



# Cloquet Public Schools

## Regular Meeting

Monday, October 14, 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

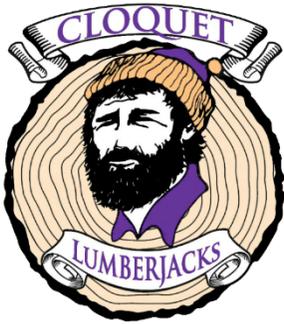
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1. Tuesday, October 15, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - Comm. Ed Conf. Rm.	

2. Tuesday, October 22, 2024 - Health and Safety Committee Meeting - 3:45 p.m. - Boardroom
3. Wednesday, October 23, 2024 - Equity Committee Meeting - 4 p.m. - Washington Elem.
4. Thursday, October 24, 2024 - AFSCME Dietary and Secretarial Unit Negotiations - 4:00/5:00 p.m. - Boardroom
5. Monday, October 28, 2024 - District Technology Committee Meeting - 4 p.m. - CMS Conf. Rm. B
6. Monday, October 28, 2024 - Regular School Board Meeting  
5:30 p.m. Working Session  
6:00 p.m. Regular Meeting

**XV. Adjournment**

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### II. Pledge of Allegiance

### III. Consider Approval of Board Agenda

1. October 14, 2024 School Board Agenda

### IV. Consider Approval of School Board Minutes

1. September 23, 2024 School Board Meeting Minutes

### V. Open Forum and Reception of Delegations, Petitions, and Communications

1. Building and Department Reports

### VI. Claims

1. Claims, September 26, 2024 and October 3, 2024

### VII. Consent Items

#### 1. *Resignation Letters*

- a. 7.5 hrs./day AIE Home School Liaison at Cloquet Area Alternative Education Program (CAAEP) (Kevin Kot)

#### 2. *Recommendations for Employment*

- a. 1.0 FTE Float Special Education Teacher at Northern Lights Academy (Darrell Davey) pending Tier Licensure and Leave Request
- b. Homebound Teacher at Cloquet High School (Lance Horvat)
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#### 3. *Extra Service Contracts*

- a. Football Coach (Activity Paid) Luke Konietzko
- b. 2024-2025 Winter Coaches
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#### 4. *Permission to Post*

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- e. Two (2) Family Literacy Coordinators at the Elementary Schools

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- a. Increase from 0.5 FTE to 0.6 FTE for Speech Teacher (Jennifer Maki)

### VIII. School Board Committee Report

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1. Student Enrollment Report as of October 9, 2024
2. District Technology Committee Meeting Minutes - September 30, 2024

**IX. School Board Elections**

1. Consider Approving the 2024 Notice of General Election

**X. Agenda Addendums**

**XI. New Business**

1. Consider Approving a One (1) Year Leave for NLA Paraprofessional (Darrell Davey)
2. Consider Approving Leave of Absence Request from Special Education Teacher at Churchill Elementary (Kennedy Houge) Approx. 14 weeks
3. Consider Approving the 2024-2026 AFSCME Paraprofessional/AIE/COTA/Nurse Contract
4. Consider Approving 2024-2025 Restorative Practices Coordinator Contract (Nissa Whipple)
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**XII. Superintendent's Report**

1. Filling Ken Scarborough's School Board Position and Committee Assignments
  - a. Implications of a Five (5) Member Board on Committee Assignments
2. Homebound Positions
3. Update on Community Research Firms

**XIII. For Your Information**

1. Washington Elementary - October Newsletter
2. Internal Transfer of 6.75 hrs./day Paraprofessional at NLA (Regina Bryant)

**XIV. Upcoming Meetings/Events**

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6. Monday, October 28, 2024 - Regular School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Regular Meeting

**XV. Adjournment**

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September 23, 2024

Superintendent Dr. Cary called the working session to order at 5:31 p.m.

Topics discussed:

Dr. Cary thanked the board for their service during school board appreciation month. He also thanked Ken Scarbrough for his years of service as superintendent and school board member. Dr. Cary recognized Sarah Ellena for receiving the MN School Nurse of the Year award and Washington Elementary for receiving the 2024 MN Sustaining Exemplar Schools PBIS (6<sup>th</sup> year in a row). He discussed the options for filling the NLA/NLSEC board position and moving from PayPams to IC for lunch accounts during winter break. A discussion was held about whether the board would like to proceed with a company to survey parents about elementary grade level options. P. Riess answered questions and gathered feedback from the board regarding a new coach's handbook. There being nothing further to discuss, Superintendent Cary adjourned the meeting at 5:57 p.m.

September 23, 2024

RESOLVED by K. Scarbrough to appoint D. Battaglia as acting chair. S. Buhs seconded the motion, and the motion was approved by acclamation.

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on September 23, 2024, was called to order by Acting Board Chair D. Battaglia at 6:01 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Brock Wilton, Building and Grounds Director
- T.J. Smith, IT Director
- Ashlee Lennartson, EM-C Representative
- 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 G. Huard to approve the September 23, 2024, regular board agenda, as presented. K. Scarbrough seconded the motion. S. Buhs asked to move consent item VII. 3 b to agenda addendums. G. Huard amended his motion and K. Scarbrough seconded the updated motion, and the amended resolution was approved by unanimous yeas of all members present on roll call.

**APPROVAL OF MEETING MINUTES**

- RESOLVED by M. Juntunen to approve the September 9, 2024, Regular Meeting minutes, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

- No public comment. Building and Department Reports were reviewed.

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

- RESOLVED K. Scarbrough to approve Claims, September 18, 2024; Hand Checks, September 12, 2024; Wire Transfers, September 3, 6 (x2), 16, 2024, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**CONSENT ITEMS**

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

**1. Resignations:**

- a. Lindsey Markwardt, Restorative Practices Coordinator, effective September 15, 2024
- b. Rosalee Dahl, 6.5 hrs./day AIE Academic Tutor at Cloquet High School, effective September 20, 2024
- c. Carla Goldschmidt, Music Consultant with SR, effective September 6, 2024
- d. Donna O'Connell, 3 hrs./day Food Service Worker at Washington, effective September 26, 2024

**2. Recommendations of Employment:**

	<b>NAME</b>	<b>POSITION/LOCATION</b>	<b>SALARY**</b>	<b>START DATE</b>
a.	Diane Gustafson	0.5 FTE ECSE Teacher	MA Step 5	9/24/24
b.	Wendy Newcomb	6.75 hrs./day LT Substitute Nurse at CMS	Step 1	9/30/24
c.	Rachel Kittel	6.5 hrs./day Paraprofessional at Washington	Step 1	9/24/24
d.	Tara Romsaas	Youth Volleyball Coach	% of fees	9/24/24
e.	Megan Gerlovich	Youth Volleyball Coach	% of fees	9/24/24
f.	Yolanda Acosta-Trotterchaude	Wrap Around Care Assistant	\$16.17/hr.	9/24/24

**3. Extra Services Contracts**

a.	Trent Schake	Technical Help	\$500	
b.	Jessica Lavan	Volunteer		
c.	Craig Latour	Volunteer		
d.	Dave Drumsta	Volunteer		
e.	Nicole Vegar	Middle School Volleyball Helper	\$500	

**4. Permission to Post**

- 1.0 FTE Restorative Practice Coordinator at Cloquet High/Middle Schools
- 6.5 hrs./day ASD Special Education Paraprofessional at Cloquet High School
- 3 hrs./day Food Service Worker at Washington Elementary School
- AIE Afterschool Makoons Club Staff

**5. Grant Request**

- CEF October Grant Requests
- G. Huard seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**SCHOOL BOARD COMMITTEE REPORT**

- Enrollment report from September 18, 2024

**AGENDA ADDENDUMS**

- RESOLVED by M. Juntunen to approve the hire of Tracy Ganter, 7.5 hrs./day AIE Academic Tutor at Cloquet High School. K. Scarbrough seconded the motion, and the motion passed by a 4-0-1 vote with S. Buhs abstaining.

**NEW BUSINESS**

- RESOLVED by K. Scarbrough to approve 2024-25 Cloquet Coach Handbook with the addition of a coach's signature page and language directing coaches on the process of communicating proposed hiring and termination of assistant coaches. S. Buhs seconded the amended motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by G. Huard to approve the 2024 proposed school levy for taxes payable in 2025 and set the Truth in Taxation Hearing date of December 9, 2024, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by S. Buhs to approve the central office's request to process accounts payable checks weekly, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.
- RESOLVED by K. Scarbrough to approve a grant from the Minneapolis Foundation for Indigenous fiction and non-fiction titles for the high school library, as presented. S. Buhs seconded the motion, and the resolution was approved by unanimous yeas of all members present on roll call.

