fall Musical Accompanist	\$1,500*
b.	Lonna Witte	Fall Musical Costumes	\$1,000*
c.	Anita Johnson	Fall Musical Backstage/Painting	\$1,000*
d.	Megan Gerlovich	Fall Musical Hair/Makeup	\$500*
e.	Tony Venditto	Fall Musical Set Construction	\$1,000*
f.	Presley Torrance	Fall Musical Choreography	\$500*
g.	Darla Pappas	Fall Musical Backstage Assistant	\$500*
h.	Tara Venditto	Fall Musical Costume Assistant	\$500*
i.	Mason Brenner	Summer Boys Basketball Coaching	\$600*
j.	Jason Mangan	Robotics Team Helper	
k.	Jesse Wick	Robotics Team Helper	

*Activity Funded

4. Permission to Post

- 1.0 FTE Social Worker at Cloquet High School
- 0.5 FTE Speech Teacher at Churchill Elementary
- 0.5 FTE ECSE Teacher at Churchill Elementary
- 6.5 hrs./day MIM Special Education Paraprofessional at Cloquet High School
- 6.5 hrs./day CS Special Education Paraprofessional at Washington Elementary School

5. Staffing Adjustments

- Elinor Cich from 0.5 FTE to 1.0 FTE Early 5's Kindergarten Teacher at Churchill Elementary
- Jared Bush from 3.5 hrs./day to 6.5 hrs./day for 2024-2025
- Arianna Rabideaux from 35 hrs./week to 31 hrs./week

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

SCHOOL BOARD COMMITTEE REPORT

- Enrollment report from September 6, 2024

AGENDA ADDENDUMS

None were presented.

NEW BUSINESS

- RESOLVED by S. Buhs to approve the contract with CESO Human Resources Consulting Services, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the 2025 HealthPartners Medica Group Retiree Renewal Proposal, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the 2025 Blue Cross/Blue Shield Employer Plan and Rate Renewal, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- RESOLVED by K. Scarbrough to approve the 2024-2025 CTE Tuition Agreement with Carlton School District, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- RESOLVED by S. Buhs to approve the 2024-2025 Agreement for Targeted Services with Hibbing School District, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yeas vote of all members present on roll call.
- RESOLVED by M. Juntunen to approve the NLSEC Contracts: #19 Speech Teacher with Proctor #704 (C. Fairbanks 5/1-7/31), #20 ECSE Teachers with Esko #99, Hermantown #700, Lake Superior #381, McGregor #004 and Proctor #704 (H. Price and C. Kermend 5/1-7/31), #22 ECSE Teacher with Esko #99, Hermantown

#700, Lake Superior #381, McGregor #004, Proctor #704 (H. Price and C. Kermend 8/1-8/31), \$, #23 Speech Teacher with Proctor #704 (C. Fairbanks), #24 ECSE Teacher with Southridge #2142 (C. Kermend 5/1-7/31) and #25 ECSE with Southridge #2142 (C. Kermend 8/1-8/31. S. Buhs 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 and waive 2nd and 3rd Readings for legislative or non-substantive policy changes to policies 102, 104, 207, 413, 418, 419, 425, 503, 506, 507, 509, 514, 515, 516, 521, 522, 524.1 (Old version 535 renumbered), 532, 535 (renumbered from 537), 601, 603, 606.1, 608, 609, 613, 615, 616, 619, 620, 707, 709, 722 (annual review and change to contacts), 802, 806, as presented. D. Battaglia 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 the items in the working session but discussed enrollment number factors.

FOR YOUR INFORMATION

- 2024-2025 Certified FTE Report
- Internal Transfer of 0.5 FTE Speech/0.5 FTE ECSE Teacher to 1.0 FTE ECSE Teacher.
- Washington Elementary September 2024 Newsletter

UPCOMING MEETINGS/EVENTS

- Tuesday, September 10, 2024 - DAC Meeting - 4 p.m. - Boardroom
- Friday, September 13, 2024 – MCCU Stadium Grand Opening
- Tuesday, September 17, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - Comm. Ed. Conf. Room
- Thursday, September 19, 2024 – Paraprofessional Mediation – 3:00 p.m. - Boardroom
- Monday, Sept. 23, 2024 - Regular School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Regular Mtg.
- Wednesday, September 25, 2024 - Equity Meeting - Washington Elem.

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:19 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Churchill has completed two fire drills, a lockdown drill, and held the annual evacuation drill to Our Redeemer Church on Wednesday, September 19th. Churchill's PBIS committee is planning for all class activities related to our building Code of Conduct. Cultural lessons will begin with our Indian Education staff into classrooms this November. LETRS training is taking place during PLC meetings. Specialists including Music, PE and Art are working on their department goals during their PLC time. Churchill's September PIE meeting was held on Tuesday, September 18th. The Cloquet River Run practice run with students was held on Friday, September 20th. The student academic data retreat was held on Thursday, September 19th. During this meeting interventionists, special educators, and classroom teachers met to review fall benchmark data and place students into intervention groups.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

It has been a very busy start to the year at Washington!

-92% of our families attended open house conferences back in August, and we are grateful for their support and engagement as we have started the year!

-The PIE group sponsored a "Back to School Bash" on September 7th and it was an enormous success! Many thanks to the amazing planning team who helped put together such a great free community event for our students and families!

-Code of Conduct lessons with Mrs. Mondati wrapped up with all 22 sections this week! Classes are also getting "Purple Pride Certified" with individual review lessons on the playground, in the cafeteria, media center, hallways, bathroom, and on the bus!

-September 15-October 15 is National Hispanic Heritage Month. Students learned a bit about the focus and can also learn more when checking out some of the cultural displays at Washington.

-On September 18th all students were able to join Ms. Paitrick for a cultural lesson on wild rice and the ricing process!

-Benchmark testing in reading and math wrap up this week and we will have our fall data retreat on Monday the 23rd so we can review student achievement data and place students who qualify for extra support in intervention groups.

-Staff have been working very hard to balance the demands of the curriculum, a new progress monitoring platform, technology issues, the intensive LETRS professional development, and some very high need students who are joining us this year at Washington. We're doing our best to stay positive and look ahead to cooler days with students settled in and kinks worked out!!

-Finally, congratulations to Karen Hedman on her upcoming retirement! Mrs. Hedman has been our American Indian Education Home School Liaison at Washington for more than THREE DECADES!! We are so grateful for her many contributions over the years and we're going to miss her as she wraps up her career with Cloquet Public Schools on September 27th!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

Special Education Update by Mike Doyle:

Cloquet Middle and High School Unified Physical Education students participated in the Grandmas Minnesota Mile race together Friday night through Enger Park.



Social Emotional Learning & Reading update by Nicole Vegar:

Homeroom teachers at the middle school will host check-in circles with their homeroom students. Counselors will visit homerooms to host circles on specific SEL topics. Our Indian education program, Social workers, and Stronger Connections grant teachers are starting to check and connect mentoring with students in 4th - 9th grades.

Reading-

The fall screener has just been completed. Data teams use screening data to determine appropriate support for each student and tier 1 focus and priorities.

5th and 6th grade Tier 1 instruction will include the University of Minnesota's Functions of Morphology curriculum. Student screening data will determine how much support each student receives during this support block time.

A teacher in 6-7-8-9 grades is implementing the STARI reading program for tier 2 students with light decoding, vocabulary, and reading fluency needs. This program is a high-interest reading intervention designed and studied by the SERP Institute. The SERP institute supports Cloquet's implementation of this reading intervention, as does CAPTI, the makers of our Read BASIX screener.

The Stronger Connections grant provides us an opportunity to support 4th and 5th graders in SEL and reading needs and loop with students between Washington and CMS to get to know students and families over time and across settings and buildings.

Cloquet High School:

- The school year has started off great - it's good to have energy back in the building!
- Sarah Ellena was selected as Minnesota's 2024 School Nurse of the Year! Congratulations!
- Homecoming is next week - 9/27. Football hosts Proctor, a dance at CHS will follow.
- Fall sports are a month in - things are going well.
- We held the grand opening of our new athletic facility last Friday, 9/13 just before kickoff of the football game - Members Cooperative Credit Union Stadium and Sports Complex. The game was well attended...and the Lumberjacks beat the Greyhounds!
- Regarding Cara Jago's German class trip scheduled for June of 2025:
 - Our counterparts in Germany determined that they are unable to host our group this coming June (2025). We had gotten school board approval to travel then; however, we're now planning to travel in June 2026.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

RP Day

On Wednesday, September 11, CAAEP celebrated our first **Restorative Practices (RP) Day** of the year. This day served as a day to introduce the concept of restorative practices to our new students and staff and further the understanding about what it is and why/how we use it here.

We started and ended the day in circle. We began in the gym at Garfield with an introduction to the day from our RP leader, Dave Perry. I was able to say hello and formally introduce myself to all of the students and talk about my philosophy of alternative education, including the idea that everyone starts with a clean slate. Anyone who has been wishing for an opportunity to start over has it - I only believe what they choose to show me from this point forward, not what anyone says, and it does not matter what they have done in the past. Today is a new day.

Following the morning circle, students split into four different groups and moved around to four different sessions to learn and practice different pieces of RP. In the art room, they created talking pieces, and outside, they circled around a fire and learned about the Native American connection to RP with Indian Education. Carlton County came in and worked with students to understand ACES - Adverse Childhood Experiences - and how trauma affects our lives. The fourth group did an "inside outside" activity where they created two circles, one inside the other, and moved one person at a time, answering questions with each partner to build connection and community.

Finally we finished the day with a trip to Dunlap Island. We couldn't have had a more beautiful day! We had food, drumming, yard games, kids walked, talked, skipped rocks, spent time together and again, ended in circle. We closed with a one word commitment for the year ahead, and heard words like, "Positive," "focused," "leadership," "driven," "kind," and "appreciative."

It was a great day and CAAEP is off to a great start!

Submitted by Dr. Marcia Nelson, CAAEP Principal

Community Education

Adults with Disabilities

The annual AWD Halloween Dance and Carnival will be held on October 26th from 1:30 to 3:30 pm at the Scanlon Community Center. Around 50 participants attend this fun activity every year.

Early Childhood and School Readiness

We will be holding a Fall Family Fun Night for Pre K on Tuesday, October 15 from 5:30 - 7 pm. Families must register in advance and the cost is \$15/family.

Me & My Guy has a class coming up called Community Helpers. The class will be held on October 21st and 28th. It is for ages 30 months to PreK and their special guy (dad, grandpa, uncle, friend, etc.).

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,

Ojibwe Language students from CHS & CAAEP went on a road trip to harvest sage on Thursday September 19th. Miigwech to Mr. Kitto and Mr. Kot for sharing these medicines and teaching our youth how respectfully ask our plants to give us their gifts.

JOM election results placed Shela Tormanen in another two-year term and added new member Jarvis Paro for a two-year term. LIEC election results placed Shela Tormanen in another two-year term and added new member Victoria McMillen for a two-year term. Committee members can serve consecutive terms if they meet the eligibility criteria. New JOM Eligibility documentation is on the AIE website, this form is to be completed by the parent/guardian and submit to AIE once tribal official signature is obtained. Our 24-25 JOM Student count was performed with the Fond du Lac Ojibwe School on 9/16/24, with the total k-12 certifications being 181.

September 25, 2024 – 5:30pm (JOM) & 6:00pm (LIEC) Regular Meeting -Garfield Board Room

October 8-12, 2024 – National Indian Education Convention

October 14, 2024 – Indigenous Peoples Day

Submitted by Teresa Angell, American Indian Education

Building and Grounds

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

Technology

T.J. Smith, Technology Director, will be attending in person.

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$110,915.73
02	Food Services	\$1,917.35
03	Transportation	\$4,945.44
04	Community Services	\$7,418.77
05	Capital Expenditure	\$45,819.48
12	Activities	\$14,104.41
45	OPEB Irrevocable Trust	\$1,043.67
Report Total		\$186,164.85