**SUPERINTENDENT'S REPORT**

- Dr. Cary covered the items in the working session but added homecoming week activities and tentative agreement with Paraprofessional unit. The union will vote this week.

**FOR YOUR INFORMATION**

- 2024 Homecoming Court
- Internal transfer of Stronger Connection Grant and ADSIS Grant Staff (J. Ojanen and D. Jago)

**UPCOMING MEETINGS/EVENTS**

- Wednesday, September 25, 2024 - Equity Committee Meeting - 4 p.m. - Washington Elem.
- Monday, September 30, 2024 - Curriculum Committee Meeting - 4 p.m. - Boardroom

- Monday, September 30, 2024 - District Technology Committee Meeting - 4 p.m. - CMS Conference Rm B
- Tuesday, October 8, 2024 - DAC Meeting - 4 p.m. - Boardroom
- Monday, October 14, 2024 - Regular School Board Meeting  
5:30 p.m. Working Session  
6:00 p.m. Regular Meeting
- Tuesday, October 15, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - Comm. Ed. Conf. Room

**ADJOURNMENT**

There being nothing further to discuss, Acting Board Chair D. Battaglia adjourned the meeting at 6:20 p.m.

ATTEST:

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Clerk of the School Board

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Chair of the School Board

## Department Reports

### Churchill Elementary:

A very successful Cloquet River Run took place on Saturday, October 4th. Roughly 250 runners participated in the event. Thank you to our community and volunteers for their support. Teacher Heidi Berg was the race director again this year. First grade attends their annual Hartley Nature Center field trip on Friday, 10/11. Churchill PIE sponsors McTeacher Night on Tuesday, 10/15. Grade Four holds their yearly music program on Friday, 10/25. Students and staff will celebrate Unity Day on Thursday, 10/31. Teachers will be involved in LETRS training during our staff development Indigenous People's Day on 10/14. Churchill will also hold ECFE training the morning of 10/14 for local providers. Thank you to Julie Midas and Sarah Lemae for presenting.

Submitted by David Wangen, Churchill Elementary Principal

### Washington Elementary:

- 1st graders had an exciting field trip to Ru Ridge/Jay Cooke on September 26th
- 2nd graders will be heading to Hawk Ridge on October 11th
- We focus on RESPECT and KINDNESS in October, and have special events planned to focus on the theme! Kindness in Chalk, Unity Day, lessons on Respect, and reminders about the 7 Teachings focus as well! Classroom guidance lessons are also focused on respecting differences and showing kindness!
- Power Lunch is beginning this month, and we're grateful for the volunteer readers who come and spend time with selected 1st and 2nd graders every week!
- Walk or Roll to School Day was on October 9th! It was a great turn out and we also appreciate the partnership with the CAFD and Essentia Health who both promoted the event and joined us Wednesday morning.
- Fire Safety presentations are coming up soon too, as well as a 9-1-1 presentation for 1st graders.

Submitted by Robbi Mondati, Washington Elementary Principal

### Cloquet Middle School:

#### **Student Council Community Mobile Food Bank by Victoria Green:**

The CHS and CMS Student Council Community Service Crew is off to a great start this year! We headed to the Second Harvest Mobile Food Distribution at Our Saviors for our first joint event. Two high school students and seven middle school students, Ms. Nicole Sandman, Ms. Vicky Green, and Mr. Tom Proulx, walked over to the site at 9:40 am Thursday and worked for two hours loading food into cars for over 180 families. Second Harvest holds the distribution on the third Thursday of each month.





**Severe Weather:**

September 19<sup>th</sup> Tornado warning siren was issued during a volleyball game, soccer game, and swim meet at CMS. CMS was full of families trying to find shelter from the impending storm weather



**CMS Evacuation Drill:**

All the students that attended school that day walked to the CMS evacuation spot located at the church. Attendance was taken, and then everyone returned to CMS. This was a very smoothly executed process and was completed within 40 minutes.



Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- We administered the PSAT for interested juniors on 10/9.
- Our Ojibwe drum group will be playing on Indigenous Peoples day at FDLTCC – this group of students does a phenomenal job and adds so much to our school culture.
- Soccer playoffs start this week – both the boys and girls teams have earned the #1 seeds.
- Our remaining Fall sports are entering the end of their regular seasons.
- Our Fall Musical, Mamma Mia!, is rehearsing.
- Our seniors will soon find out which colleges they will automatically be admitted to as part of the Direct Admission program that we participate in.
- We hosted a college financial aid presentation for students/parents on 10/9 in the auditorium.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

On Saturday Sept 28, teachers Rod Syck and Kevin Taralseth took students to the Renaissance Festival in Shakopee as an EDHS opportunity for them to earn credit. Prior to this event, students met with teachers and

learned about the festival, the history, and the opportunity to create costumes and dress up. They had a beautiful day, learned a lot, and had fun doing it!

Perhaps more importantly, this is just one example of putting to great use the MDE opportunity for the Cross-Curricular Delivery Permission that both Kevin and Rod have been granted. They are able to work with a licensed teacher in any area to clarify standards, and then grant credit in any licensure area. These students earned credit in Social Studies.

We are busy planning a two-day symposium to commemorate Indigenous Peoples Day, focusing on the themes of Sovereignty and Resilience. I am excited to share photos and more information about that in the next board report, but know that big plans are underway.



Submitted by Dr. Maria Nelson, CAAEP Principal

### Community Education

#### **Aquatics**

We still have around 90 Swim Lesson Scholarships to award, so we recently reached out to applicants that have had swim lessons in the past, but not completed Level 2. We will be reaching out to those that have already received a scholarship as well to see if they are interested in receiving a second scholarship to further their swimming ability. Finally, we will be sending out new fliers to all the students at Churchill and Washington to apply for the scholarship.

#### **After-School Enrichment**

Our After-School Enrichment classes at Washington, Churchill, and the middle school are off to a great start with most of the offerings reaching capacity quickly. We are offering 99 classes this fall with close to 1400 students already registered. Most of the classes are favorites from past years, but we are offering additional arts classes from the grant we received from the Minnesota State Arts Board this past spring.



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,

The Title VI part 3 was completed and certified. This is the Annual Performance Report that reflects on 23-24 AIE programming.

Drummers from Cloquet High School performed at the Fond du Lac Ojibwe School "Pokey Paro" powwow October 4th. 17 young men, led by Anishinaabe Instructor Julian Kitto, represented our schools with the utmost respect.



AIE staffing is still shifting into place. The recent vacancy at CAAEP will be difficult but vital to fill.

The MN Department of Education held a field hearing at Black Bear on Oct. 3rd. This was an opportunity for parents, educators and community to comment on American Indian Education in Minnesota.

Upcoming dates:

October 14th - Indigenous Peoples Day

October 30th - JOM & LIEC Meetings

Submitted by Teresa Angell, AIE Director

#### 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**

<b>Fund Description</b>		<b>Total</b>
01	General	\$147,575.24
02	Food Services	\$472.49
03	Transportation	\$9,926.65
04	Community Services	\$1,137.46
05	Capital Expenditure	\$339,620.29
12	Activities	\$5,928.47
<b>Report Total</b>		<b>\$504,660.60</b>