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	104776	24742	Check	1	00285		ACADEMIC THERAPY PUBLICATIONS	Yes	No	No	USD	09/24/2024	1,295.80
			104864	24743	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY	Yes	No	No	USD	09/24/2024	219.00
			104777	24744	Check	1	02547		APPLE INC	Yes	No	No	USD	09/24/2024	13,388.00
			104780	24745	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	09/24/2024	16.50
			104800	24746	Check	1	10935		ARROWHEAD WATER	Yes	No	No	USD	09/24/2024	111.65
			104788	24747	Check	1	10436		BEDARD-PARKER SEAN	Yes	No	No	USD	09/24/2024	83.00
			104885	24748	Check	1	9022		BERGQUIST, PATRICK PAUL	Yes	No	No	USD	09/24/2024	147.00
			104778	24749	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	09/24/2024	1,486.77
			104814	24750	Check	1	11325		BETHEL UNIVERSITY	Yes	No	No	USD	09/24/2024	150.00
			104822	24751	Check	1	14850		BLICK ART MATERIALS	Yes	No	No	USD	09/24/2024	382.34
			104813	24752	Check	1	11324		BRENTS BIFFIES	Yes	No	No	USD	09/24/2024	150.00
			104865	24753	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	09/24/2024	3,645.43
			104842	24754	Check	1	4072		CAMPBELL, CORINNE	Yes	No	No	USD	09/24/2024	73.25
			104779	24755	Check	1	08337		CARLTON COUNTY HUMAN SERVICE	Yes	No	No	USD	09/24/2024	190.00
			104890	24756	Check	1	9500		CARSON, OUITDEE	Yes	No	No	USD	09/24/2024	90.00
			104798	24757	Check	1	10843		CARTER DEB	Yes	No	No	USD	09/24/2024	695.11
			104786	24758	Check	1	10432		CASSERBERG ELISABET	Yes	No	No	USD	09/24/2024	11.00
			104784	24759	Check	1	10397		CHRISTENSON NAOMI	Yes	No	No	USD	09/24/2024	264.00
			104808	24760	Check	1	11103		CICH ELINOR	Yes	No	No	USD	09/24/2024	63.38
			104785	24761	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	09/24/2024	3,092.30
			104831	24762	Check	1	2840		CLOQUET COUNTRY CLUB	Yes	No	No	USD	09/24/2024	1,083.86
			104818	24763	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	09/24/2024	1,981.65
			104819	24764	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	09/24/2024	1,960.00
			104869	24765	Check	1	7961		COTTINGHAM, ALAN JAMES	Yes	No	No	USD	09/24/2024	240.00
			104802	24766	Check	1	10972		COUNTY STAR	Yes	No	No	USD	09/24/2024	3,825.06
			104878	24767	Check	1	8314		CPM EDUCATIONAL PROGRAM	Yes	No	No	USD	09/24/2024	8,992.78
			104809	24768	Check	1	11119		DELOACH NATHANAEL	Yes	No	No	USD	09/24/2024	127.00
			104821	24769	Check	1	14301		DEMCO INC	Yes	No	No	USD	09/24/2024	244.82
			104824	24770	Check	1	1717		DULUTH NEWS TRIBUNE	Yes	No	No	USD	09/24/2024	148.00
			104823	24771	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	09/24/2024	44.94
			104876	24772	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	09/24/2024	589.60
			104875	24773	Check	1	8177		FIRST TECHNOLOGIES INC	Yes	No	No	USD	09/24/2024	36,335.00
			104841	24774	Check	1	3900		FRABONIS	Yes	No	No	USD	09/24/2024	1,138.85
			104797	24775	Check	1	10824		GATES WILLIAM	Yes	No	No	USD	09/24/2024	152.00
			104901	24776	Check	1	9803		GENTILINI DON	Yes	No	No	USD	09/24/2024	62.87
			104874	24777	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	09/24/2024	170.00
			104877	24778	Check	1	8305		GODNAI RACHEL	Yes	No	No	USD	09/24/2024	56.28
			104820	24779	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS	Yes	No	No	USD	09/24/2024	1,395.54
			104866	24780	Check	1	7626		GREAT RIVER CONFERENCE	Yes	No	No	USD	09/24/2024	200.00
			104816	24781	Check	1	11327		HALLGREN MICHAEL	Yes	No	No	USD	09/24/2024	54.00
			104815	24782	Check	1	11326		HARTWIG DAVE	Yes	No	No	USD	09/24/2024	400.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	104789	24783	Check	1	10449		HARTWIG DEBRA	Yes	No	No	USD	09/24/2024	135.00
			104805	24784	Check	1	11050		HEXUM GREG	Yes	No	No	USD	09/24/2024	240.00
			104858	24785	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	09/24/2024	1,045.48
			104872	24786	Check	1	8016		HOENE, WILLIAM H	Yes	No	No	USD	09/24/2024	67.00
			104861	24787	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/24/2024	1,743.19
			104867	24788	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	09/24/2024	3,446.47
			104897	24789	Check	1	9712		IN STICHES EMBROIDERY CO	Yes	No	No	USD	09/24/2024	436.00
			104886	24790	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	09/24/2024	606.61
			104783	24791	Check	1	10144		JAYTECH INC	Yes	No	No	USD	09/24/2024	5,479.66
			104846	24792	Check	1	4331		JAZDZEWSKI, JAMIE	Yes	No	No	USD	09/24/2024	38.98
			104794	24793	Check	1	10786		JOHNSON ADAM	Yes	No	No	USD	09/24/2024	295.00
			104847	24794	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	USD	09/24/2024	112.74
			104807	24795	Check	1	11077		KERN RYAN	Yes	No	No	USD	09/24/2024	60.00
			104894	24796	Check	1	9599		KMECIK BRIAN	Yes	No	No	USD	09/24/2024	170.00
			104892	24797	Check	1	9563		KOLANCZYK RICHARD	Yes	No	No	USD	09/24/2024	85.00
			104825	24798	Check	1	2076		KOLODGE, JENNIFER	Yes	No	No	USD	09/24/2024	159.80
			104880	24799	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	09/24/2024	125.00
			104810	24800	Check	1	11209		KOT KEVIN	Yes	No	No	USD	09/24/2024	37.32
			104833	24801	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	09/24/2024	757.86
			104795	24802	Check	1	10792		LAKE SUPERIOR BASKETBALL ASSC	Yes	No	No	USD	09/24/2024	400.00
			104834	24803	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	09/24/2024	6,220.54
			104900	24804	Check	1	9792		LEAF	Yes	No	No	USD	09/24/2024	2,863.87
			104893	24805	Check	1	9584		LEW DANE	Yes	No	No	USD	09/24/2024	125.00
			104839	24806	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	09/24/2024	43.65
			104796	24807	Check	1	10798		LUMBERJACK DESIGN AND FABRIC/	Yes	No	No	USD	09/24/2024	838.00
			104782	24808	Check	1	10139		MARSHAK PEYTON	Yes	No	No	USD	09/24/2024	90.00
			104871	24809	Check	1	8009		MARSHAK, DOUGLAS WILLIAM	Yes	No	No	USD	09/24/2024	83.00
			104835	24810	Check	1	32051		MCGRAW HILL SCHOOL EDUCATION	Yes	No	No	USD	09/24/2024	2,573.29
			104838	24811	Check	1	34186		MENARDS	Yes	No	No	USD	09/24/2024	62.30
			104803	24812	Check	1	11005		MIND INFORMATION INC	Yes	No	No	USD	09/24/2024	3,060.00
			104857	24813	Check	1	5675		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	09/24/2024	340.34
			104884	24814	Check	1	8985		MINNESOTA JUNIOR HIGH MATH LE/	Yes	No	No	USD	09/24/2024	200.00
			104828	24815	Check	1	2716		MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	09/24/2024	300.00
			104790	24816	Check	1	10672		MRI SOFTWARE LLC	Yes	No	No	USD	09/24/2024	20.00
			104827	24817	Check	1	2368		NE MN REGIONAL SCIENCE FAIR	Yes	No	No	USD	09/24/2024	1,000.00
			104843	24818	Check	1	41101		NORTHLAND AUTO PARTS	Yes	No	No	USD	09/24/2024	188.47
			104844	24819	Check	1	41104		NORTHLAND FIRE AND SAFETY	Yes	No	No	USD	09/24/2024	1,577.80
			104791	24820	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	09/24/2024	140.00
			104840	24821	Check	1	3803		OLSON, LAURA	Yes	No	No	USD	09/24/2024	55.93
			104787	24822	Check	1	10435		OZDEMIR HAZI	Yes	No	No	USD	09/24/2024	300.00
			104898	24823	Check	1	9740		PAITRICK KYRA	Yes	No	No	USD	09/24/2024	84.73

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	104793	24824	Check	1	10778		PER MAR SECURITY SERVICES	Yes	No	No	USD	09/24/2024	300.00
			104811	24825	Check	1	11267		PETERSON LAWN CARE COMPANY	Yes	No	No	USD	09/24/2024	1,290.00
			104804	24826	Check	1	11039		PETERSON LINDSEY	Yes	No	No	USD	09/24/2024	83.09
			104887	24827	Check	1	9252		PETERSON, CHAD	Yes	No	No	USD	09/24/2024	90.00
			104854	24828	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	09/24/2024	4,000.00
			104902	24829	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	09/24/2024	1,043.67
			104848	24830	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	09/24/2024	200.30
			104826	24831	Check	1	2297		RENAISSANCE LEARNING	Yes	No	No	USD	09/24/2024	6,835.50
			104845	24832	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	09/24/2024	126.37
			104883	24833	Check	1	8763		rSCHOOLTODAY	Yes	No	No	USD	09/24/2024	595.00
			104801	24834	Check	1	10952		RW FERN ASSOCIATES INC	Yes	No	No	USD	09/24/2024	10,780.00
			104832	24835	Check	1	2868		SAMS, SHANNON	Yes	No	No	USD	09/24/2024	60.00
			104873	24836	Check	1	8035		SCHMIDT, MICHAEL P	Yes	No	No	USD	09/24/2024	85.00
			104891	24837	Check	1	9545		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	09/24/2024	1,727.55
			104849	24838	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/24/2024	1,827.44
			104850	24839	Check	1	48801		SCHOLASTIC BOOK CLUBS	Yes	No	No	USD	09/24/2024	1,218.97
			104863	24840	Check	1	7075		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	09/24/2024	400.40
			104851	24841	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	09/24/2024	73.24
			104895	24842	Check	1	9629		SEMAAN PHIL	Yes	No	No	USD	09/24/2024	152.00
			104817	24843	Check	1	11328		SEVILLEJA JASMIN	Yes	No	No	USD	09/24/2024	13.00
			104882	24844	Check	1	8745		SHELDON, DARREN	Yes	No	No	USD	09/24/2024	125.00
			104868	24845	Check	1	7955		SILLANPA, GERALD W	Yes	No	No	USD	09/24/2024	157.00
			104799	24846	Check	1	10926		SOUNDS UNLIMITED	Yes	No	No	USD	09/24/2024	575.00
			104806	24847	Check	1	11061		SPLINTER JIM	Yes	No	No	USD	09/24/2024	11.00
			104853	24848	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	09/24/2024	714.84
			104870	24849	Check	1	7966		SULLIVAN, DANIEL	Yes	No	No	USD	09/24/2024	260.00
			104852	24850	Check	1	5091		SVL SERVICE CORPORATION	Yes	No	No	USD	09/24/2024	12,000.00
			104812	24851	Check	1	11323		THE ASSISTMENTS FOUNDATION	Yes	No	No	USD	09/24/2024	60.00
			104830	24852	Check	1	27353		THE JAMAR COMPANY	Yes	No	No	USD	09/24/2024	2,629.00
			104837	24853	Check	1	33710		THE MASTER TEACHER INC	Yes	No	No	USD	09/24/2024	87.95
			104792	24854	Check	1	10746		THE SMITH COMPANY	Yes	No	No	USD	09/24/2024	2,475.00
			104881	24855	Check	1	8698		TVERBERG, GARY	Yes	No	No	USD	09/24/2024	150.00
			104855	24856	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	09/24/2024	1,487.02
			104899	24857	Check	1	9791		TYSON FOODS INC	Yes	No	No	USD	09/24/2024	1,350.70
			104856	24858	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	09/24/2024	150.64
			104896	24859	Check	1	9674		URBAN INDUSTRIES	Yes	No	No	USD	09/24/2024	10,000.00
			104879	24860	Check	1	8382		WALPOLE, DAVID	Yes	No	No	USD	09/24/2024	90.00
			104889	24861	Check	1	9471		WALTERS, TGLER	Yes	No	No	USD	09/24/2024	210.00
			104859	24862	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	09/24/2024	147.40
			104862	24863	Check	1	7042		WATSON COMPANY	Yes	No	No	USD	09/24/2024	182.47
			104836	24864	Check	1	3210		WELSH, CYNTHIA	Yes	No	No	USD	09/24/2024	655.00

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	104860	24865	Check	1	58008		WEST MUSIC	Yes	No	No	USD	09/24/2024	330.88
			104781	24866	Check	1	10082		WICK ANNETTE	Yes	No	No	USD	09/24/2024	630.00
			104888	24867	Check	1	9440		WICK, MICHELLE	Yes	No	No	USD	09/24/2024	349.86
			104829	24868	Check	1	2731		YOUNG, HEATHER	Yes	No	No	USD	09/24/2024	69.75
Bank Total: 2														\$186,164.85	
Report Total:														\$186,164.85	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$65,900.39
04	Community Services	\$163.03
12	Activities	\$75.00
Report Total		\$66,138.42

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	104765	24731	Check	1	10664		BECKER HIGH SCHOOL ATTN: ACTIV	Yes	No	No	USD	09/12/2024	200.00
			104766	24732	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	09/12/2024	13,539.70
			104773	24733	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	09/12/2024	1,630.30
			104775	24734	Check	1	9829		ESKO HOOPS CLUB	Yes	No	No	USD	09/12/2024	75.00
			104770	24735	Check	1	25460		ISD #0099 ESKO PUBLIC SCHOOLS	Yes	No	No	USD	09/12/2024	150.00
			104768	24736	Check	1	11174		ISD 2909	Yes	No	No	USD	09/12/2024	100.00
			104767	24737	Check	1	11047		ISD 696 ELY MEMORIAL HIGH SCHO	Yes	No	No	USD	09/12/2024	145.00
			104772	24738	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	09/12/2024	49,543.42
			104771	24739	Check	1	2714		MSBA	Yes	No	No	USD	09/12/2024	300.00
			104774	24740	Check	1	9137		SUPERIOR HIGH SCHOOL	Yes	No	No	USD	09/12/2024	130.00
			104769	24741	Check	1	11314		WSCA	Yes	No	No	USD	09/12/2024	325.00
Bank Total: 2														\$66,138.42	
Report Total:														\$66,138.42	

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

✔ Transfer Submitted

Transfer Amount

[Print Confirmation](#)

\$1,200,000.00

Confirmation #

4027389

Transaction Type

Transfer Between Products

Transfer From

600041 - General Fund
MSDLAF+ MAX Class

Transfer To

MSDLAF+ Liquid Class

Date Scheduled

Sep 03, 2024

[Make Another Transaction](#)

[Done](#)

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

Transfer Submitted

Transfer Amount

 Print Confirmation

\$500,000.00

Confirmation #

4030506

Transaction Type

Transfer Between Products

Transfer From

600041 - General Fund
MSDLAF+ MAX Class

Transfer To

MSDLAF+ Liquid Class

Date Scheduled

Sep 06, 2024

[Make Another Transaction](#)

[Done](#)

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

Transfer Submitted

Transfer Amount

 [Print Confirmation](#)

\$50,000.00

Confirmation #

4030510

Transaction Type

Transfer Between Accounts

Transfer From

600041 - General Fund
MSDLAF+ Liquid Class

Transfer To

601960 - Flex Account
MSDLAF+ Liquid Class

Date Scheduled

Sep 06, 2024

[Make Another Transaction](#)

[Done](#)

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

Transfer Submitted

Transfer Amount

 Print Confirmation

\$1,200,000.00

Confirmation #

4036066

Transaction Type

Transfer Between Products

Transfer From

600041 - General Fund
MSDLAF+ MAX Class

Transfer To

MSDLAF+ Liquid Class

Date Scheduled

Sep 16, 2024

[Make Another Transaction](#)

[Done](#)

CLOQUET PUBLIC SCHOOLS



ISD 94 • Cloquet, MN 55720 • www.isd94.org

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: September 10, 2024

RE: **REQUEST For Ending Regular Employment**

We are requesting ending regular scheduled employment for Carla Goldschmidt, music consultant for the school readiness program Due to her resignation letter sent on September 6, 2024. We request she stay active in the system as an occasional special guest speaker and sub for the district.

We will not be seeking to replace this position at this time.



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
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Cloquet Middle School
2001 Washington Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: David Wangen, Churchill Elementary Principal
DATE: September 12, 2024
RE: Recommendation for Employment

I am recommending the employment of Diane Gustafson as a .50 FTE ECSE Teacher at Churchill Elementary School for the remainder of the 2024-2025 school year and following approval of her license.

RATE OF PAY: \$31,606.63 - MA Step 5
1.0 FTE for in-service days + 153 Student Days at 0.5 FTE

HOURS TO BE WORKED: 0.5 FTE (20 hrs approx./week)

START DATE: September 24, 2024

LENGTH OF CONTRACT: Remainder of 2024-2025 SY

POSTED: Posted, internally and externally

RATIONALE FOR HIRE: Support Early Childhood because of a resignation.

STAR CODE: 190500

(Employment is contingent upon Cloquet School Board approval.)

DW:mb



Independent School District No. 94
Cloquet, Minnesota 55720

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

17 September 2024

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director TA
RE: Recommendation of Hire 7.5hr/day CHS Academic Tutor

For your consideration and approval, I recommend Tracy Ganter to be hired for the 7.5hr/day Academic Tutor at Cloquet High School to fulfill the posting School Board approved August 26, 2024.

It was delightful to meet with Mrs. Ganter and hear about her passion for service, community, and education. The interview team sees Tracy not only filling the role of tutor at CHS but also as a contributing team member to the American Indian Education Program.

I can be available at the next board meeting to answer any questions you may have.

Name: Tracy Ganter
Position: 7.5hr/day Academic Tutor
Rate: Step 3 24/25 Tutor Rate
Funding Source: 100% State AIE funded
Budgeted Current Year: Yes
Starting date: September 24, 2024

(Employment is contingent upon Cloquet School Board approval)



Independent School District No. 94
Cloquet, Minnesota 55720

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Thomas Brenner, CMS Principal
DATE: September 18, 2024
RE: Recommendation for Employment

I am recommending the employment of Wendy Newcomb for the Long-Term Substitute for CMS nursing position. The position will start on September 30,2024, for approximately 12 weeks.

RATE OF PAY: \$22.87
HOURS TO BE WORKED: 6.75 hours/day (Monday – Friday) on student service days
START DATE: September 30,2024
LENGTH OF CONTRACT: Approximately 12 weeks, November 21,2024
BUDGETED CURRENT YEAR: yes
POSTED: Posted internally and externally
RATIONALE FOR HIRE: CMS would like to offer the open Long Term Sub position to Wendy Newcomb. Wendy is a retired school nurse from Viginia. We think that she will be a great fit for CMS nursing needs.
STAR CODE: 99936

(Employment is contingent upon Cloquet School Board approval.)

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



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: September 18, 2024
RE: Recommendation for Employment

I am recommending the employment of Rachel Kittel for the 6.5 hour/day consistent support paraprofessional position at Washington, to begin on September 24, 2024 due to an internal transfer.

RATE OF PAY:	Per contract
HOURS TO BE WORKED:	6.5 hours/day (Monday – Friday)
START DATE:	September 24, 2024
LENGTH OF CONTRACT:	ongoing
BUDGETED CURRENT YEAR:	yes
POSTED:	Posted internally and externally
RATIONALE FOR HIRE:	Ms. Kittel comes with paraprofessional experience at two previous educational centers and is highly recommended!
STAR CODE:	999802

(Employment is contingent upon Cloquet School Board approval.)

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: 09/03/2024
FROM: Erin Bates, Community Education Director
RE: Hire Tara Romsaas as Youth Volleyball Coach

I am recommending Tara be hired to work as a Youth Volleyball Coach.

RATE OF PAY: Percentage of Fees

HOURS TO BE WORKED: Up to 20 hours per week.

STARTING DATE: September 11, 2024

LENGTH OF CONTRACT: Ongoing – as needed seasonally.

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Volleyball Offering

QUALIFIES FOR BENEFITS: No

Employment is subject to Cloquet School Board Approval

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
DATE: September 13, 2024
FROM: Erin Bates, Community Education Director
RE: Hire Megan Gerlovich as youth volleyball coach

I am recommending that Megan Gerlovich be hired to work as a youth volleyball coach for 2024.

RATE OF PAY: Percentage of fees.
HOURS TO BE WORKED: Up to 20 hours per week
STARTING DATE: September 24, 2024
LENGTH OF CONTRACT: ongoing as needed seasonally
BUDGETED CURRENT YEAR: Yes
REASON FOR HIRE: Volleyball offering
QUALIFIES FOR BENEFITS: No

“Employment is subject to Cloquet School Board Approval”

CLOQUET PUBLIC SCHOOLS



ISD 94 • Cloquet, MN 55720 • www.isd94.org

Central Administration	302 14th St	218.879.6721
Cloquet Senior High School	1000 18th St	218.879.3393
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Cloquet Area Alternative Education	302 14th St	218.879.0115
Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Erin Bates, Community Education Director

DATE: September 20, 2024

RE: **REQUEST TO HIRE**

We are recommending that Yolanda Acosta-Trotterchaude be hired as a Wrap Around Care Assistant

Rate of Pay: \$16.17

Hours Worked: 20 hours per week

Start Date: September 25, 2024

Length of Contract: Ongoing

Reason for Hire: Large number of E5 and School Readiness students needing care after school, more staff is needed.

Qualifies for Benefits: No

*Employment is subject to background check and Cloquet School Board approval

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for school musical help

Please approve the updated list of individuals listed below for helping with the school musical. These amounts in addition to any taxes and benefits will be paid out of the school musical activity account. There is no cost to the school district.

Trent Schake- \$500

Please also approve the following individuals to work as volunteers

Jessica Lavan
Craig Latour
Dave Drumsta

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

PR

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for middle school volleyball help

Please approve the individual listed below for helping with the middle school volleyball program. Due to a large number of kids in 7th and 8th grade volleyball, Nicole has been a big help. This amount in addition to any taxes and benefits will be paid out of the activity account. There is no cost to the school district.

Nicole Vegar- \$500

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

PR



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17 September 2024

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director/A&I Coordinator *TA*
RE: Permission to post for 1.0FTE Restorative Practices Coordinator

For your consideration and approval, I am requesting permission to post for a 1.0FTE Restorative Practices Coordinator at CHS and CMS due to staff resignation effective 9.15.2024.

I can be available at the next board meeting to address any questions you may have.

Cc: Steve Battaglia

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Beth Dohnansky, Food Service Director

DATE: September 16, 2024

RE: Permission to Post for Food Service Staff

I am requesting permission to post for the following position for Cloquet Public Schools due to staff resignation.

- **3.0 hours / Day Food Service Staff, Washington Elementary**
- BD:bjm



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17 September 2024

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director TA
RE: Permission to post for AIE Afterschool Program Positions

For your consideration and approval, I am requesting permission to post several internal positions to assist and carryout Makoons Club afterschool programing.

Makoons Club is an after-school program utilizing Native authored and illustrated text to deliver multi-cultural literature to students grades 1-4 at both elementary sites. Correlating activities and Ojibwe language will be included.

I can be available at the next board meeting to answer any questions you may have.

Position: Instructor/Teacher(4 positions)
Payroll Information: \$28.00hr/5 hours a week
Budgeted Current Year: Yes-State Aid 320 & A&I 313
Reason for Hire: Makoons Club

Position: Program Assistant (4 positions)
Payroll Information: \$24.00hr/5 hours a week
Budgeted Current Year: Yes-State Aid 320 & A&I 313
Reason for Hire: Makoons Club

Position: Site Coordinator (2 positions)
Payroll Information: \$24.00hr/5 hours a week
Budgeted Current Year: Yes-State Aid 320 & A&I 313
Reason for Hire: Makoons Club

Position: Coordinator/Developer
Payroll Information: \$28.00hr/4 hours a week
Budgeted Current Year: Yes-State Aid 320 & A&I 313
Reason for Hire: Makoons Club

**Cloquet Educational Foundation Grant Requests
October 1, 2024**

Letter	Description	Submitter	Previously Funded	Amount Requested	Suggested Amount Granted
A.	Family Fun Night	Shannon Krikava	\$550	\$550	
B.	All-Night Grad Party 2025	Lindsay Smith	\$4,000	\$5,000	
C.	BRIDGE Pre K Book Project	Calli Kermend/Lisa Berube	NEW	\$600	
D.	Art Curriculum/PD Platform for Elementary	Amanda Dahl Sales	NEW	\$684	
E.	Reading Intervention Leveled Library Materials	Jen Kolodge/Mike Mattson	\$1,50	\$1,000	
F.	CMS - E-Sports Team	Mike Bushey/Tom Lenarz	\$1,000	\$3,700	
G.	Book Vending Machine	Ashlee Lennartson/Lisa Berube	\$2,500	\$1,500	
H.	School Patrols Brights/Benefits	Jennifer Gagner	\$1,350	\$800	
I.	Student Council	Jamie Jazdzewski/Vicky Green	\$3,223	\$3,150	
J.	Clay Program	Rachel Holte-Christenson	NEW	\$3,000	
K.	Washington Unified Program	Jenna Lundquist	NEW	\$1,500	
L.	Sensory Update/Mural Club	Jenna Lundquist	NEW	\$500	
M.	Battle of the Books	Jessica Gagne	\$1,875	\$2,000	
N.	CMS Research/Monarch/Insect Re	Cynthia Welsch/Farah Grimm	\$3,500	\$1,936	
O.	Cabinet Tooling	Dusty Rhoades/Michelle Wick	NEW	\$1,201	
P.	Student Council - Senior High	Nicole Sandman	NEW	\$3,150	
Q.	Frisbee Golf Course	CMS Phy Ed Staff	NEW	\$1,500	
R.	CAAEP Robotics	Kevin Taralseth	NEW	\$4,000	
S.	CHS Phenology Calendar/Fridays	Amy Hexum/Matt Winbibgler	NEW	\$500	
T.	Winter Symposium 2024 CAAEP	Gregg Dold		\$1,500	
			TOTAL	\$37,771	

Amount Available for grants, October 1, 2024 = \$50,392

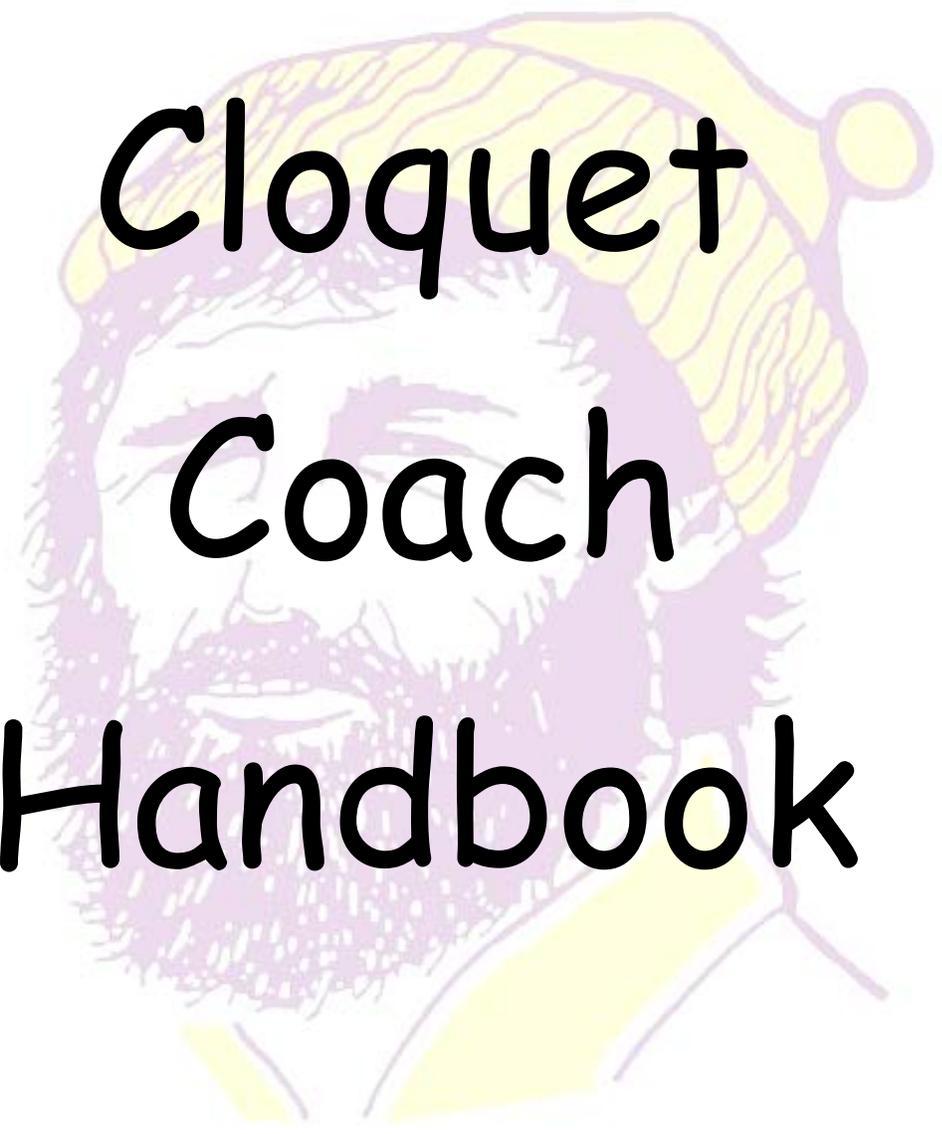
This amount was for CHS & CMS

2024-2025 Student Enrollment Report

5/31/2024	Dates	9/6	9/18																
CHURCHILL																			
10	Early Five/Dev Kindergarten	18	19																
75	Kindergarten - All Day	60	61																
69	First Grade	69	68																
73	Second Grade	69	68																
46	Third Grade	80	81																
81	Fourth Grade	56	56																
354	TOTAL CHURCHILL	352	353	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WASHINGTON																			
93	Kindergarten - All Day	98	96																
112	First Grade	102	100																
110	Second Grade	109	108																
88	Third Grade	107	106																
105	Fourth Grade	85	84																
508	TOTAL WASHINGTON	501	494	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
862	TOTAL ELEMENTARY	853	847	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-Elementary																			
MIDDLE SCHOOL																			
183	Fifth Grade	190	190																
183	Sixth Grade	185	185																
199	Seventh Grade	185	185																
194	Eighth Grade	198	196																
759	TOTAL MIDDLE SCHOOL	758	756	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-CMS																			
HIGH SCHOOL																			
213	Ninth Grade	195	197																
184	Tenth Grade	212	209																
183	Eleventh Grade	181	181																
178	Twelfth Grade	184	185																
758	TOTAL HIGH SCHOOL	772	772	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-CHS																			
2379	TOTAL HK-12	2383	2375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL OPEN ENROLLMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CAAEP- FULL-TIME																			
82	High School (grades 9-12)	80	82																
8	Junior High (grades 6-8)	4	4																
90	TOTAL CAAEP-Full-Time	84	86	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
** CAAEP - PART-TIME																			
EDHS																			
Extended Programming																			
Targeted Services																			
2469	GRAND TOTAL	2467	2461	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

*12th grade reflects their last day of school

** NOT included in totals.



Cloquet Coach Handbook

COACHES' CODE OF ETHICS

The function of a coach is to educate student-athletes through participation in interscholastic competition. The student-athletes' welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation of High School Coaches and modified for the Cloquet School District (ISD94). Our district is a proud member of the Minnesota State High School League www.mshsl.org.

1. The coach shall be aware that he/she has a tremendous influence on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the position. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school league, the media, and the public, the coach shall strive to set an example of the highest ethical conduct.
3. The coach should actively discourage the use of drugs, alcohol and tobacco.
4. The coach shall not use alcohol or tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
6. The coach knows the contest rules and teaches them to his or her team members. The coach shall not seek an advantage by circumvention of the rules.
7. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical and will not be tolerated.
8. The coach shall not exert pressure on teachers and/or other school staff members to give student-athletes special consideration.
9. The coach shall uphold the expectations, and responsibilities included in, but not limited by, this handbook

Introduction

This handbook has been developed to assist the coaching staff of the Cloquet School district in serving the students that elect to take part in the interscholastic athletic program. The handbook contains activities department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and supervising their athletic program. In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sports they coach, as well as

the rules and regulations found in the constitution and by-laws of the Minnesota State High School League (MSHSL). <https://www.mshsl.org>

PHILOSOPHY --- "Student First, Athlete Second"

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education and talent. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. Athletics provide for potential educative opportunities to bring about positive attitudes, habits, and skills, not only of those participating, but also of the entire student body and community. It is the aim of an athletic program to develop healthy bodies, enhance physical skills, and teach the values of teamwork while demonstrating character during competition. Throughout the Cloquet High School programs, levels of play exist to give student-athletes the opportunity to learn and grow. At the high school level of interscholastic competition, lower-level teams exist to provide those athletes unable to participate on the varsity level an opportunity to develop skills and gain experience. Middle school students are eligible to play on the high school JV and Varsity teams at the coach's discretion based on ability/performance. While the athlete's age, size, or skill level may be a limiting factor in not making the Varsity team, participation on a lower-level team may enhance the athlete's potential to make the Varsity team in the future. It should be noted that being a member of a lower-level team does not guarantee that an athlete will automatically make a team or move up the following year to the next team level.