## 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		104977	24869	Check	1	9675		3P LEARNING INC	Yes	No	No	USD	09/26/2024	4,107.50
			104925	24870	Check	1	11331		ACCESS DISPLAY GROUP INC	Yes	No	No	USD	09/26/2024	1,454.81
			104903	24871	Check	1	00283		ACCT INC	Yes	No	No	USD	09/26/2024	27,759.10
			104974	24872	Check	1	9300		ALLEN, CHANDRA	Yes	No	No	USD	09/26/2024	39.99
			104967	24873	Check	1	8989		BERG, HEIDI	Yes	No	No	USD	09/26/2024	32.00
			104904	24874	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	09/26/2024	244.80
			104916	24875	Check	1	10877		BILDEN JOLI	Yes	No	No	USD	09/26/2024	42.54
			104955	24876	Check	1	5657		BORDEN, MARY	Yes	No	No	USD	09/26/2024	37.66
			104961	24877	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	09/26/2024	3,171.53
			104926	24878	Check	1	11332		CAMPBELL MEGAN	Yes	No	No	USD	09/26/2024	200.00
			104962	24879	Check	1	8595		CARLTON COUNTY CHILDREN & FAM	Yes	No	No	USD	09/26/2024	14,831.76
			104915	24880	Check	1	10843		CARTER DEB	Yes	No	No	USD	09/26/2024	346.50
			104908	24881	Check	1	10417		CHOCOLATEY	Yes	No	No	USD	09/26/2024	4,644.85
			104920	24882	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	09/26/2024	835.39
			104917	24883	Check	1	10904		DENFELD ATHLETICS	Yes	No	No	USD	09/26/2024	150.00
			104964	24884	Check	1	8704		DEPARTMENT OF HUMAN SERVICES	Yes	No	No	USD	09/26/2024	812.00
			104914	24885	Check	1	10806		DULUTH EAST ACTIVITIES DEPT	Yes	No	No	USD	09/26/2024	225.00
			104929	24886	Check	1	16790		ECLIPSE PAINT AND SUPPLY	Yes	No	No	USD	09/26/2024	696.44
			104930	24887	Check	1	1694		ESSE, CHRISTINE	Yes	No	No	USD	09/26/2024	54.35
			104958	24888	Check	1	6393		FAIRBANKS, CHRISTY	Yes	No	No	USD	09/26/2024	215.00
			104923	24889	Check	1	11046		FIREPRO SPRINKLER SPECIALISTS	Yes	No	No	USD	09/26/2024	2,660.52
			104978	24890	Check	1	9706		HEXUM, AMANDA	Yes	No	No	USD	09/26/2024	59.29
			104956	24891	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	09/26/2024	37.04
			104924	24892	Check	1	11309		IMPERIALDADE	Yes	No	No	USD	09/26/2024	149.70
			104968	24893	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	09/26/2024	1,461.59
			104938	24894	Check	1	26576		INTERMEDIATE DIST 287	Yes	No	No	USD	09/26/2024	3,229.20
			104918	24895	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	09/26/2024	180.00
			104933	24896	Check	1	25420		ISD #0095 CROMWELL	Yes	No	No	USD	09/26/2024	3,250.83
			104934	24897	Check	1	25460		ISD #0099 ESKO PUBLIC SCHOOLS	Yes	No	No	USD	09/26/2024	8,133.09
			104935	24898	Check	1	25480		ISD #0100 WRENSHALL	Yes	No	No	USD	09/26/2024	886.95
			104913	24899	Check	1	1064		ISD #0318 GRAND RAPIDS	Yes	No	No	USD	09/26/2024	15,518.79
			104928	24900	Check	1	1527		ISD #0381 LAKE SUPERIOR SCHOOL	Yes	No	No	USD	09/26/2024	9,353.03
			104939	24901	Check	1	2709		ISD #0577 WILLOW RIVER	Yes	No	No	USD	09/26/2024	3,170.09
			104936	24902	Check	1	25820		ISD #0700 HERMANTOWN	Yes	No	No	USD	09/26/2024	3,492.79
			104937	24903	Check	1	25840		ISD #0704 PROCTOR PUBLIC SCHOC	Yes	No	No	USD	09/26/2024	360.10
			104927	24904	Check	1	11333		ISD #31 BEMIDJI	Yes	No	No	USD	09/26/2024	2,300.00
			104971	24905	Check	1	9276		JAGO, CARA	Yes	No	No	USD	09/26/2024	59.88
			104907	24906	Check	1	10308		JUNCTION FIRE	Yes	No	No	USD	09/26/2024	272.49
			104948	24907	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	USD	09/26/2024	43.50
			104941	24908	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	09/26/2024	384.26
			104942	24909	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	09/26/2024	8,651.88

## 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	104910	24910	Check	1	10457		LEARNING A-Z	Yes	No	No	USD	09/26/2024	551.25
			104949	24911	Check	1	4544		LENARZ, COLLETTE	Yes	No	No	USD	09/26/2024	76.18
			104921	24912	Check	1	11019		LEXIA	Yes	No	No	USD	09/26/2024	12,609.26
			104905	24913	Check	1	10128		MAJERLE, JACKIE	Yes	No	No	USD	09/26/2024	234.27
			104944	24914	Check	1	32051		MCGRAW HILL SCHOOL EDUCATION	Yes	No	No	USD	09/26/2024	2,596.34
			104919	24915	Check	1	10941		MEDIATECHNOLOGIES LLC	Yes	No	No	USD	09/26/2024	1,487.92
			104945	24916	Check	1	36400		MINNESOTA HISTORICAL SOCIETY	Yes	No	No	USD	09/26/2024	13,620.00
			104946	24917	Check	1	36651		MINNESOTA POWER	Yes	No	No	USD	09/26/2024	21.85
			104922	24918	Check	1	11024		MORA HIGH SCHOOL	Yes	No	No	USD	09/26/2024	225.00
			104912	24919	Check	1	10476		MOTZKO KELSEY	Yes	No	No	USD	09/26/2024	40.94
			104965	24920	Check	1	8784		NELIS, CANDACE	Yes	No	No	USD	09/26/2024	61.64
			104969	24921	Check	1	9158		NEW DOMINION SCHOOL	Yes	No	No	USD	09/26/2024	1,722.55
			104947	24922	Check	1	40801		NORTHEAST SERVICE COOP	Yes	No	No	USD	09/26/2024	1,140.00
			104953	24923	Check	1	5371		NORTHERN CONSULTING ACTUARIE	Yes	No	No	USD	09/26/2024	2,700.00
			104906	24924	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	09/26/2024	260.00
			104931	24925	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	09/26/2024	48.00
			104909	24926	Check	1	10420		POWERSCHOOL GROUP LLC	Yes	No	No	USD	09/26/2024	18,846.00
			104951	24927	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	09/26/2024	481.19
			104973	24928	Check	1	9288		RASMUSSEN, BRENDA	Yes	No	No	USD	09/26/2024	92.46
			104960	24929	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	USD	09/26/2024	122.94
			104959	24930	Check	1	6402		REGENTS OF THE UNIVERSITY	Yes	No	No	USD	09/26/2024	2,019.00
			104932	24931	Check	1	2297		RENAISSANCE LEARNING	Yes	No	No	USD	09/26/2024	3,600.00
			104952	24932	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/26/2024	145.73
			104911	24933	Check	1	10472		SCHOLASTIC CLASSROOM MAGAZI	Yes	No	No	USD	09/26/2024	106.50
			104979	24934	Check	1	9805		SCHUSTER LAURA	Yes	No	No	USD	09/26/2024	357.76
			104950	24935	Check	1	4553		STEWARTS BIKES & SPORTS	Yes	No	No	USD	09/26/2024	433.50
			104940	24936	Check	1	27353		THE JAMAR COMPANY	Yes	No	No	USD	09/26/2024	250.00
			104943	24937	Check	1	3184		TREETOP PUBLISHING INC	Yes	No	No	USD	09/26/2024	284.63
			104976	24938	Check	1	9639		TYLER TECHNOLOGIES INC	Yes	No	No	USD	09/26/2024	1,274.77
			104970	24939	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	09/26/2024	34,955.10
			104954	24940	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	09/26/2024	879.68
			104966	24941	Check	1	8949		VANTAGE FINANCIAL	Yes	No	No	USD	09/26/2024	268,379.00
			104972	24942	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	09/26/2024	385.38
			104963	24943	Check	1	8605		VOYAGER SOPRIS LEARNING	Yes	No	No	USD	09/26/2024	10,979.50
			104957	24944	Check	1	58008		WEST MUSIC	Yes	No	No	USD	09/26/2024	91.24
			104975	24945	Check	1	9440		WICK, MICHELLE	Yes	No	No	USD	09/26/2024	24.78

Bank Total: 2

\$504,660.60

Report Total:

\$504,660.60

**Cloquet Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General	\$73,840.22
02	Food Services	\$84,788.38
03	Transportation	\$524.06
04	Community Services	\$5,206.88
05	Capital Expenditure	\$12,504.25
12	Activities	\$13,746.94
<b>Report Total</b>		<b>\$190,610.73</b>