Striving to win is important in athletics; however, the development of student-athletes is paramount to winning on the lower-level teams. Lower-level programs should acknowledge the value of winning, the importance of learning, and the enjoyment in being a member of a team. While high school Varsity teams will uphold the value of our student-athletes' learning and growing in their sport, the teams will be selected and coached with a focus on winning, but shall not place the value of winning above the value of instilling the highest ideals of character.

Winning games, going to state tournaments, getting athletes looked at by colleges are great and exciting opportunities, but creating a positive experience for athletes outside of home and school is a key component of athletics. Coaches need to make it enjoyable and make sure the athletes have positive memories that they will remember for the rest of their lives. There will be frustrations- athletes will not work as hard as we want, athletes will miss practice, and athletes will do or say inappropriate things. There will be consequences for all of that, but when athletes go home, they need to know the coaches care about them. Remembering that we do not know every athlete's situation outside of school is important. Some of these athletes need our activities more than we know. Kids need adults to be positive role models for them outside of home.

Coaching has changed over the years. Building positive relationships is now an essential part of the job. Athletes are motivated when they are having a positive experience, and they know the coach cares about them as a person. Athletes will be coached, but the "break them down or coach them hard" philosophy is outdated and is not an effective way to motivate athletes. In fact, it probably does more harm than good to the athlete's mentality and to the team. Again, athletes will be coached, critiqued, and sometimes they may get yelled at; however, if the athlete knows that the coach cares about them, respects them, and will look out for them, then they will be motivated. All coaches, both head and assistants, need to have these positive relationships because that motivates athletes and makes them excited to show up each day.

MINNESOTA STATE HIGH SCHOOL LEAGUE

- All secondary school (grades 9-12) interscholastic sports programs in Minnesota are governed by the Minnesota State High School League (MSHSL). As a member district, Cloquet High School will follow the MSHSL rules and regulations.
- <https://www.mshsl.org>

Certification

- All head coaches in Cloquet must meet the head coach requirements set forth by the MSHSL. Assistant coaches, including volunteer coaches, must be a district employee or have a background check completed by the Cloquet School District. The head coach must supervise all assistants, and middle school coaches. All coaches are expected to meet the yearly MSHSL requirements in a timely manner. Information is located on the MSHSL website. This includes but is not limited to: the continuing education requirements, concussion management and remaining current in their eligibility to coach.
- <https://www.mshsl.org>

ROLES OF A COACH

- It is important that all coaches, including assistants and volunteers, know and understand coaching responsibilities. This summary is not all-inclusive and has been modified for the Cloquet School District.

COACH AS LEADER

- The head coach will accept the role of program leader. The coach is accountable for the culture of the program and conduct of any of the assistant coaches, players, team officials, and team-affiliated spectators. The head coach will help lead the entire program and not just coach the varsity team.

COACH AS ROLE MODEL

A coach will consistently display a high personal standard and project a favorable image of the district, sport, and of coaching by adhering to the following:

- Tobacco, Drugs, Alcohol & Performance Enhancing Supplements: Coaches are not to use tobacco products or to consume alcohol while supervising students. Coaches will discourage the use of the above products by student athletes.
- Language: Coaches will refrain from using profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.

- **Respect:** Coaches will model respect and fairness toward his/her student-athletes, coaches, opposing coaches and student-athletes, officials, parents/guardians, and spectators at all times. A coach will expect the same respect and fairness from his/her student-athletes and parents. Games/matches/athletic contests should be competitive, fair and respect the dignity of the opposing players, coach, and school. Coaches should model respectful, competitive play.
- **Scholastics:** Coaches will be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to encourage academic success.

COACH AS COMMUNICATOR

- **Public Relations:** Coaches will refrain from public criticism of fellow coaches, game officials, or other student-athletes, especially when speaking to the media. All public comments should be positive and constructive. Coaches will not disclose personal, medical, or academic details.
- **Parent/Guardian Communications:** An effective relationship among the "athletic triangle" of coach, student athlete and parent/guardian benefits the quality of each experience with the athletic endeavor and contributes significantly to the success of the entire team.
- Two-way or three-way communication between any of the parties can easily and respectfully be conducted throughout the season about a variety of topics. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or a previous understanding. Coaches are expected to respond to parent/guardian contacts/concerns, but not during or immediately following an athletic contest or practice. Topics accepted as appropriate for discussion are the following:
 - The student-athlete's academic performance.
 - The student-athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation.
 - The student-athlete's role on the team.

- The application of MSHSL, district, department and team philosophies, procedures, rules and expectations to a student-athlete.
- Suggestions to improve a student-athlete's acquiring of skills, knowledge and attitudes relevant to the sport.
- Information about recruiting and recommendations about a student-athlete's suitability for play at different collegiate levels.
- Status of injuries incurred by the student-athlete. At the high school level, the athletic trainer is the primary communicator to parents/athlete on the status of injury incurred by the athlete.

There are also topics which are NOT appropriate for discussion. These include certain prerogatives for which the coach alone has jurisdiction within the bounds of school district philosophies, regulations and policies:

- Other players' roles on the team
- Selection, placement, and determination of playing time for other players.
- Appointment of practice times, dates and procedures.
- Preparation and execution of all travel arrangements for the team.
- Creation and enactment of competition strategies.
- Management of all awards.

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in attempting to reach a resolution to the problem:

The first level of contact should always be between the student-athlete and coach at a time other than during an actual practice or competition. Coaches are asked to speak privately with players, away from other team members, but always in the presence or proximity of another coach or AD/Administrator.

- If the problem is not resolved at this primary level meeting, a conference among the coach, student athlete and parent/guardian is in order. However, never attempt to confront a person immediately before or after a practice or contest to discuss the matter; always call or e-mail to set up an appointment. If a resolution still is not gained after this conference, contact the AD for his/her input as to how to proceed.

COACH AS A COMMUNICATOR REGARDING INJURY

- A coach will direct students and their parents/guardians to seek proper medical attention for injuries and will uphold instructions received from healthcare professionals regarding treatment and rehabilitation.
1. Coaches will cooperate with registered medical practitioners/athletics trainers in the diagnoses, treatment, and management of student-athletes' medical and physical challenges.
 2. Coaches will listen to and follow the orders/direction of medical practitioners/trainers regarding an injured athlete's ability to continue playing or training. Injured student-athletes who require the services of a physician may not return to practice or competition without written permission of the physician.
 3. Coaches will not release academic, medical, or personal information to the public.
 4. Coaches will always report as soon as possible any head injuries to a medical practitioner/athletic trainer

TEAM SELECTIONS AND COMMUNICATIONS

- Some sports teams have no squad limits; therefore, all students who try-out become part of the team. Other sports do have tryouts and "cuts." Coaches should:
 1. Make student-athletes aware of the criteria for selection on the team.
 2. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly evaluate candidates.
 3. Provide a final team roster to the Activities Director Assistant. The roster is to include information important to the identification of each student-athlete, such as uniform number, position/event, class in school, height, weight, and other information particular to your sport. The roster is to include team captains, if assigned, managers and assistant coaches. At the high school, these rosters will be distributed to the media and opponent schools to assist them in the coverage and reporting of our athletic teams.
 4. It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for the team. Underclassman students not selected for the team should be encouraged to try out for the team the next season. Students not selected for a squad may be permitted to try-out for another sport during that season, provided the

selection process for that team has not been completed and the head coach is agreeable to the tryout.

Sections and State Tournament Rosters:

- When traveling to sectional and state tournaments, MSHSL regulations regarding the maximum number of squad members to be admitted to a tournament site must be followed.

Recruiting:

- A coach will not recruit athletes from other schools and/or districts.

COACH AS LEARNER

In order to teach student-athletes the skills and rules of the sport, a coach will regularly seek ways of increasing professional development and self-awareness. This includes participation/certification in coaching clinics offered by various coaching organizations.

COACH AS TEACHER

- Practice Sessions: Practice sessions must be conducted much the same as teaching a class—the athletic venue is the coaches' classroom. Coaches are expected to have a 'thought-out' plan for instruction in the skills of the sport. Instruction in the sport should move from simple to complex and unknown to known. Coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Consideration must be given to weather, maturation, and readiness factors. A practice plan may have warm-up activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. In addition, the term "punishment" should never be used to reflect a consequence toward a student-athlete or as motivation. Student-athletes should never practice alone. A coaching staff member must be the first to arrive and the last to leave.

- Schedules: Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the student-athletes at the pre-season meeting or the first practice session. Coaches must make the student-athletes aware that the schedule is subject to change due to unforeseen circumstances.
- Coaches will work to provide advance notice to athletes and parents/guardians regarding schedule changes

COACH AS MANAGER

- Equipment & Supplies: All equipment and supplies purchased by the ISD94 is the property of the district and coaches are accountable for the equipment used in their sport. Coaches must ensure student-athletes are properly equipped with clean, durable, and safe equipment. Student-athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the student-athletes. Players are to be instructed in the proper care and maintenance of their equipment at the time of issue. Equipment identified as unsafe or defective should be deactivated immediately and reported to the AD. Accurate inventories must be maintained as well as records indicating to whom the equipment has been issued. Student-athletes are to be held accountable for the equipment issued to them. For liability reasons, athletic department equipment will not be loaned to outside groups or organizations.
- Budgets/Inventories - The head coach is responsible to inventory the equipment each season. Purchasing requests will be discussed with the Activities Director.

COACH AS SUPERVISOR

- Coaches must know where their student-athletes are and what they are always doing while under their supervision. Rules of behavior are to be developed and presented to the student-athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to, pre- and post-practice activities, locker room and showers behavior, proper etiquette while traveling to and from activities, off

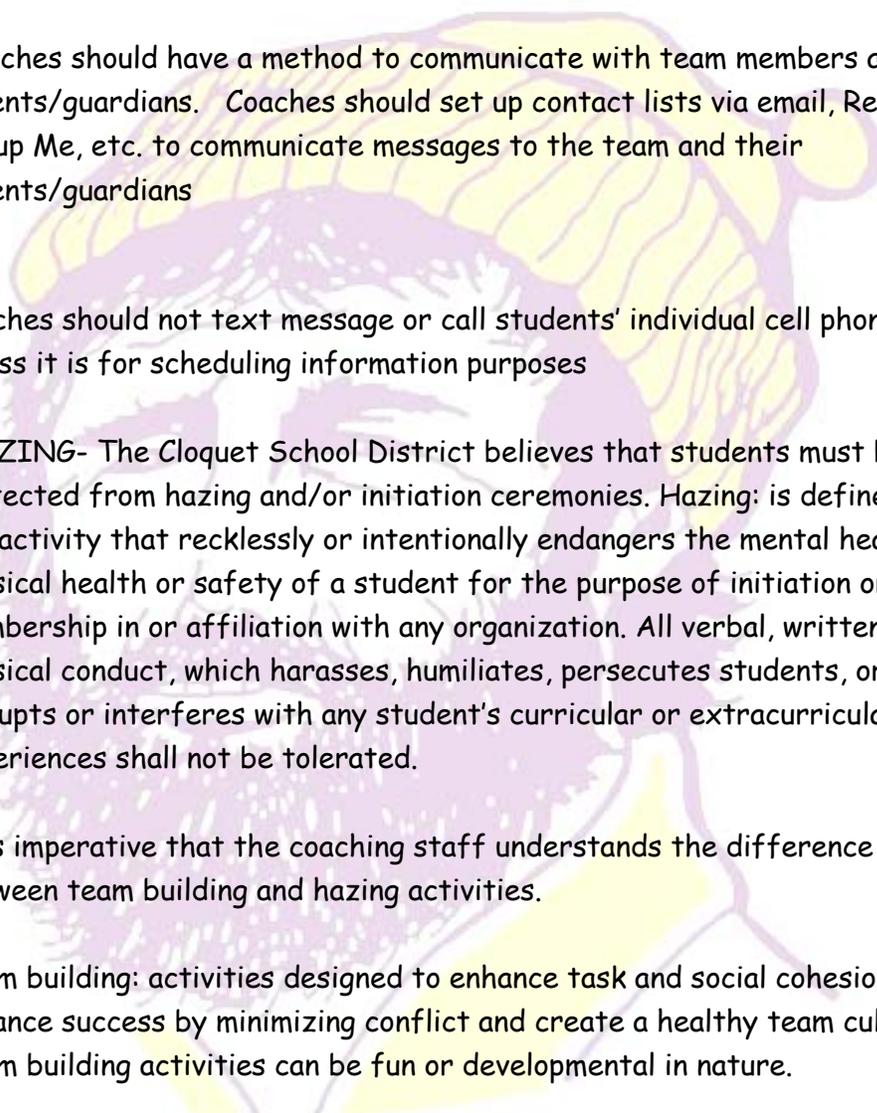
campus training routines and appropriate behavior during competition. Coach as a supervisor makes sure facilities being used by the team are locked and that students are denied access when a competent staff member cannot be physically present to supervise. At times supervision may not be direct, but rather the coach is in close proximity. Bathroom breaks are expected exceptions. Coaches must not isolate themselves from their teams prior to or following practice and game situations until student-athletes in the building or at the pickup/drop-off point have left the premises.

Locker Room Supervision:

- Student-athletes **MUST** be supervised at all times. Supervision includes proximity to locker room facilities and lobby areas where student-athletes wait for rides as well as practice and competition areas. All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be the last to leave the facility after a practice or competition. Coaches are not to give their school and/or athletic keys or access fobs to student-athletes at any time. Lost keys or fobs must be reported to the activities office immediately.