## 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	105077	24946	Check	1	8863		ANGELL, TERESA	Yes	No	No	USD	10/03/2024	60.00
			104981	24947	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	USD	10/03/2024	306.50
			105045	24948	Check	1	6134		AT&T MOBILITY	Yes	No	No	USD	10/03/2024	1,676.69
			105072	24949	Check	1	8609		BALOW, JORDAN J	Yes	No	No	USD	10/03/2024	125.00
			105066	24950	Check	1	8268		BATES, ERIN	Yes	No	No	USD	10/03/2024	60.00
			105091	24951	Check	1	9799		BERGANKDV	Yes	No	No	USD	10/03/2024	25,000.00
			104980	24952	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	10/03/2024	751.19
			105087	24953	Check	1	9540		BIRMAN, LAURA	Yes	No	No	USD	10/03/2024	652.43
			104994	24954	Check	1	10911		BRAVEHEART JARED	Yes	No	No	USD	10/03/2024	50.00
			105089	24955	Check	1	9548		BRENNER MARK	Yes	No	No	USD	10/03/2024	35.00
			105048	24956	Check	1	6391		BROMAN, KIMBERLY	Yes	No	No	USD	10/03/2024	200.00
			105051	24957	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	10/03/2024	2,207.22
			105025	24958	Check	1	2566		BUYTAERT, KATY	Yes	No	No	USD	10/03/2024	15.95
			105086	24959	Check	1	9500		CARSON, QUITDEE	Yes	No	No	USD	10/03/2024	173.00
			105005	24960	Check	1	11151		CHARTRAND JONATHAN	Yes	No	No	USD	10/03/2024	85.00
			105001	24961	Check	1	11103		CICH ELINOR	Yes	No	No	USD	10/03/2024	30.26
			105040	24962	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	10/03/2024	592.72
			105009	24963	Check	1	11335		COIL DARRIN	Yes	No	No	USD	10/03/2024	141.00
			105019	24964	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	10/03/2024	2,111.25
			105020	24965	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	10/03/2024	1,960.00
			105090	24966	Check	1	9578		CONSTELLATION NEWENERGY -GAS	Yes	No	No	USD	10/03/2024	3,671.64
			105008	24967	Check	1	11319		CONTRACT TILE AND CARPET LLC	Yes	No	No	USD	10/03/2024	170.00
			105078	24968	Check	1	8883		DAHL, SALES AMANDA	Yes	No	No	USD	10/03/2024	93.14
			105017	24969	Check	1	11343		DECOTEAU ROMERO NICOLE	Yes	No	No	USD	10/03/2024	189.89
			105004	24970	Check	1	11119		DELOACH NATHANAEAL	Yes	No	No	USD	10/03/2024	67.00
			105023	24971	Check	1	14301		DEMCO INC	Yes	No	No	USD	10/03/2024	424.29
			105039	24972	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	USD	10/03/2024	171.05
			105050	24973	Check	1	6879		DURAND, CHELSEA	Yes	No	No	USD	10/03/2024	212.46
			105076	24974	Check	1	8849		ECKLUND, ANTHONY E	Yes	No	No	USD	10/03/2024	107.00
			105047	24975	Check	1	6347		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	10/03/2024	276.77
			105014	24976	Check	1	11340		ERICKSON BILL	Yes	No	No	USD	10/03/2024	108.00
			105054	24977	Check	1	7953		ESPENSON, ROBERT D	Yes	No	No	USD	10/03/2024	157.00
			105065	24978	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	10/03/2024	147.40
			105032	24979	Check	1	3900		FRABONIS	Yes	No	No	USD	10/03/2024	569.14
			104986	24980	Check	1	10431		GATES JILL	Yes	No	No	USD	10/03/2024	111.00
			104983	24981	Check	1	10240		GENERAL PARTS LLC	Yes	No	No	USD	10/03/2024	294.95
			105073	24982	Check	1	8701		GLITSOS, PANAGIOTIS	Yes	No	No	USD	10/03/2024	90.00
			104990	24983	Check	1	10689		GOMEZ ANDERS	Yes	No	No	USD	10/03/2024	147.00
			105015	24984	Check	1	11341		GORDY'S WARMING HOUSE	Yes	No	No	USD	10/03/2024	94.75
			105034	24985	Check	1	4250		GRAINGER	Yes	No	No	USD	10/03/2024	63.40
			105021	24986	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS	Yes	No	No	USD	10/03/2024	9,044.97

## 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		105046	24987	Check	1	6215		GREAT NORTHERN EQUIPMENT	Yes	No	No	USD	10/03/2024	300.00
			105013	24988	Check	1	11339		HANSON AMBER	Yes	No	No	USD	10/03/2024	90.00
			104997	24989	Check	1	11050		HEXUM GREG	Yes	No	No	USD	10/03/2024	45.00
			105042	24990	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	10/03/2024	549.86
			105007	24991	Check	1	11316		HOFFMANN NATHAN	Yes	No	No	USD	10/03/2024	67.00
			105064	24992	Check	1	8200		HOLMSTROM, TIMOTHY G	Yes	No	No	USD	10/03/2024	107.00
			105044	24993	Check	1	5992		HORIZON COMMERICAL POOL SUPP	Yes	No	No	USD	10/03/2024	2,657.48
			105012	24994	Check	1	11338		HORVAT CARTER	Yes	No	No	USD	10/03/2024	100.00
			105002	24995	Check	1	11105		HUNT COREY	Yes	No	No	USD	10/03/2024	235.12
			105052	24996	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	10/03/2024	2,690.91
			105080	24997	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LLI	Yes	No	No	USD	10/03/2024	119.59
			104995	24998	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	10/03/2024	1,777.50
			104989	24999	Check	1	1064		ISD #0318 GRAND RAPIDS	Yes	No	No	USD	10/03/2024	100.00
			105036	25000	Check	1	4792		JOSTEN'S	Yes	No	No	USD	10/03/2024	2,220.00
			104985	25001	Check	1	10308		JUNCTION TIRE	Yes	No	No	USD	10/03/2024	124.70
			105085	25002	Check	1	9394		KACHINSKE HALEY	Yes	No	No	USD	10/03/2024	35.91
			105060	25003	Check	1	8020		KARNAS, JAMES	Yes	No	No	USD	10/03/2024	125.00
			105069	25004	Check	1	8418		KEMPS LLC	Yes	No	No	USD	10/03/2024	9,153.85
			105016	25005	Check	1	11342		KENNEDY LEAH	Yes	No	No	USD	10/03/2024	16.00
			104988	25006	Check	1	10593		KNEEPKENS ELISABETH	Yes	No	No	USD	10/03/2024	67.00
			105075	25007	Check	1	8749		KNUTSEN, JESSICA	Yes	No	No	USD	10/03/2024	339.89
			105070	25008	Check	1	8513		KOSEY, RAY	Yes	No	No	USD	10/03/2024	85.00
			105067	25009	Check	1	8324		KUBIS, BRENT	Yes	No	No	USD	10/03/2024	85.00
			105028	25010	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	10/03/2024	924.20
			105029	25011	Check	1	30365		LCS COACHES INC	Yes	No	No	USD	10/03/2024	399.36
			105031	25012	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	USD	10/03/2024	176.93
			105057	25013	Check	1	7980		LOTHENBACH, DOUGLAS B	Yes	No	No	USD	10/03/2024	141.00
			104982	25014	Check	1	10139		MARSHAK PEYTON	Yes	No	No	USD	10/03/2024	150.00
			105059	25015	Check	1	8009		MARSHAK, DOUGLAS WILLIAM	Yes	No	No	USD	10/03/2024	180.00
			104998	25016	Check	1	11059		MCNEAL GILLIAN	Yes	No	No	USD	10/03/2024	111.00
			104996	25017	Check	1	10941		MEDIATECHNOLOGIES LLC	Yes	No	No	USD	10/03/2024	1,807.92
			105030	25018	Check	1	34186		MENARDS	Yes	No	No	USD	10/03/2024	2,479.92
			105024	25019	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	10/03/2024	1,886.40
			105010	25020	Check	1	11336		MICHELIZZI ANTONIO	Yes	No	No	USD	10/03/2024	85.00
			104991	25021	Check	1	10765		MINERS INCORPORATED	Yes	No	No	USD	10/03/2024	8,885.69
			105053	25022	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	10/03/2024	124.12
			105079	25023	Check	1	8972		NIESEN, PAMELA	Yes	No	No	USD	10/03/2024	130.00
			105033	25024	Check	1	41104		NORTHLAND FIRE AND SAFETY	Yes	No	No	USD	10/03/2024	1,627.66
			105061	25025	Check	1	8024		O'NEILL, THOMAS ROBERT	Yes	No	No	USD	10/03/2024	210.00
			104987	25026	Check	1	10435		OZDEMIR HAZI	Yes	No	No	USD	10/03/2024	83.00
			105022	25027	Check	1	1326		PAN O GOLD	Yes	No	No	USD	10/03/2024	2,588.75