COACHES' RESPONSIBILITIES FOR STUDENT SAFETY

- Coaches will always strive for student-athlete safety. It is imperative that a coach informs the AD/Administration immediately when a student safety incident occurs on or off site. The following are a few specific areas of student safety that require coaches' attention. It is not, however, an 'all inclusive' list.
- **SPORTS PHYSICALS-** Coaches will make sure no athlete practices without a sports physical on file with the school district
- **ALL FORMS OF HARASSMENT** - Cloquet School District strives to provide a safe, positive learning climate for students and employees. Therefore, harassment in any form is not tolerated

- 
- **ELECTRONIC COMMUNICATION & SOCIAL MEDIA** Staff members are expected to maintain a high degree of professionalism in all communications. Given the potentially broad reach of electronic communications and the propensity for reaching unintended recipients, staff members must be particularly cognizant of the need for professionalism regarding their electronic communications.
 - Coaches should have a method to communicate with team members and their parents/guardians. Coaches should set up contact lists via email, Remind, Group Me, etc. to communicate messages to the team and their parents/guardians
 - Coaches should not text message or call students' individual cell phones unless it is for scheduling information purposes
 - **HAZING-** The Cloquet School District believes that students must be protected from hazing and/or initiation ceremonies. Hazing: is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization. All verbal, written, or physical conduct, which harasses, humiliates, persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences shall not be tolerated.
 - It is imperative that the coaching staff understands the difference between team building and hazing activities.
 - **Team building:** activities designed to enhance task and social cohesion, enhance success by minimizing conflict and create a healthy team culture. Team building activities can be fun or developmental in nature.
 - **Examples of Positive Team Building Activities:** team dinners, movie nights, ropes courses, camping trips, karaoke, team challenges, problem solving activities, etc.
 - **TRANSPORTATION-** The expectation in the Cloquet School District is that student-athletes use the provided mode of transportation to and from competitions. Students are encouraged to complete the Transportation

Waiver if they need to get transportation from a parent/guardian or their designee over the age of 21

- WEATHER- Weather conditions must be considered when practicing and competing. The district monitors dangerous weather conditions and responds. When the district closes schools due to inclement weather, no practices may occur.
- EMERGENCIES- At ISD94, the head coach will design site-specific emergency action plans for managing uninjured team members while emergency care is being administered to an injured student-athlete. Coaches will utilize these plans during emergencies. Coaches are encouraged to use professional judgment and call 911 as needed. Note: Coaches who do not have their own access to a cell phone should notify the Athletic Director (AD) so other arrangements can be made to communicate emergency situations. Report any incident to the AD/Administration

OTHER PROCEDURES AND RESPONSIBILITIES

ACADEMIC & CURRICULUM REQUIREMENTS FOR ELIGIBLE STUDENT-ATHLETES

- As a member district, we must follow the policies and regulations of both the Cloquet School District and the Minnesota State High School League (MSHSL). Coaches will uphold the actions of the AD/Administrator regarding athletic eligibility. Eligible student-athletes must pursue a curriculum defined and approved by the Administration as being full-time. Students must pass all their classes. If a student fails a class, they are ineligible for the first 2 events the following semester.

HOLIDAY AND SUNDAY PRACTICES

- Practices on Sundays are NOT permitted! Coaches should use good judgement when scheduling practices on holidays.

LETTER AWARDS

- To earn letters, a student-athlete must complete the season, including post-season play-offs, unless injury prevents participation. All athletes must participate in the required contests. The coach will determine the necessary criteria for earning a varsity letter. Additional requirements may include punctual attendance of practice and games, participation in a percentage of varsity contests, observation of training rules, good sportsmanship, conforming to eligibility requirements, and maintaining care of issued equipment. A coach will maintain accurate records of the above criteria during the season to support decisions regarding letter awards at the conclusion of the season.

MEDIA RESPONSIBILITIES

- It is the responsibility of the coach or designee to ensure all scores are reported to the various media sources following the activity. When communicating with the media it is the coaches' responsibility to refrain from public criticism of fellow coaches, game officials, or other athletes. All public comments should be positive and constructive. Report any conflicts with the media to the athletic office.

MULTIPLE SPORT PARTICIPATION vs. SPORT SPECIALIZATION

- The Cloquet School District is committed to the development of well-rounded individuals both mentally and physically. Students are encouraged to participate on as many different sports teams as they can during their careers. Sport specialization (playing only one sport) is NOT a supported philosophy by the athletic administration or the school district. No coach should ever try to influence a student-athlete to participate in only one sport by expecting athletes to attend off-season training.

OVERNIGHT TRIPS

- Coaches must always be accessible to the student-athletes and provide appropriate supervision. Information, including the address and phone contact, must be shared with parents/guardians prior to the start of the trip.

TRANSPORTATION

- The head coach will complete and turn into the Activities Director Assistant all transportation requests including mode of transportation requested for travel and time you intend to leave. This needs to be done for each date a team in the program needs transportation.

PROCEDURES FOR EXCUSAL FROM CLASS AND SCHOOL

- Dismissal times for athletic events are established to keep student-athletes in class as long as possible yet allow for safe travel to and adequate time for preparation at the event site. The standard dismissal time is 15 minutes before bus departure or 30 minutes before bus departure if it is leaving from an offsite location. Students should contact teachers in advance of their absences to obtain assignments for the class periods they will be missing.

COACHING VACANCIES

- When a head coach elects to resign his/her position, a written statement to that effect must be presented to the Activities Director. When the head coach recommends a change in the coaching staff, the reason for that change must be presented to the Activities Director. The head coach and activities director will meet with that member of the coaching staff to communicate the reasoning. If there are any openings on the coaching staff, it is the head coach's responsibility to fill this position and notify the name to the activities director, so it is presented for school board approval.

UNIFORM SCHEDULE

- Some activities will be on a uniform rotation and will purchase uniforms during those years when it is their turn in the rotation. In sports where athletes keep the uniform, the athletes will purchase these uniforms themselves. Coaches can discuss any further uniform needs with the Activities Director.

GAME SCHEDULES

- Scheduling Games, tournaments, and scrimmages are to be scheduled by or through the Activities Director. Priority in scheduling will be given to conference affiliation, section opponents, distance, etc. Coaches may suggest and are encouraged to give input on schedules and competitions.

FOREIGN EXCHANGE & TRANSFER STUDENTS

- Coaches must report to the AD any foreign exchange or students recently transferred into the school before tryouts.

HIGH SCHOOL ORGANIZATIONAL MEETING

- Each head coach should conduct a pre-season "interest" organizational meeting with student-athletes and/or parents/guardians. The meeting is to serve as a time to inform student-athletes of the school district athletic philosophy, activities department procedures and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents/guardians once the season has begun to discuss with them the same items covered with the students.

OFF-SEASON RESPONSIBILITIES EQUIPMENT CARE AND INVENTORY

- Equipment purchased with school district funds is the property of the school district and coaches are expected to assume responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. Student-athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for

returning it in good condition. Every effort must be made to have all equipment returned at the end of the season. Coaches are to notify the student athlete and then the parent/guardian that equipment is still outstanding.

CAMPS/CLINICS

- Cloquet coaches are not expected to run fundraising camps and clinics. However, they may do so if they choose.

COLLEGE RECRUITING

- High school coaches will give support to athletes who are interested in playing intercollegiate sports.

MSHSL SEASON AND OUT-OF-SEASON RULES AND REGULATIONS -

- Coaches are expected to follow all MSHSL rules regarding contact with athletes

SECURITY OF PERSONAL PROPERTY

- While the school district is not responsible for students' loss of personal property, the best defense against theft is educating student-athletes about the possibility and offering suggestions for properly securing their personal possessions. 1. Encourage student-athletes not to carry large sums of money or wear expensive jewelry to practice or contests. 2. Provide a secure place for valuables to be held until the practice or event is over. 3. Athletes should lock all items in a locker when leaving personal items in the locker or team rooms.

STORAGE/EQUIPMENT AREAS

- Equipment is expected to be stored in a secure equipment area. All coaches must ensure that equipment areas are secured before leaving the facility after each day of use. Area keys may be obtained through the AD/Building Administrator. No keys may be reproduced. Keys must be returned to the AD/Building Administrator when a coach is no longer coaching in the district.

HIGH SCHOOL HEAD COACH EVALUATION

- After the season, head coaches are expected to have a meeting with the AD/Administrator to discuss the season. During that meeting, coaches will get feedback from the following: Coach Evaluation by High School Athletes and Parents. After a season is over, the AD will send the survey link to parents/guardians and athletes. This survey is not meant to be critical of coaches or to determine the employment of any coach; rather the purpose is to make coaches aware of behaviors their team finds helpful and those which may hinder the success of the team. The reason for obtaining feedback is so coaches can be more effective at their jobs. As individuals teaching young people how to be successful, coaches should recognize that the desire to improve is a key aspect of success. Note: The identities of the student-athletes and/or parents/guardians will remain anonymous to the coach/assistant coach(es).

STUDENT MANAGERS

- The selection and oversight of a student manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible and dependable. Care should be taken when selecting student managers so that they understand their role. Be sure to select only students who understand their role and responsibility on the team. Once the selection has been made, the names of the student managers are to be included as part of the team roster. Typical managerial duties include keeping score, collecting balls, distributing water, logging stats, organizing equipment, etc. Note: Student managers are in no way to participate in practice, scrimmage or game activities in any manner, which would usually describe the role of a "player."

VOLUNTEER COACHES

- Volunteers must be approved by the school board and have a background check on file. Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought-out process. Care must be given to selecting a person or persons who are personable, knowledgeable, interested in the welfare of the student-athletes and the team and willing to operate under the strict

guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility for all decisions rests with the head coach.

BACKGROUND CHECKS

- Every coach both paid and volunteer must have a background check on file with the district

STATE TOURNAMENT PARTICIPATION

- Cloquet Schools will provide meals, transportation, and lodging for any team or individual that will be competing in the State Tournament. The Activities Director and/or coach will determine departure time for any state or section meet/tournament/game. The determined time will allow athletes to be present at banquets, if applicable, or at the event at a reasonable time to adequately prepare for the activity.

BANQUETS

- It is expected that all head coaches will attend the end of the year letterwinner's banquet in May. It is up to each coach to determine if their activity will have an end of season banquet

I. COMPUTATION OF 2024 PAYABLE 2025 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP			N/A			
GEN-RMV OTHER-EXEMP	1,832,675.96	9,223.01	N/A			1,841,898.97
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	818,755.43	543,169.30-	17,793.79-			257,792.34
TOTAL GENERAL	2,651,431.39	533,946.29-	17,793.79-			2,099,691.31
COM SERV-EXEMP	250,819.72	24,079.46-	1,238.47			227,978.73
DEBT-VOTER-NONEXEMP	4,012,581.65	162,967.59-	14,866.29			3,864,480.35
DEBT-OTHER-NONEXEMP	1,019,834.29	49,742.65-				970,091.64
TOTAL DEBT SERV	5,032,415.94	212,710.24-	14,866.29			4,834,571.99
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	515,255.00	23,937.29-	1,689.03			493,006.74
TOTAL OPEB/PENSION	515,255.00	23,937.29-	1,689.03			493,006.74
TOTAL	8,449,922.05	794,673.28-				7,655,248.77

II. COMPARISON OF 2023 PAYABLE 2024 LEVY LIMITATION WITH 2024 PAYABLE 2025 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2023 PAY 2024 LIMITATION	2024 PAY 2025 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,602,062.37	2,099,691.31	502,371.06-	19.31-
COMMUNITY SERVICE	255,253.85	227,978.73	27,275.12-	10.69-
GENERAL DEBT SERVICE	4,460,799.82	4,834,571.99	373,772.17	8.38
OPEB DEBT SERVICE	452,839.06	493,006.74	40,167.68	8.87
TOTAL	7,770,955.10	7,655,248.77	115,706.33-	1.49-

III. COMPARISON OF 2023 PAYABLE 2024 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2024 PAYABLE 2025 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2023 PAY 2024 CERTIFIED LEVY + ADJUSTMENTS	2024 PAY 2025 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,602,062.36			
COMMUNITY SERVICE	255,253.85			
GENERAL DEBT SERVICE	4,460,799.82			
OPEB DEBT SERVICE	452,839.06			
TOTAL AFTER ADJUSTMENTS	7,770,955.09			



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
2001 Washington Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent and Cloquet School Board

FROM: Candace Nelis, Business Manager

DATE: September 18, 2024

RE: Recommendation for Weekly Bill Paying

After having CESO in our office to look at processes and procedures, I am requesting that the board move to processing bills once per week rather than 2 times per month. This was a recommendation from CESO based on other districts in the state of Minnesota. We have seen over the years that processing utilities and other bills 2 times per month can run into some issues with timing and really becomes a timing issue in July and December with only having one board meeting. I am asking that the board move to processing once a week to help with meeting those timelines with our vendors. The board will continue getting reports of what is paid at each board meeting. The only change in this process will be that the checks will be released for payment before the board approves.



April 1st, 2024

Rachel Hill
rhill@isd94.org
302 14th Street
Cloquet, MN 55720

Dear Rachel Hill:

The Minneapolis Foundation is pleased to approve **Rachel Hill** of **Cloquet Public Schools** for a one-time grant for **\$2,000 to improve the narrative about Native peoples, their history and culture, and tribal governments in Minnesota K-12 schools**. This grant is awarded from the Understand Native MN Fund of the Minneapolis Foundation funded by Shakopee Mdewakanton Sioux Community.

Terms of grant:

- Grant period – April 1st, 2024 – December 31st, 2024.
- Payment – \$2,000
- Final report due January 31, 2025
- The grantee and organization agree to return any unexpended or uncommitted funds that remain at the end of the grant period.

If you agree to the terms under which we offer this grant, please sign and return this letter to the Grants Administration department (e: grantagreement@mplsfoundation.org or through [Adobe Sign](#)). If there are any reasons you are unable to complete the terms of the grant, please contact Josh Johnson at jjohnson2@mplsfoundation.org.

Thank you for your work to benefit community.

Sincerely,

Jo-Anne Stately
Senior Vice President of Impact

Rachel Hill
Rachel Hill (Apr 15, 2024 09:11 CDT)

Library Media Specialist 4/15/2024

Signature of Grantee

Title

Date

Steve Battaglia
Steve Battaglia (Apr 16, 2024 12:58 CDT)

Principal

Apr 16, 2024

Signature of Administrator

Title

Date

Cc: Steve Battaglia
Principal
sbattaglia@isd94.org

Grant Agreement Letter from the Minneapolis Foundation - 553318

Final Audit Report

2024-04-16

Created:	2024-04-09
By:	Grants Admin (grantsadministration@mplsfoundation.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfaxwPEmvvn_nujk5MbF4edQd8ZwOQzkB

"Grant Agreement Letter from the Minneapolis Foundation - 553318" History

 Document created by Grants Admin (grantsadministration@mplsfoundation.org)

2024-04-09 - 10:10:47 PM GMT- IP address: 4.1.13.254

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2024-04-09 - 10:11:12 PM GMT

 Email viewed by rhill@isd94.org

2024-04-15 - 2:09:40 PM GMT- IP address: 104.47.58.126

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2024-04-15 - 2:10:58 PM GMT- IP address: 209.23.128.236

 Document e-signed by Rachel Hill (rhill@isd94.org)

Signature Date: 2024-04-15 - 2:11:00 PM GMT - Time Source: server- IP address: 209.23.128.236

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2024-04-15 - 2:11:01 PM GMT

 Email viewed by sbattaglia@isd94.org

2024-04-15 - 2:11:02 PM GMT- IP address: 34.136.150.44

 Email viewed by sbattaglia@isd94.org

2024-04-16 - 5:54:31 PM GMT- IP address: 209.23.128.236

 Signer sbattaglia@isd94.org entered name at signing as Steve Battaglia

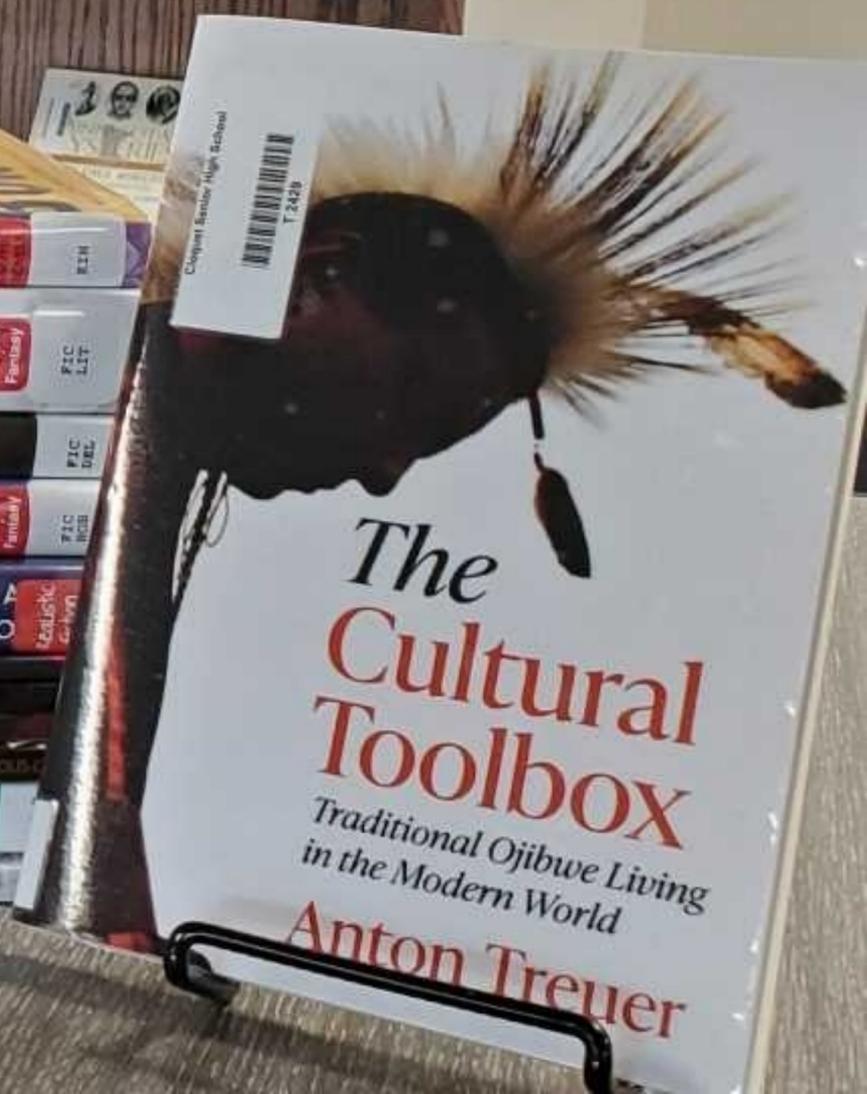
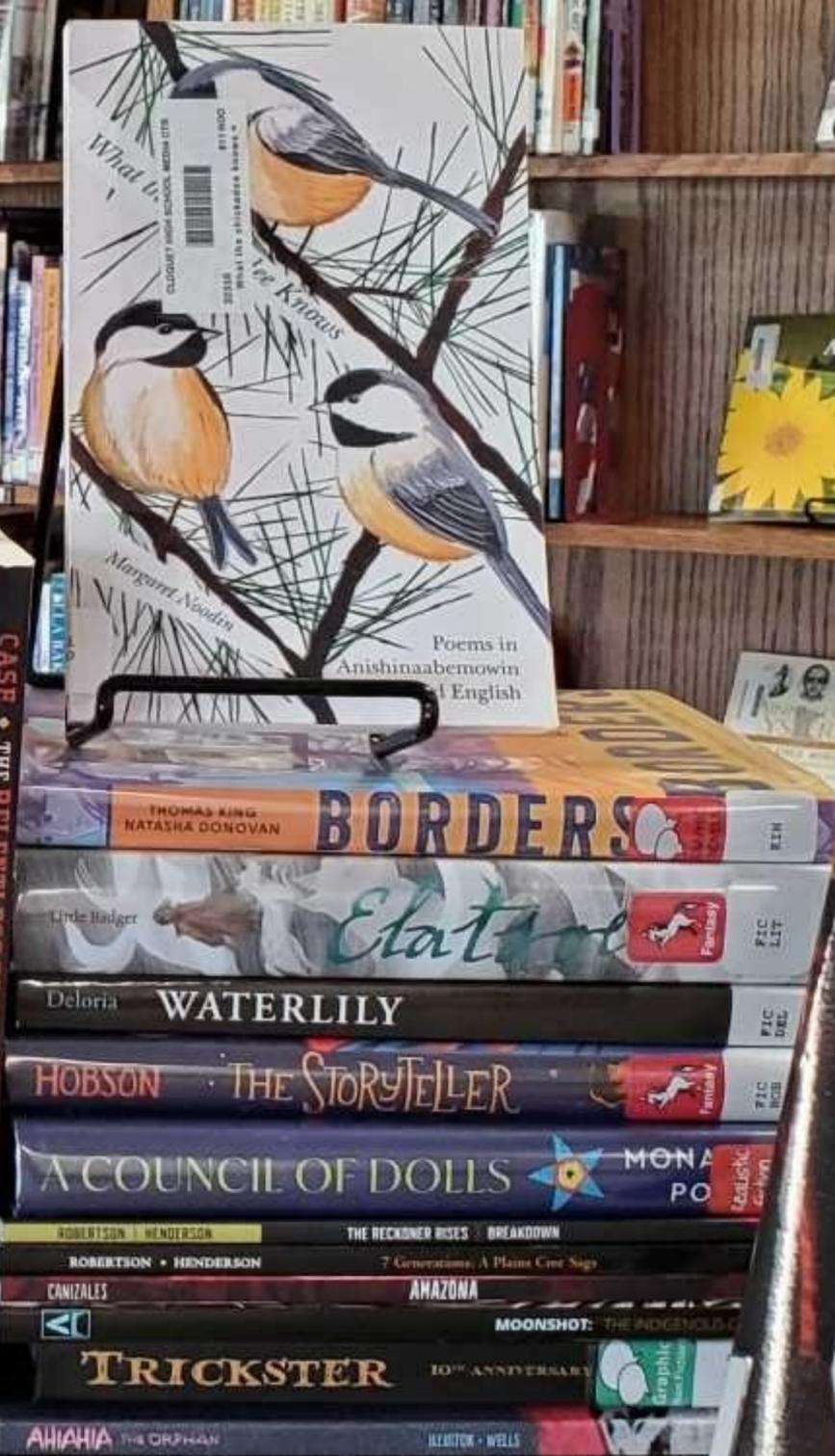
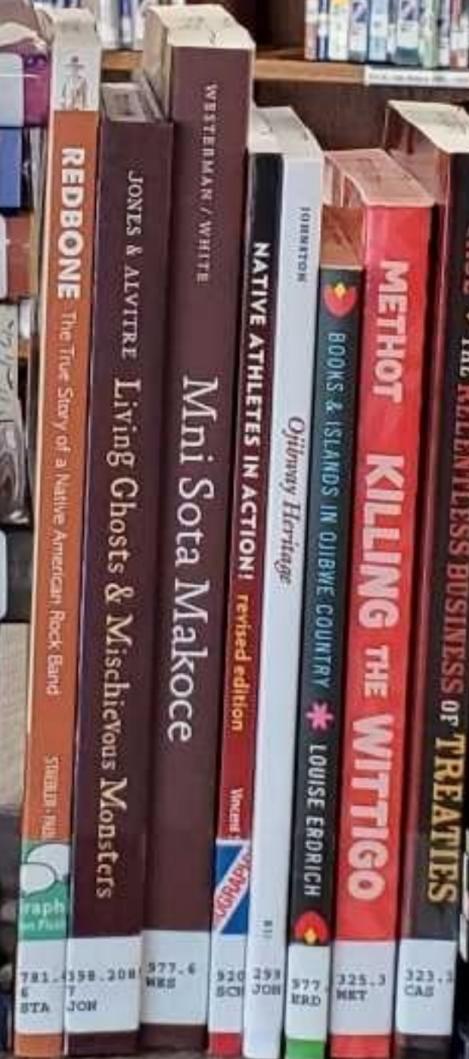
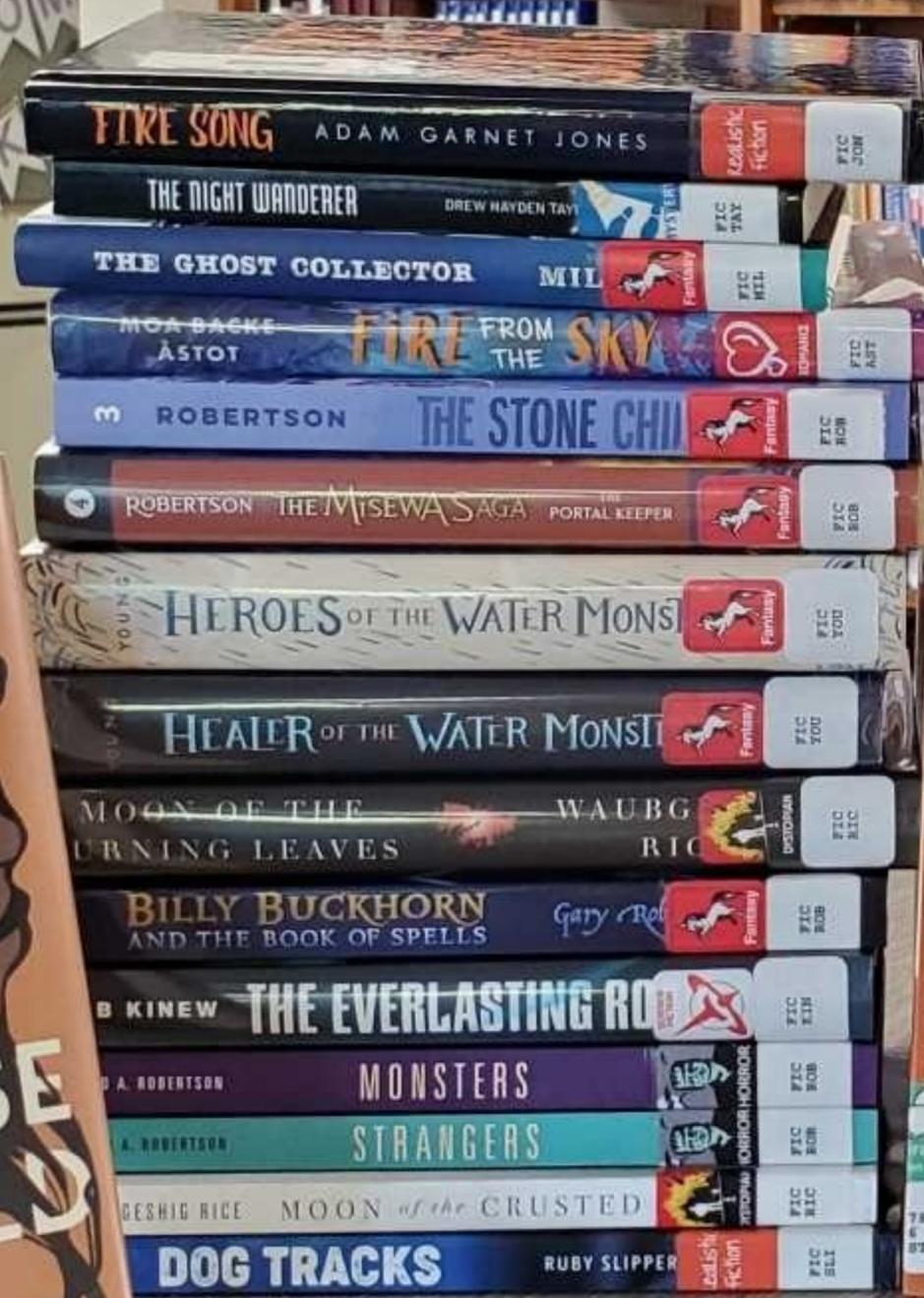
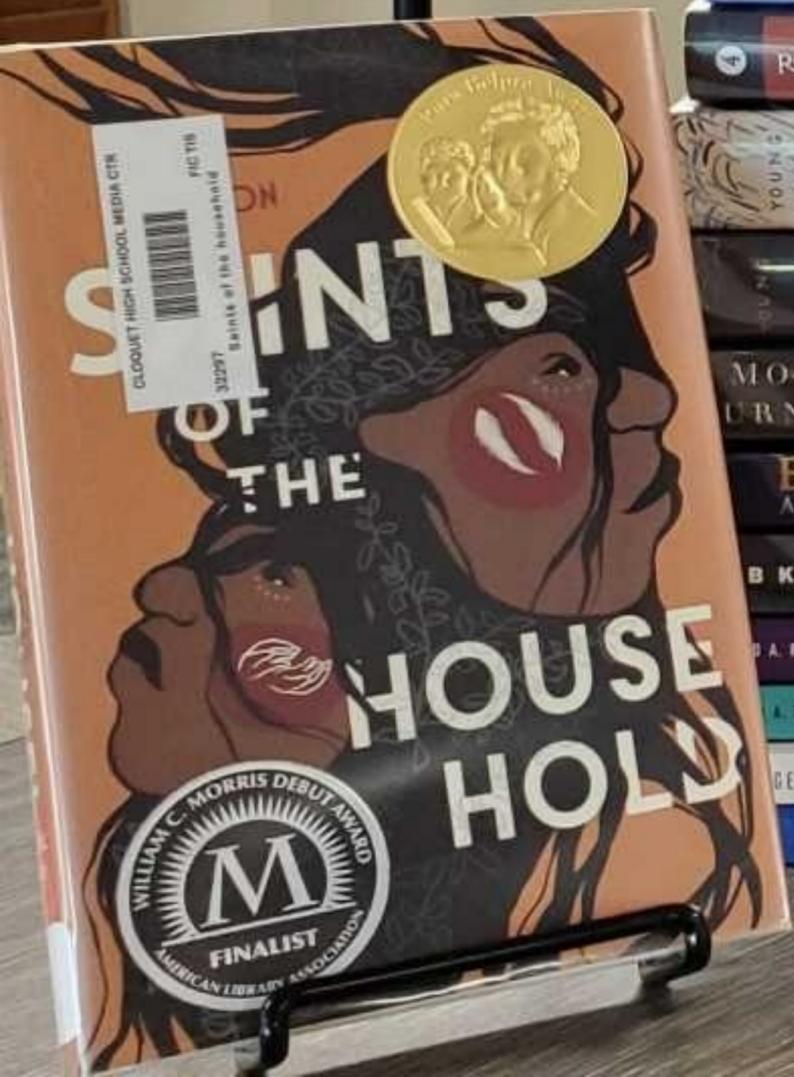
2024-04-16 - 5:58:41 PM GMT- IP address: 209.23.128.236

 Document e-signed by Steve Battaglia (sbattaglia@isd94.org)

Signature Date: 2024-04-16 - 5:58:43 PM GMT - Time Source: server- IP address: 209.23.128.236

✔ Agreement completed.

2024-04-16 - 5:58:43 PM GMT





The School Nurse Organization of Minnesota

September 18, 2024

Sarah Ellena
403 Linda Lane
Cloquet, MN 55720

Sarah Ellena,

Congratulations on being selected as Minnesota's 2024 School Nurse of the Year! Your application and recommendation letters speak for themselves. This award will be bestowed during the Minnesota School Nurse Fall Conference in November 2024.

Please forward this notification letter to your superintendent.

The awards committee requests the following information by October 1, 2024, to prepare for this special event.