### 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	105056	25028	Check	1	7965		PERALA, THEODORE	Yes	No	No	USD	10/03/2024	152.00
		105062	25029	Check	1	8038		PERICH, GREGG	Yes	No	No	USD	10/03/2024	125.00
		105088	25030	Check	1	9543		PETERSEN KRISTIE	Yes	No	No	USD	10/03/2024	73.00
		105082	25031	Check	1	9252		PETERSON, CHAD	Yes	No	No	USD	10/03/2024	135.00
		104984	25032	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	10/03/2024	7,560.00
		104999	25033	Check	1	11060		PHAM HUNG	Yes	No	No	USD	10/03/2024	173.00
		105011	25034	Check	1	11337		POWLESS KEY	Yes	No	No	USD	10/03/2024	180.00
		104993	25035	Check	1	10830		PRING JILL	Yes	No	No	USD	10/03/2024	253.73
		105035	25036	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	10/03/2024	293.34
		105003	25037	Check	1	11111		QUIZIZZ INC	Yes	No	No	USD	10/03/2024	2,300.00
		105049	25038	Check	1	6402		REGENTS OF THE UNIVERSITY	Yes	No	No	USD	10/03/2024	300.00
		105037	25039	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	10/03/2024	110.00
		105074	25040	Check	1	8745		SHELDON, DARREN	Yes	No	No	USD	10/03/2024	85.00
		105055	25041	Check	1	7955		SILLANPA, GERALD W	Yes	No	No	USD	10/03/2024	263.00
		105081	25042	Check	1	9175		SMITH, TREVOR J	Yes	No	No	USD	10/03/2024	60.00
		105038	25043	Check	1	5341		SOUTH, LISA	Yes	No	No	USD	10/03/2024	90.02
		105063	25044	Check	1	8080		STEIN, PAUL J	Yes	No	No	USD	10/03/2024	90.00
		104992	25045	Check	1	10817		TARALSETH KEVIN	Yes	No	No	USD	10/03/2024	7.55
		105026	25046	Check	1	2726		TEXTBOOK WAREHOUSE	Yes	No	No	USD	10/03/2024	981.75
		105027	25047	Check	1	27353		THE JAMAR COMPANY	Yes	No	No	USD	10/03/2024	5,256.59
		105006	25048	Check	1	11204		TRUSCOTT HUNTER	Yes	No	No	USD	10/03/2024	145.00
		105058	25049	Check	1	7990		UECKER, JEREMY	Yes	No	No	USD	10/03/2024	105.00
		105083	25050	Check	1	9268		UHL COMPANY INC	Yes	No	No	USD	10/03/2024	2,460.20
		105041	25051	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	10/03/2024	70,100.66
		105084	25052	Check	1	9277		VEGAR, NICOLE	Yes	No	No	USD	10/03/2024	115.40
		105071	25053	Check	1	8605		VOYAGER SOPRIS LEARNING	Yes	No	No	USD	10/03/2024	3,362.80
		105068	25054	Check	1	8382		WALPOLE, DAVID	Yes	No	No	USD	10/03/2024	83.00
		105043	25055	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	10/03/2024	147.40
		105000	25056	Check	1	11073		WILTON BROCK	Yes	No	No	USD	10/03/2024	60.00
		105018	25057	Check	1	11344		YOUNGBERG SHAWNA	Yes	No	No	USD	10/03/2024	15.47

Bank Total: 2 \$190,610.73

Report Total: \$190,610.73



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

Barb Mackey, Asst. Special Education Director  
[bmackey@nlacoop.org](mailto:bmackey@nlacoop.org)

TO: Dr. Michael Cary, Cloquet Superintendent  
FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director  
DATE: September 25, 2024  
RE: Recommendation for Employment

I am recommending the employment of Mr. Darrell Davey to fill the 1.0 FTE Long Term Substitute/Float Teacher position at Northern Lights Academy Cooperative #6096-52 for the remainder of the 2024-2025 school year.

RATE OF PAY: BA Step 1 - Per the Teachers' Master Agreement  
TOTAL COST: To be determined based on the start date and the number of days to be worked in the remainder of the school year.  
HOURS TO BE WORKED: 1.0 FTE (Monday-Friday)  
START DATE: To Be Determined - The start date will be when Mr. Davey's Tier 1 application is processed and the license is granted.  
LENGTH OF CONTRACT: 2024-2025  
BUDGETED CURRENT YEAR: Yes  
POSTED: Yes, internally and externally.

RATIONALE FOR HIRE: NLA is recommending Mr. Darrell Davey for the open Long Term Substitute/Float Substitute Teacher position. Mr. Davey has worked as a paraprofessional since the fall of 2017. He has demonstrated the skills necessary to step in and work as a substitute teacher in all of our classrooms. There was one licensed special education teacher who applied this summer, however, the interview team, including myself, determined that Mr. Davey's skills and knowledge surpass that person's skills and knowledge. His work at NLA for the last seven years also supports this request to hire him for our float teacher.

(Employment is contingent upon Cloquet School Board approval and approval of Mr. Davey's first Tier 1 EBD license by PELSB. Also contingent upon the school board approval of his one-year leave from his paraprofessional position under contract.)



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

## MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: October 3, 2024

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment for **Lance Horvat** to provide homebound instruction for a student at the Cloquet High School.

RATE OF PAY: \$34.85

HOURS TO BE WORKED: 5 hours/week of student contact time  
1 hour/week of prep

STARTING DATE: As soon as possible

LENGTH OF CONTRACT: Ongoing, until services are no longer needed

BUDGETED CURRENT YEAR: Yes

RATIONALE FOR HIRE: Cloquet High School has the need to hire a homebound teacher to provide education for one of our students due to a medical condition.

\* Rate will increase reflects the 2021-2023 EM-C Rate and will be updated with the new contract.

(Employment is contingent upon Cloquet School Board approval)

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent  
FROM: Beth Dohnansky, Food Service Director  
DATE: October 9, 2024  
RE: Recommendation for Employment

I am recommending the employment of JoAnna Lee for the 3.0 hour day Food Service Staff at Washington Elementary.

RATE OF PAY:	\$18.18 per hour
HOURS TO BE WORKED:	3.0 Hours/Day (Monday –Friday)
START DATE:	October 15, 2024
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	JoAnna has been working for the food service and has been trained on the job.

(Employment is contingent upon Cloquet School Board approval.)

BD: mm

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

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## MEMORANDUM

---

**TO:** Dr. Michael Cary, Superintendent  
**DATE:** October 9, 2024  
**FROM:** Erin Bates, Community Education Director  
**RE:** Hiring of Jillena McCausland

**I am recommending that Jillena McCausland be hired as an Instructor for the After School Enrichment program at the Cloquet Middle School to teach Babysitting classes.**

**RATE OF PAY:** \$20.19 hour

**HOURS TO BE WORKED:** Up to 10 hours week as needed

**STARTING DATE:** November 1, 2024

**LENGTH OF CONTRACT:** ongoing as needed

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** additional classes

**QUALIFIES FOR BENEFITS:** No

**“Employment is subject to Cloquet School Board Approval”**

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## MEMORANDUM

---

**TO:** Dr. Michael Cary, Superintendent  
**DATE:** October 4, 2024  
**FROM:** Erin Bates, Community Education Director  
**RE:** Hiring of Marilyn Lynch

I am recommending that Marilyn Lynch be hired as a Program Assistant to work in our Adult Enrichment, Aquatics, and Drivers Education programs.

**RATE OF PAY:** \$17.04

**HOURS TO BE WORKED:** 18 hours per week

**STARTING DATE:** October 7, 2024

**LENGTH OF CONTRACT:** ongoing

**BUDGETED CURRENT YEAR:** Yes

**REASON FOR HIRE:** position that fits with work restrictions

**QUALIFIES FOR BENEFITS:** 2 Personal Days

**“Employment is subject to Cloquet School Board Approval”**

**From the Desk of:**

**Paul Riess  
Activities Director  
Cloquet Senior High School  
1000 18<sup>th</sup> 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: Football - Added Pay for Volunteer

Please approve the payment for the individual listed below. This individual has been a paid coach in previous seasons. He was on deployment at the beginning of this year. It was unknown how much he would be able to help, if at all, so he was initially listed as a volunteer until it was known how much he would be able to help.

This amount in addition to any taxes and benefits will be paid from the football activities account so there is no cost to the school district.