- Credential listing: Please specify the signage for your plaque. Please include your name and credentials as you would like them to appear. Please follow the ANA guidelines at <https://www.nursingworld.org/~48fdf9/globalassets/certification/renewals/how-to-display-your-credentials> If you could share this information as soon as possible, that would be greatly appreciated. I need time for the award to be shipped.
- Electronic picture: This will be used for press releases and recognition during the awards celebration in gif or jpeg format.
- Press releases: Information will be sent to the Minneapolis Star and Tribune and the St. Paul Pioneer Press. Please include sources and addresses where press release information should be provided, such as college alumni publications and local district and home newspapers.
- You may also select a colleague to speak briefly at the awards ceremony in your honor as we celebrate your recognition as the 2024 School Nurse of the Year for Minnesota. This is not a requirement. In the past, speakers selected in this category have been those who have nominated the awardee or someone close to and familiar with your nursing practice.
- At the closing of this event, you are allowed 5-10 minutes to speak. This time will enable you to thank family members, co-workers, etc., and reflect on your practice as a school nurse. This is your moment to shine!

Once again, congratulations on receiving this honor; we look forward to celebrating with you.

Sincerely,

Kimberly Pokrandt, SNOM Awards Committee Chair

CERTIFICATE OF RECOGNITION

Minnesota's 2024 Sustaining Exemplar Schools
Positive Behavioral Interventions and Supports (PBIS)

In recognition of

Washington Elementary

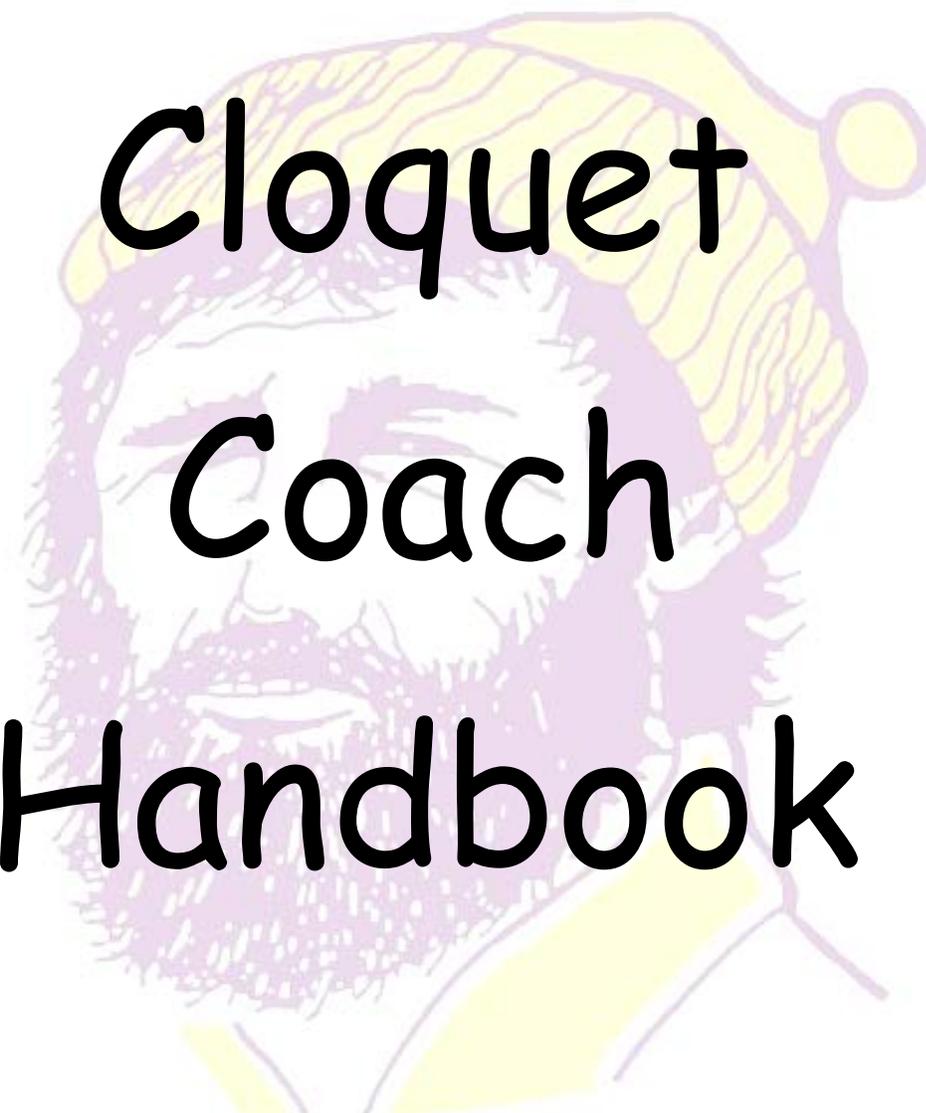
for leadership in supporting positive student behavior,
improving school climate, and creating respectful learning environments
that lead to increased student achievement.

Presented: August 15, 2024



Willie L. Jett II
Commissioner





Cloquet Coach Handbook

COACHES' CODE OF ETHICS

The function of a coach is to educate student-athletes through participation in interscholastic competition. The student-athletes' welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation of High School Coaches and modified for the Cloquet School District (ISD94). Our district is a proud member of the Minnesota State High School League www.mshsl.org.

1. The coach shall be aware that he/she has a tremendous influence on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the position. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school league, the media, and the public, the coach shall strive to set an example of the highest ethical conduct.
3. The coach should actively discourage the use of drugs, alcohol and tobacco.
4. The coach shall not use alcohol or tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
6. The coach knows the contest rules and teaches them to his or her team members. The coach shall not seek an advantage by circumvention of the rules.
7. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical and will not be tolerated.
8. The coach shall not exert pressure on teachers and/or other school staff members to give student-athletes special consideration.
9. The coach shall uphold the expectations, and responsibilities included in, but not limited by, this handbook

Introduction

This handbook has been developed to assist the coaching staff of the Cloquet School district in serving the students that elect to take part in the interscholastic athletic program. The handbook contains activities department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and supervising their athletic program. In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sports they coach, as well as

the rules and regulations found in the constitution and by-laws of the Minnesota State High School League (MSHSL). <https://www.mshsl.org>

PHILOSOPHY --- "Student First, Athlete Second"

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education and talent. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. Athletics provide for potential educative opportunities to bring about positive attitudes, habits, and skills, not only of those participating, but also of the entire student body and community. It is the aim of an athletic program to develop healthy bodies, enhance physical skills, and teach the values of teamwork while demonstrating character during competition. Throughout the Cloquet High School programs, levels of play exist to give student-athletes the opportunity to learn and grow. At the high school level of interscholastic competition, lower-level teams exist to provide those athletes unable to participate on the varsity level an opportunity to develop skills and gain experience. Middle school students are eligible to play on the high school JV and Varsity teams at the coach's discretion based on ability/performance. While the athlete's age, size, or skill level may be a limiting factor in not making the Varsity team, participation on a lower-level team may enhance the athlete's potential to make the Varsity team in the future. It should be noted that being a member of a lower-level team does not guarantee that an athlete will automatically make a team or move up the following year to the next team level.

Striving to win is important in athletics; however, the development of student-athletes is paramount to winning on the lower-level teams. Lower-level programs should acknowledge the value of winning, the importance of learning, and the enjoyment in being a member of a team. While high school Varsity teams will uphold the value of our student-athletes' learning and growing in their sport, the teams will be selected and coached with a focus on winning, but shall not place the value of winning above the value of instilling the highest ideals of character.

Winning games, going to state tournaments, getting athletes looked at by colleges are great and exciting opportunities, but creating a positive experience for athletes outside of home and school is a key component of athletics. Coaches need to make it enjoyable and make sure the athletes have positive memories that they will remember for the rest of their lives. There will be frustrations- athletes will not work as hard as we want, athletes will miss practice, and athletes will do or say inappropriate things. There will be consequences for all of that, but when athletes go home, they need to know the coaches care about them. Remembering that we do not know every athlete's situation outside of school is important. Some of these athletes need our activities more than we know. Kids need adults to be positive role models for them outside of home.

Coaching has changed over the years. Building positive relationships is now an essential part of the job. Athletes are motivated when they are having a positive experience, and they know the coach cares about them as a person. Athletes will be coached, but the "break them down or coach them hard" philosophy is outdated and is not an effective way to motivate athletes. In fact, it probably does more harm than good to the athlete's mentality and to the team. Again, athletes will be coached, critiqued, and sometimes they may get yelled at; however, if the athlete knows that the coach cares about them, respects them, and will look out for them, then they will be motivated. All coaches, both head and assistants, need to have these positive relationships because that motivates athletes and makes them excited to show up each day.

MINNESOTA STATE HIGH SCHOOL LEAGUE

- All secondary school (grades 9-12) interscholastic sports programs in Minnesota are governed by the Minnesota State High School League (MSHSL). As a member district, Cloquet High School will follow the MSHSL rules and regulations.
- <https://www.mshsl.org>

Certification

- All head coaches in Cloquet must meet the head coach requirements set forth by the MSHSL. Assistant coaches, including volunteer coaches, must be a district employee or have a background check completed by the Cloquet School District. The head coach must supervise all assistants, and middle school coaches. All coaches are expected to meet the yearly MSHSL requirements in a timely manner. Information is located on the MSHSL website. This includes but is not limited to: the continuing education requirements, concussion management and remaining current in their eligibility to coach.
- <https://www.mshsl.org>

ROLES OF A COACH

- It is important that all coaches, including assistants and volunteers, know and understand coaching responsibilities. This summary is not all-inclusive and has been modified for the Cloquet School District.

COACH AS LEADER

- The head coach will accept the role of program leader. The coach is accountable for the culture of the program and conduct of any of the assistant coaches, players, team officials, and team-affiliated spectators. The head coach will help lead the entire program and not just coach the varsity team.

COACH AS ROLE MODEL

A coach will consistently display a high personal standard and project a favorable image of the district, sport, and of coaching by adhering to the following:

- Tobacco, Drugs, Alcohol & Performance Enhancing Supplements: Coaches are not to use tobacco products or to consume alcohol while supervising students. Coaches will discourage the use of the above products by student athletes.
- Language: Coaches will refrain from using profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.

- **Respect:** Coaches will model respect and fairness toward his/her student-athletes, coaches, opposing coaches and student-athletes, officials, parents/guardians, and spectators at all times. A coach will expect the same respect and fairness from his/her student-athletes and parents. Games/matches/athletic contests should be competitive, fair and respect the dignity of the opposing players, coach, and school. Coaches should model respectful, competitive play.
- **Scholastics:** Coaches will be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to encourage academic success.

COACH AS COMMUNICATOR

- **Public Relations:** Coaches will refrain from public criticism of fellow coaches, game officials, or other student-athletes, especially when speaking to the media. All public comments should be positive and constructive. Coaches will not disclose personal, medical, or academic details.
- **Parent/Guardian Communications:** An effective relationship among the "athletic triangle" of coach, student athlete and parent/guardian benefits the quality of each experience with the athletic endeavor and contributes significantly to the success of the entire team.
- Two-way or three-way communication between any of the parties can easily and respectfully be conducted throughout the season about a variety of topics. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or a previous understanding. Coaches are expected to respond to parent/guardian contacts/concerns, but not during or immediately following an athletic contest or practice. Topics accepted as appropriate for discussion are the following:
 - The student-athlete's academic performance.
 - The student-athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation.
 - The student-athlete's role on the team.

- The application of MSHSL, district, department and team philosophies, procedures, rules and expectations to a student-athlete.
- Suggestions to improve a student-athlete's acquiring of skills, knowledge and attitudes relevant to the sport.
- Information about recruiting and recommendations about a student-athlete's suitability for play at different collegiate levels.
- Status of injuries incurred by the student-athlete. At the high school level, the athletic trainer is the primary communicator to parents/athlete on the status of injury incurred by the athlete.

There are also topics which are NOT appropriate for discussion. These include certain prerogatives for which the coach alone has jurisdiction within the bounds of school district philosophies, regulations and policies:

- Other players' roles on the team
- Selection, placement, and determination of playing time for other players.
- Appointment of practice times, dates and procedures.
- Preparation and execution of all travel arrangements for the team.
- Creation and enactment of competition strategies.
- Management of all awards.

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in attempting to reach a resolution to the problem:

The first level of contact should always be between the student-athlete and coach at a time other than during an actual practice or competition. Coaches are asked to speak privately with players, away from other team members, but always in the presence or proximity of another coach or AD/Administrator.

- If the problem is not resolved at this primary level meeting, a conference among the coach, student athlete and parent/guardian is in order. However, never attempt to confront a person immediately before or after a practice or contest to discuss the matter; always call or e-mail to set up an appointment. If a resolution still is not gained after this conference, contact the AD for his/her input as to how to proceed.

COACH AS A COMMUNICATOR REGARDING INJURY

- A coach will direct students and their parents/guardians to seek proper medical attention for injuries and will uphold instructions received from healthcare professionals regarding treatment and rehabilitation.
1. Coaches will cooperate with registered medical practitioners/athletics trainers in the diagnoses, treatment, and management of student-athletes' medical and physical challenges.
 2. Coaches will listen to and follow the orders/direction of medical practitioners/trainers regarding an injured athlete's ability to continue playing or training. Injured student-athletes who require the services of a physician may not return to practice or competition without written permission of the physician.
 3. Coaches will not release academic, medical, or personal information to the public.
 4. Coaches will always report as soon as possible any head injuries to a medical practitioner/athletic trainer

TEAM SELECTIONS AND COMMUNICATIONS

- Some sports teams have no squad limits; therefore, all students who try-out become part of the team. Other sports do have tryouts and "cuts." Coaches should:
 1. Make student-athletes aware of the criteria for selection on the team.
 2. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly evaluate candidates.
 3. Provide a final team roster to the Activities Director Assistant. The roster is to include information important to the identification of each student-athlete, such as uniform number, position/event, class in school, height, weight, and other information particular to your sport. The roster is to include team captains, if assigned, managers and assistant coaches. At the high school, these rosters will be distributed to the media and opponent schools to assist them in the coverage and reporting of our athletic teams.
 4. It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for the team. Underclassman students not selected for the team should be encouraged to try out for the team the next season. Students not selected for a squad may be permitted to try-out for another sport during that season, provided the

selection process for that team has not been completed and the head coach is agreeable to the tryout.

Sections and State Tournament Rosters:

- When traveling to sectional and state tournaments, MSHSL regulations regarding the maximum number of squad members to be admitted to a tournament site must be followed.

Recruiting:

- A coach will not recruit athletes from other schools and/or districts.

COACH AS LEARNER

In order to teach student-athletes the skills and rules of the sport, a coach will regularly seek ways of increasing professional development and self-awareness. This includes participation/certification in coaching clinics offered by various coaching organizations.

COACH AS TEACHER

- Practice Sessions: Practice sessions must be conducted much the same as teaching a class—the athletic venue is the coaches' classroom. Coaches are expected to have a 'thought-out' plan for instruction in the skills of the sport. Instruction in the sport should move from simple to complex and unknown to known. Coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Consideration must be given to weather, maturation, and readiness factors. A practice plan may have warm-up activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. In addition, the term "punishment" should never be used to reflect a consequence toward a student-athlete or as motivation. Student-athletes should never practice alone. A coaching staff member must be the first to arrive and the last to leave.