Luke Konietzko- \$2771

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

PR

To: Superintendent Cary and ISD #94 School Board Members  
 From: Paul Riess, Activities Director  
 Date: October 1st 2024  
 Re: 2024-2025 Winter Extra Service Contracts

Please approve the extra service contracts for the winter season

SPORT	POSITION	NAME	DATES	AMOUNT
<b>Boys bball</b>	Head Varsity Coach	Steve Battaglia	11/18/24-3/22/25	\$6,907.00
	Varsity Assistant Coach	Mason Brenner	11/18/24-3/22/25	\$4,836.00
	JV Coach ( Grade 10)	Tom Brenner	11/18/24-3/22/25	\$4,075.00
	9th Grade Head Coach	Nate Sandman	11/18/24-3/22/25	\$3,729.00
	8th Grade Head Coach	Kevin Brenner	11/11/24-2/6/25	\$2,971.00
	7th Grade head Coach		11/11/24-2/6/25	\$2,971.00
<b>Girls bball</b>	Head Varsity Coach	Heather Young	11/11/24-3/15/25	\$6,907.00
	Varsity Assistant Coach	Katie Hughes	11/11/24-3/15/25	\$4,836.00
	JV Coach (Grade 10)	Jessica Youngren	11/11/24-3/15/25	\$4,075.00
	9th Grade Head Coach	Kat Rosetti	11/11/24-3/15/25	\$3,729.00
	8th Grade Head Coach	Rachel Schmidt	11/11/24-2/6/25	\$2,971.00
	7th Grade Head Coach	Heather Snesrud	11/11/24-2/6/25	\$2,971.00
<b>Boys Hockey</b>	Head Coach	Shea Walters	11/11/24-3/8/25	\$6,907.00
	Assistant Coach	Jake Boese	11/11/24-3/8/25	\$4,836.00
	JV Head Coach	Brian Stevenson	11/11/24-3/8/25	\$4,075.00
<b>Girls Hockey</b> <i>These 3 coaches are splitting the assistant and JV coach position ok</i>	Head Coach	Kennedy Houge	10/28/24-2/22/25	\$6,907.00
	JV Coach	Hailey Raske	10/28/24-2/22/25	\$3,205.00
	JV Coach	Kalei Kleive	10/28/24-2/22/25	\$3,206.00
	Assistant Coach	Elise Lund	10/28/24-2/22/25	\$2,500.00
<b>Wrestling</b> <i>ok</i>	Head Coach	Al Denman	11/18/24-3/1/25	\$6,907.00
	Assistant Coach	Cody Salo	11/18/24-3/1/25	\$4,835.00
<b>Nordic Ski</b> <i>These two coaches will split the assistant and middle school position ok</i>	Head Coach	Phil Rogers	11/11/24-2/13/25	\$4,309.00
	Assistant Coach	Ann Gustafson	11/11/24-2/13/25	\$2,436.00
	Assistant Coach	Annalise Braaten	11/11/24-2/13/25	\$2,436.00
<b>Alpine Ski</b> <i>ok</i>	Head Coach	Ryan Zimny	11/11/24-2/11/25	\$4,309.00
	Assistant Coach	Chris White	11/11/24-2/11/25	\$3,018.00
<b>Robotics (Robofest)</b> <i>ok</i>	Head Coach	Cameron Lindner	2/3/25-4/19/25	\$2,527.00
<b>One Act Play</b> <i>ok</i>	Director	Josh Porter	11/25/24-2/8/25	\$2,403.00
	Assistant Director	Timber Latvala	11/25/24-2/8/25	\$1,417.00

To: Superintendent Cary and ISD #94 School Board Members

From: Paul Riess, Activities Director

Date: October 1st, 2024

Re: 2024-2025 Winter Contracts

Please approve the following coaches/workers for the winter season

SPORT	POSITION	NAME	DATES	AMOUNT
<i>Boys Bball</i>	Assistant Coach	Dave Battaglia	11/18/24-3/22/25	\$3,000
<i>To be paid out of boys bball account</i>				
<i>Boys Hockey</i>	Assistant Coach	Jerry Pickar	11/11/24-3/8/25	\$1,500
<i>To be paid from the boys hockey Blue Line Club ok</i>	Assistant Coach	Dylan Johnson	11/11/24-3/8/25	\$3,000
	Assistant Coach	Tony Huberty	11/11/24-3/8/25	volunteer
	Assistant Coach	Matt Snesrud	11/11/24-3/8/25	volunteer
	Assistant Coach	Erik Hanson	11/11/24-3/8/25	volunteer
<i>Girls Hockey</i>	Assistant Coach	Ryan Cool	10/28/24-2/22/25	Volunteer
<i>ok</i>	Assistant Coach	Sarah Ching	10/28/24-2/22/25	Volunteer
<i>Wrestling</i>	Assistant Coach	Jake Fjeld	11/18/24-3/1/25	Volunteer
<i>ok</i>				
<i>Nordic Ski</i>	Assistant Coach	Brent Smith	11/11/24-2/13/25	Volunteer
<i>will be paid from nordic activity account ok</i>	Assistant Coach	Hunter Williams	11/11/24-2/13/25	Volunteer
	Assistant Coach	Kelly Rogers	11/11/24-2/13/25	Volunteer
	Assistant Coach	Lars Dewall	11/11/24-2/13/25	\$600
<i>Boys bball/girls bball</i>	Concessions manager	Jamie Baker	11/18/24-3/22/25	\$1,200
<i>will be paid out of the bball concessions account ok</i>				
<i>ok</i>				
Robotics		Jesse Wick		volunteer
<i>ok</i>		Jason Mangan		volunteer



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<http://www.isd94.org>

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## Memorandum

---

To: Dr. Michael Cary, Superintendent

From: David Wangen, Churchill Elementary School Principal

Date: October 7, 2024

RE: Permission to Post

I am requesting permission to post for a 1.0 FTE Developmental Cognitive Delay Severe and Profound teacher for 14 weeks starting January 6, 2025, through April 17, 2025. This is due to a staff member working on the completion of student teaching.

DW:mb

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[www.lsd94.org](http://www.lsd94.org)

27 September 2024

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

For your consideration and approval, I am requesting permission to post internally and externally for a 7.5hr/day Indian Home School Liaison at Cloquet Area Alternative Education Program due to staff resignation effective 10.8.2024.

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

Cc: Marcia Nelson

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## MEMORANDUM

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**TO:** Dr. Cary, Superintendent  
**FROM:** Dr. Marcia Nelson, CAAEP Principal/Targeted Services Coordinator  
**DATE:** October 10, 2024  
**RE:** Targeted Services After-School Program for the 24/25 School Year – Permission to Post

**I recommend that we post for the following positions:**

*\*All hires are contingent on sufficient student numbers*

*Churchill*

<u>Teacher</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Grade 1 Teacher	3	\$37.75/Hour
Grade 2 Teacher	3	\$37.75/Hour
Grade 3 Teacher	3	\$37.75/Hour
Grade 4 Teacher	3	\$37.75/Hour
1 Paraprofessional	3	per contract

*Washington*

<u>Teacher</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Grade 1 Teacher	3	\$37.75/Hour
Grade 2 Teacher	3	\$37.75/Hour
Grade 3 Teacher	3	\$37.75/Hour
Grade 4 Teacher	3	\$37.75/Hour
1 Paraprofessional	3	per contract

*Middle School*

<u>Teacher</u>	<u>Hours/Week – (Dec. – March)</u>	<u>Rate of Pay</u>
Grade 5 Teacher	3	\$37.75/Hour
Grade 6 Teacher	3	\$37.75/Hour
Grade 7-8 Teacher	3	\$37.75/Hour
Grade 7-8 Teacher	3	\$37.75/Hour
1 Paraprofessional	3	per contract

**BUDGETED CURRENT YEAR: Yes**

**REASON FOR HIRE: To provide instruction to students who qualify for Targeted Services**

**(Employment is subject to Cloquet School Board Approval)**



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: October 3, 2024

RE: **Permission to Post**

I am requesting permission to post for a homebound teacher at Cloquet High School for the 2024-2025 school year.



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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: David Wangen, Churchill Elementary Principal

DATE: October 9, 2024

RE: Permission to Post for two Family Literacy Coordinators for the 2024-2025 school year.

I am requesting permission to post for two Family Literacy Coordinators for the 2024-2025 school year. Each coordinator will receive a \$500.00 stipend to coordinate family literacy events. Interested applicants shall submit a letter of interest to Churchill Elementary Principal, David Wangen.

(Employment is contingent upon Cloquet School Board approval.)



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## Memorandum

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TO: School Board of ISD 94

FROM: Dr. Michael Cary, Superintendent

DATE: 10/14/2024

RE: Staffing Adjustment for Jennifer Maki

I am recommending the increase of Jennifer Maki from 0.5 FTE to 0.6 FTE, effective 10/1/2024, to accommodate increased load of students with identified speech needs. The addition of time will be covered by an increase in our staff sharing agreement with Northern Lights Academy.

## 2024-2025 Student Enrollment Report

5/31/2024	Dates	9/6	9/18	10/9															
	<b>CHURCHILL</b>																		
10	Early Five/Dev Kindergarten	18	19	19															
75	Kindergarten - All Day	60	61	61															
69	First Grade	69	68	67															
73	Second Grade	69	68	68															
46	Third Grade	80	81	79															
81	Fourth Grade	56	56	56															
354	<b>TOTAL CHURCHILL</b>	352	353	350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>WASHINGTON</b>																		
93	Kindergarten - All Day	98	96	97															
112	First Grade	102	100	102															
110	Second Grade	109	108	108															
88	Third Grade	107	106	106															
105	Fourth Grade	85	84	84															
508	<b>TOTAL WASHINGTON</b>	501	494	497	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
862	<b>TOTAL ELEMENTARY</b>	853	847	847	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
	<b>MIDDLE SCHOOL</b>																		
183	Fifth Grade	190	190	187															
183	Sixth Grade	185	185	184															
199	Seventh Grade	185	185	184															
194	Eighth Grade	198	196	198															
759	<b>TOTAL MIDDLE SCHOOL</b>	758	756	753	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
	<b>HIGH SCHOOL</b>																		
213	Ninth Grade	195	197	193															
184	Tenth Grade	212	209	206															
183	Eleventh Grade	181	181	183															
178	Twelfth Grade	184	185	186															
758	<b>TOTAL HIGH SCHOOL</b>	772	772	768	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2379	<b>TOTAL HK-12</b>	2383	2375	2368	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPEN ENROLLMENT</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>CAAEP- FULL-TIME</b>																		
82	High School (grades 9-12)	80	82	77															
8	Junior High (grades 6-8)	4	4	4															
90	<b>TOTAL CAAEP-Full-Time</b>	84	86	81	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>** CAAEP - PART-TIME</b>																		
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2469	<b>GRAND TOTAL</b>	2467	2461	2449	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.

# District Technology Committee Meeting Minutes

## September 30, 2024 4:00 PM

Members Present: J. Gagne, D. Esse, A. Doeskin, A. Lindner, R. Zimny, J. Haynes, A. Cacek, T.J. Smith

Members Absent: H. Anderson, C. Jago

1. Introductions for new members
2. Review goals and survey questions
  - a. Tech Committee will analyze data collected last spring from staff
  - b. Goal is to be ready to present findings to admin in November / December.
3. Create sub committees and assign question analysis
  - a. Discussion on what would be best way to analyze data.
  - b. Possible use of AI to analyze data for open ended questions was discussed.
  - c. Test run with AI program “Claude” was attempted
  - d. Various formats and questions were used to generate responses.
  - e. Incredible results with short amount of time invested!!
  - f. Next meeting we will compare our own analysis with what “Claude” came up with
    - i. Need to determine if we are missing anything or compare and contrast conclusions
4. Discuss preliminary findings / conclusions
  - a. Once data has been summarized we will begin to draw some conclusions and discuss how to present those findings.
5. Discuss best ways to present information to the admin.
  - a. Powerpoint sometime in this year

Next Tech Meeting : October 28, 2024.



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**NOTICE OF GENERAL ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 94  
CLOQUET, MINNESOTA**

To the Electors of Independent School District No. 94, in the County of Carlton, State of Minnesota.

**NOTICE IS HEREBY GIVEN:** That a General Election will be held in all the PRECINCTS OF THE Cloquet School District on Tuesday, the 5<sup>th</sup> day of November 2024, at which time the polls will be open from the hour of seven o'clock a.m. until the hour of eight o'clock p.m. for the purposes of election offices and voting on questions as follows:

- Three (3) School Board Member seats for terms of four (4) years each.

Dated: October 14, 2024

BY THE ORDER OF THE SCHOOL BOARD

---

Melissa Juntunen, School District Clerk  
Independent School District No. 94 (Cloquet)  
State of Minnesota



# PARAPROFESSIONAL, AIE, COTA (PAC) EMPLOYEES AGREEMENT

CLOQUET PUBLIC SCHOOLS  
CLOQUET, MINNESOTA

AND

AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)  
MINNESOTA COUNCIL NO. 65  
LOCAL UNION NO. 545

July 1, 202~~4~~<sup>2</sup> – June 30, 202~~4~~<sup>6</sup>

ATTEST:

AFSCME LOCAL NO. 545

\_\_\_\_\_  
Bargaining Unit – Paraprofessional Staff

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Bargaining Unit – Paraprofessional Staff

\_\_\_\_\_  
AFSCME Council No. 65 Representative

Dated: October ~~14~~<sup>24</sup>, 202~~4~~<sup>2</sup>

CLOQUET SCHOOL BOARD  
Independent School District No. 94

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Superintendent of Schools

Dated: October ~~14~~<sup>24</sup>, 202~~4~~<sup>2</sup>



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## ARTICLE I -- PURPOSE

The general purpose of this Agreement is to promote the mutual interests of the employees, administration and school board of the Cloquet Public Schools and to provide for the fullest and most efficient operation of the schools in regard to employee duties. A copy shall be provided to each employee affected by this Agreement.

## ARTICLE II – RECOGNITION CLAUSE AND ADJUSTMENT COMMITTEE

### RECOGNITION CLAUSE

**Section 1. Recognition:** Pursuant to the certification of the State of Minnesota, Bureau of Mediation Services, Case No. 78-PR-917-A (and subsequent unit clarification Case No. 17PCEO760 and 17PCLO778), and in accordance with the PELRA, the School District recognizes AFSCME Council 65 as sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and all other conditions of employment for:

All Paraprofessionals; LPNs; American Indian Education Tutors; American Indian Education Liaisons; and Certified Occupational Therapy Assistants employed by Independent School District No. 94, Cloquet, Minnesota, who are Public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

Said exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

**Section 2.** The employer shall not enter into any agreement with the employee coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement or with the role of the exclusive representative as sole representative for said employees.

**Section 3.** If the employer and the exclusive representative are unable to agree to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

**Section 4.** For this contract, the terms “employee,” “personnel,” or “staff members” mean members of this bargaining unit.

### ADJUSTMENT COMMITTEE

The employees, through their union organization, shall elect an Adjustment Committee of two members. The clerk of the school board shall be notified in writing by Local 545 as to the members of this committee. A committee of the school board shall work with this committee in adjusting salaries or revising policies that affect the working conditions and welfare of the staff.

## ARTICLE III -- DURATION

The period of this Agreement shall be from July 1, 202~~42~~ through June 30, 202~~64~~.

## ARTICLE IV – ASSIGNMENT- PRIORITIES - SENIORITY

**Section 1. Assignment:** Assignment of personnel shall rest with the administration and the school board.

**Subd. 1. Staffing:** Assignment of hours and number of positions in any building for employees shall rest with the administration and the school board.

**Subd. 2. Work Hours and Workshop Days:** The specific work hours at any individual building may vary according to the needs of the school district. The specific work hours for each employee will be designated by the building principal.

All employees shall be required to attend the “Back to School” workshop day and one additional day before the start of the students’ regular school year. Before school lets out in June, employees will be notified which days they will be required to work prior to the start of the next student school year. The parties agree that the calendar may change due to emergencies or unforeseen circumstances.

Beginning with the 2021-22 school year, paraprofessionals duty year will be expanded by one (1) day to attend a professional development training to be determined by the building administration.

**Subd. 3. Assignment Changes:** All changes in assignments shall be made at the discretion of the administration and the school board.

1. Employees who are assigned as DCD for grades five (5) or higher in the Special Education program will have pool duty as a part of their assignment, which they may be required to work. Starting with the 2017-2018 school year, employees for whom pool duty is required will receive an annual stipend of \$50 for pool apparel.
2. If an employee gets reassigned into DCD or Consistent Support (from EBD, etc.), the employee has rights to bump anywhere on bumping day as if the job was eliminated. That reassigned employee will not be required to perform pool duty during that school year if they have a doctor’s note.

## **Section 2. Seniority:**

**Subd. 1. Definition:** Seniority for personnel shall be defined as length of continuous service with the school district. Upon completion of the probationary period, the seniority date of the employee shall include the probationary period.

**Subd. 2. Seniority List:** The superintendent shall maintain a seniority list, which shall show the names of union personnel, initial date of employment and seniority rank. Separate seniority lists shall be maintained for the following:

- Paraprofessionals
- After January 1, 2021 Paraprofessionals hired for NLA and Cloquet Schools will be listed on separate seniority lists
- COTAs
- American Indian Education Tutors (AIE Tutors)
- American Indian Education Liaisons (AIE Liaisons)
- LPN (includes CMAs and Health Assistants)
- S.T.A.R.T Van Drivers

The seniority list used for bumping shall be the order of seniority for all paraprofessionals hired prior to January 1, 2021. Thereafter, seniority shall be determined according to the following order of priority:

1. The first day of work for the District after the school board had approved the employee’s employment.
2. The date at which the school board approved the employee’s hire.
3. If two or more employees have the same seniority date, their seniority ranking shall be determined on the

basis of the employee with the most time actually working for the district (i.e., time worked as a substitute, working under special programs, or as a part-time employee).