- Schedules: Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the student-athletes at the pre-season meeting or the first practice session. Coaches must make the student-athletes aware that the schedule is subject to change due to unforeseen circumstances.
- Coaches will work to provide advance notice to athletes and parents/guardians regarding schedule changes

COACH AS MANAGER

- Equipment & Supplies: All equipment and supplies purchased by the ISD94 is the property of the district and coaches are accountable for the equipment used in their sport. Coaches must ensure student-athletes are properly equipped with clean, durable, and safe equipment. Student-athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the student-athletes. Players are to be instructed in the proper care and maintenance of their equipment at the time of issue. Equipment identified as unsafe or defective should be deactivated immediately and reported to the AD. Accurate inventories must be maintained as well as records indicating to whom the equipment has been issued. Student-athletes are to be held accountable for the equipment issued to them. For liability reasons, athletic department equipment will not be loaned to outside groups or organizations.
- Budgets/Inventories - The head coach is responsible to inventory the equipment each season. Purchasing requests will be discussed with the Activities Director.

COACH AS SUPERVISOR

- Coaches must know where their student-athletes are and what they are always doing while under their supervision. Rules of behavior are to be developed and presented to the student-athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to, pre- and post-practice activities, locker room and showers behavior, proper etiquette while traveling to and from activities, off

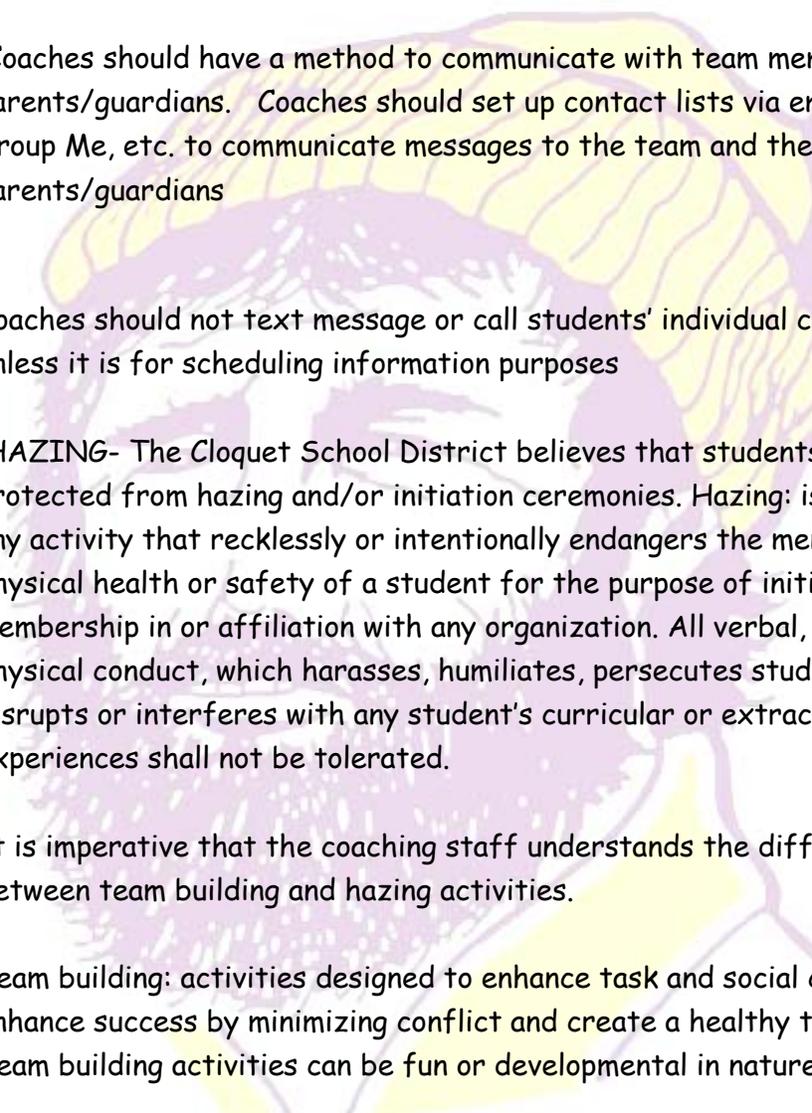
campus training routines and appropriate behavior during competition. Coach as a supervisor makes sure facilities being used by the team are locked and that students are denied access when a competent staff member cannot be physically present to supervise. At times supervision may not be direct, but rather the coach is in close proximity. Bathroom breaks are expected exceptions. Coaches must not isolate themselves from their teams prior to or following practice and game situations until student-athletes in the building or at the pickup/drop-off point have left the premises.

Locker Room Supervision:

- Student-athletes **MUST** be supervised at all times. Supervision includes proximity to locker room facilities and lobby areas where student-athletes wait for rides as well as practice and competition areas. All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be the last to leave the facility after a practice or competition. Coaches are not to give their school and/or athletic keys or access fobs to student-athletes at any time. Lost keys or fobs must be reported to the activities office immediately.

COACHES' RESPONSIBILITIES FOR STUDENT SAFETY

- Coaches will always strive for student-athlete safety. It is imperative that a coach informs the AD/Administration immediately when a student safety incident occurs on or off site. The following are a few specific areas of student safety that require coaches' attention. It is not, however, an 'all inclusive' list.
- **SPORTS PHYSICALS-** Coaches will make sure no athlete practices without a sports physical on file with the school district
- **ALL FORMS OF HARASSMENT** - Cloquet School District strives to provide a safe, positive learning climate for students and employees. Therefore, harassment in any form is not tolerated

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- **ELECTRONIC COMMUNICATION & SOCIAL MEDIA** Staff members are expected to maintain a high degree of professionalism in all communications. Given the potentially broad reach of electronic communications and the propensity for reaching unintended recipients, staff members must be particularly cognizant of the need for professionalism regarding their electronic communications.
 - Coaches should have a method to communicate with team members and their parents/guardians. Coaches should set up contact lists via email, Remind, Group Me, etc. to communicate messages to the team and their parents/guardians
 - Coaches should not text message or call students' individual cell phones unless it is for scheduling information purposes
 - **HAZING-** The Cloquet School District believes that students must be protected from hazing and/or initiation ceremonies. Hazing: is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization. All verbal, written, or physical conduct, which harasses, humiliates, persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences shall not be tolerated.
 - It is imperative that the coaching staff understands the difference between team building and hazing activities.
 - **Team building:** activities designed to enhance task and social cohesion, enhance success by minimizing conflict and create a healthy team culture. Team building activities can be fun or developmental in nature.
 - **Examples of Positive Team Building Activities:** team dinners, movie nights, ropes courses, camping trips, karaoke, team challenges, problem solving activities, etc.
 - **TRANSPORTATION-** The expectation in the Cloquet School District is that student-athletes use the provided mode of transportation to and from competitions. Students are encouraged to complete the Transportation

Waiver if they need to get transportation from a parent/guardian or their designee over the age of 21

- WEATHER- Weather conditions must be considered when practicing and competing. The district monitors dangerous weather conditions and responds. When the district closes schools due to inclement weather, no practices may occur.
- EMERGENCIES- At ISD94, the head coach will design site-specific emergency action plans for managing uninjured team members while emergency care is being administered to an injured student-athlete. Coaches will utilize these plans during emergencies. Coaches are encouraged to use professional judgment and call 911 as needed. Note: Coaches who do not have their own access to a cell phone should notify the Athletic Director (AD) so other arrangements can be made to communicate emergency situations. Report any incident to the AD/Administration

OTHER PROCEDURES AND RESPONSIBILITIES

ACADEMIC & CURRICULUM REQUIREMENTS FOR ELIGIBLE STUDENT-ATHLETES

- As a member district, we must follow the policies and regulations of both the Cloquet School District and the Minnesota State High School League (MSHSL). Coaches will uphold the actions of the AD/Administrator regarding athletic eligibility. Eligible student-athletes must pursue a curriculum defined and approved by the Administration as being full-time. Students must pass all their classes. If a student fails a class, they are ineligible for the first 2 events the following semester.

HOLIDAY AND SUNDAY PRACTICES

- Practices on Sundays are NOT permitted! Coaches should use good judgement when scheduling practices on holidays.

LETTER AWARDS

- To earn letters, a student-athlete must complete the season, including post-season play-offs, unless injury prevents participation. All athletes must participate in the required contests. The coach will determine the necessary criteria for earning a varsity letter. Additional requirements may include punctual attendance of practice and games, participation in a percentage of varsity contests, observation of training rules, good sportsmanship, conforming to eligibility requirements, and maintaining care of issued equipment. A coach will maintain accurate records of the above criteria during the season to support decisions regarding letter awards at the conclusion of the season.

MEDIA RESPONSIBILITIES

- It is the responsibility of the coach or designee to ensure all scores are reported to the various media sources following the activity. When communicating with the media it is the coaches' responsibility to refrain from public criticism of fellow coaches, game officials, or other athletes. All public comments should be positive and constructive. Report any conflicts with the media to the athletic office.

MULTIPLE SPORT PARTICIPATION vs. SPORT SPECIALIZATION

- The Cloquet School District is committed to the development of well-rounded individuals both mentally and physically. Students are encouraged to participate on as many different sports teams as they can during their careers. Sport specialization (playing only one sport) is NOT a supported philosophy by the athletic administration or the school district. No coach should ever try to influence a student-athlete to participate in only one sport by expecting athletes to attend off-season training.

OVERNIGHT TRIPS

- Coaches must always be accessible to the student-athletes and provide appropriate supervision. Information, including the address and phone contact, must be shared with parents/guardians prior to the start of the trip.

TRANSPORTATION

- The head coach will complete and turn into the Activities Director Assistant all transportation requests including mode of transportation requested for travel and time you intend to leave. This needs to be done for each date a team in the program needs transportation.

PROCEDURES FOR EXCUSAL FROM CLASS AND SCHOOL

- Dismissal times for athletic events are established to keep student-athletes in class as long as possible yet allow for safe travel to and adequate time for preparation at the event site. The standard dismissal time is 15 minutes before bus departure or 30 minutes before bus departure if it is leaving from an offsite location. Students should contact teachers in advance of their absences to obtain assignments for the class periods they will be missing.

COACHING VACANCIES

- When a head coach elects to resign his/her position, a written statement to that effect must be presented to the Activities Director. When the head coach recommends a change in the coaching staff, the reason for that change must be presented to the Activities Director. The head coach and activities director will meet with that member of the coaching staff to communicate the reasoning. If there are any openings on the coaching staff, it is the head coach's responsibility to fill this position and notify the name to the activities director, so it is presented for school board approval.

UNIFORM SCHEDULE

- Some activities will be on a uniform rotation and will purchase uniforms during those years when it is their turn in the rotation. In sports where athletes keep the uniform, the athletes will purchase these uniforms themselves. Coaches can discuss any further uniform needs with the Activities Director.

GAME SCHEDULES

- Scheduling Games, tournaments, and scrimmages are to be scheduled by or through the Activities Director. Priority in scheduling will be given to conference affiliation, section opponents, distance, etc. Coaches may suggest and are encouraged to give input on schedules and competitions.

FOREIGN EXCHANGE & TRANSFER STUDENTS

- Coaches must report to the AD any foreign exchange or students recently transferred into the school before tryouts.

HIGH SCHOOL ORGANIZATIONAL MEETING

- Each head coach should conduct a pre-season "interest" organizational meeting with student-athletes and/or parents/guardians. The meeting is to serve as a time to inform student-athletes of the school district athletic philosophy, activities department procedures and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents/guardians once the season has begun to discuss with them the same items covered with the students.

OFF-SEASON RESPONSIBILITIES EQUIPMENT CARE AND INVENTORY

- Equipment purchased with school district funds is the property of the school district and coaches are expected to assume responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. Student-athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for

returning it in good condition. Every effort must be made to have all equipment returned at the end of the season. Coaches are to notify the student athlete and then the parent/guardian that equipment is still outstanding.

CAMPS/CLINICS

- Cloquet coaches are not expected to run fundraising camps and clinics. However, they may do so if they choose.

COLLEGE RECRUITING

- High school coaches will give support to athletes who are interested in playing intercollegiate sports.

MSHSL SEASON AND OUT-OF-SEASON RULES AND REGULATIONS -

- Coaches are expected to follow all MSHSL rules regarding contact with athletes

SECURITY OF PERSONAL PROPERTY

- While the school district is not responsible for students' loss of personal property, the best defense against theft is educating student-athletes about the possibility and offering suggestions for properly securing their personal possessions. 1. Encourage student-athletes not to carry large sums of money or wear expensive jewelry to practice or contests. 2. Provide a secure place for valuables to be held until the practice or event is over. 3. Athletes should lock all items in a locker when leaving personal items in the locker or team rooms.

STORAGE/EQUIPMENT AREAS

- Equipment is expected to be stored in a secure equipment area. All coaches must ensure that equipment areas are secured before leaving the facility after each day of use. Area keys may be obtained through the AD/Building Administrator. No keys may be reproduced. Keys must be returned to the AD/Building Administrator when a coach is no longer coaching in the district.

HIGH SCHOOL HEAD COACH EVALUATION

- After the season, head coaches are expected to have a meeting with the AD/Administrator to discuss the season. During that meeting, coaches will get feedback from the following: Coach Evaluation by High School Athletes and Parents. After a season is over, the AD will send the survey link to parents/guardians and athletes. This survey is not meant to be critical of coaches or to determine the employment of any coach; rather the purpose is to make coaches aware of behaviors their team finds helpful and those which may hinder the success of the team. The reason for obtaining feedback is so coaches can be more effective at their jobs. As individuals teaching young people how to be successful, coaches should recognize that the desire to improve is a key aspect of success. Note: The identities of the student-athletes and/or parents/guardians will remain anonymous to the coach/assistant coach(es).

STUDENT MANAGERS

- The selection and oversight of a student manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible and dependable. Care should be taken when selecting student managers so that they understand their role. Be sure to select only students who understand their role and responsibility on the team. Once the selection has been made, the names of the student managers are to be included as part of the team roster. Typical managerial duties include keeping score, collecting balls, distributing water, logging stats, organizing equipment, etc. Note: Student managers are in no way to participate in practice, scrimmage or game activities in any manner, which would usually describe the role of a "player."

VOLUNTEER COACHES

- Volunteers must be approved by the school board and have a background check on file. Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought-out process. Care must be given to selecting a person or persons who are personable, knowledgeable, interested in the welfare of the student-athletes and the team and willing to operate under the strict

guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility for all decisions rests with the head coach.

BACKGROUND CHECKS

- Every coach both paid and volunteer must have a background check on file with the district

STATE TOURNAMENT PARTICIPATION

- Cloquet Schools will provide meals, transportation, and lodging for any team or individual that will be competing in the State Tournament. The Activities Director and/or coach will determine departure time for any state or section meet/tournament/game. The determined time will allow athletes to be present at banquets, if applicable, or at the event at a reasonable time to adequately prepare for the activity.

BANQUETS

- It is expected that all head coaches will attend the end of the year letterwinner's banquet in May. It is up to each coach to determine if their activity will have an end of season banquet





Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
2001 Washington Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal

DATE: September 9, 2024

RE: Due to scheduling issues, CMS and CHS have had to make internal transfers with a couple of CMS teachers:
Dan Jago – 0.2 Stronger Connections Grant
Jeff Ojanen – 0.2 ADSIS Grant

This change was made to accommodate a need for a math intervention.

TB:KP