4. If a tie remains, and seniority needs to be determined to determine a particular employment right, the school administration shall consider and use the following criteria:
  - a. The number of post-secondary college or university credits the employee has previously submitted for inclusion in his/her personnel file. The employee with the most credits will have the highest seniority.
  - b. If a tie still remains (i.e., no employee has college credits), the employee who first passed the test required by the state for employees without two years of college shall be considered to be the most senior.
  - c. If a tie still remains, the district superintendent, in consultation with the district's principals, will determine who is most qualified and should be placed higher on the seniority list.
5. Effective January 1, 2021, the superintendent shall maintain a separate seniority list for paraprofessionals who are employed by the District and assigned to work at NLA. This seniority list will be referred to as the "NLA seniority list" and the other paraprofessional seniority list will be referred to as the "regular seniority list." NLA and Cloquet paraprofessionals hired prior to January 1, 2021 will be listed on a "joint seniority list" and will have rights to bump into positions within Cloquet Public Schools or Northern Lights Academy positions held under the Cloquet Public Schools paraprofessional contract.

Effective January 1, 2021:

- a. Any paraprofessional who is hired by the District as a NLA staff member will have his/her seniority date listed exclusively on the NLA seniority list.
- b. Any paraprofessional who is hired by the District as a Cloquet staff member will have his/her seniority date listed exclusively on the Cloquet regular seniority list.
- c. Any paraprofessional who was hired by the District as NLA staff member prior to January 1, 2021 will have his/her seniority date listed on the joint list.

Layoff and Recall:

- a. A paraprofessional hired after January 1, 2021 on the NLA seniority list shall not have the right to use seniority to claim or assert rights to a non-NLA position. This limitation applies to any recall from lay off as well.
- b. A paraprofessional hired after January 1, 2021 on the regular seniority list shall not have the right to use seniority to claim or assert rights to a NLA position. This limitation applies to any recall from lay off as well.

Each employee shall receive a copy of the seniority list.

**Subd. 3. Loss of Seniority:** An employee will lose seniority for the following reasons only:

- a. Resignation.
- b. Involuntary termination.
- c. Failure to return to work when recalled from lay-off.

**Subd. 4. Temporary Incapacity:** Inability of an employee covered by this Agreement to work due to illness or injury shall not result in loss of position. Said personnel shall be entitled to return to regularly assigned positions after sufficient recovery to perform usual and ordinary duties. Maximum length of temporary incapacity shall not exceed 18 months. After 18 months, but prior to 24 months, an employee may petition the superintendent for reinstatement. The decision to reinstate an employee returning from temporary incapacity status shall rest solely with the superintendent and will not be subject to appeal. If making room for the employee requires lay-off(s), the procedures outlined in this contract for seniority determinations, layoffs, bumping, and filling of vacancies shall be followed.

**Subd. 5. Posting and Filling of Vacancies:** During the school year, if a vacancy is determined by the superintendent to be filled within this bargaining unit, the school district shall make a good faith effort to post a notice of the open position in all buildings, on the designated bulletin boards, and shall post externally. The school district will ~~A good faith effort will be made to~~ inform employees of these vacancies by written notice via school district email. Hiring of positions during the school year shall be at the discretion of the school administration and school board. See Subdivision 7 regarding positions hired during the year being “open positions” for bumping purposes the following summer.

**Subd. 6. Lay-Offs:** The school board may place on lay-off as many personnel as may be necessary because of discontinuance of positions, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts. In the event of a lay-off or reduction of hours, substitutes and/or probationary personnel shall be laid off first. Personnel shall be laid off based on their inverse order of seniority. Lay-offs shall occur within each seniority list, separate from the other seniority lists. Employees to be laid off for an indefinite period will have at least two (2) calendar week’s notice. If a laid-off employee is re-employed within twelve (12) months after their effective date of lay-off, the employee shall retain his/her original seniority date.

**Subd. 7. Bumping:** Bumping for the following school year shall be done on a designated “bumping day” in June. Prior to the end of March, the bargaining unit representatives and administration will set a day in June as the designated bumping day. At least ten (10) days prior to this bumping day, a good faith effort will be made to mail a list of the open and discontinued positions to the paraprofessionals.

Paraprofessionals hired after January 1, 2021 are restricted to bumping only into positions identified within their seniority list (NLA or regular Cloquet Schools paraprofessionals).

If the work hours of an employee are eliminated or reduced more than one (1) hour per day, that employee shall have the right to a position with more hours anywhere in the district and within that employee’s classification/seniority list. Such position changes are contingent upon proper qualifications and seniority. Decisions to exercise bumping rights during the school year must be communicated to the Executive Administrative Assistant within five (5) working days after receiving notice. Otherwise, employees may choose to exercise their bumping rights regarding these reductions at the annual bumping meeting. Said positions will be designated in the bumping notice as giving employees holding those positions the choice of exercising their bumping rights.

Employees are restricted to bumping only into positions identified within their seniority list. For instance, a paraprofessional may not bump into an AIE tutor position. LPNs are not allowed to bump into a paraprofessional position.

On bumping day all vacant positions shall be filled starting with the choice of the most senior employee and ending with the least senior employee filling the last position. If employees cannot attend the “bumping day,” they shall designate proxies to participate in the bumping day for them. If an employee fails to designate a proxy, the union leadership shall designate a proxy for that employee.

No employee shall bump into a vacant position during the school year unless such events occur as described in

Article IV, Section 2, and Subdivision 7 above (Bumping). That position shall be filled through the application process.

Open positions shall include all positions opened during the regular school year and which were not open positions at the conclusion of the previous bumping process as described in this subdivision. In order for an employee to bump into a position requiring special qualifications or skills, that employee must qualify for that position prior to the bumping day. For positions requiring a skills test, the test will be administered through the superintendent's office. The district will notify the union 60 days before adding a test requirement to any new position.

**Subd. 8. Adding Hours During School Year:** If the district allocates extra hours for paraprofessional duty during the school year, the supervisor in charge of placing those hours shall do so based on seniority within the building where the hours are allocated. If the extra hours are for a specific student, the hours shall be first offered to the paraprofessional currently working with that student. No paraprofessional shall receive those hours, if doing so would put them over an average of 6.75 hours per day. This language does not apply for hours added to American Indian Education or COTA staff.

**Subd. 9. Program Building Change:** If a specific program moves to a different building within the district, the employee involved with that program shall move with the program with no loss of seniority or any other benefit for which they are entitled.

**Subd. 10. Unit Members Summer School-Extended Day Programming:** First, application for all summer school bargaining unit positions shall be made available to all unit members. If there are more unit members applying than positions available, the positions will be filled in order by the most senior qualified person within the bargaining unit. Preference will be given to those already in the job classification (e.g. Employees working in AIE receive preference for an AIE positions over a Paraprofessional).

After the application period for summer school positions is complete, if not enough qualified bargaining unit members have applied to fill all bargaining unit summer school positions, qualified unit members will be offered summer school-extended day work according to reverse seniority starting with the least senior qualified bargaining unit employee and progressing toward most senior qualified bargaining unit employee.

~~**Special Education Summer School-Extended Day Programming:** All summer school (Special Education) paraprofessional positions shall be filled in order by the most senior qualified person within Special Education classification. If there are not enough special education paraprofessionals to fill positions, regular paraprofessionals with special education school experience will be hired according to experience and seniority.~~

**Section 3. Probationary Period for Personnel:** The probationary period for personnel shall be one (1) year from the date of hire. During the probationary period, an employee may be subject to dismissal without recourse. The probationary period as described in this section is also applicable to all job transfers. Prior to an employee transferring or being promoted to a different classification, the employee must serve the one (1) year probation period, unless the position is eliminated or reduced in hours. In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of sixty (60) working days in any such new classification. During this sixty (60) day trial period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right to reassign the employee to the former classification. When an employee is transferred to a new classification, the employee shall also have twenty (20) working days in which to decide whether to keep the position. If the employee does not want to keep the position said employee may return to the original classification with no loss of seniority. If the transfer by administration was due to the discontinuance of the employee's original position, this nullifies the option to return to the original classification.

During the probationary period a transferred employee's salary should not be reduced to probation step level.

#### **Section 4. Involuntary Transfers or Reassignments:**

**Subd. 1. Definitions:** For purposes of this section, the following definitions apply:

- a. "Transfer" means between buildings or between classifications (example, special education paraprofessional to media center).
- b. "Reassignment" means reassignment within the same building and the same classification.
- c. "Temporary Reassignment" means changes which are situational in nature and do not exceed 20 work days.
- d. Mutual consent in writing to a change in job position is not considered a reassignment.

**Subd. 2. Temporary Transfers or Reassignments:** Administrators may make temporary changes in assignments to meet the needs of students or District. If it appears that a temporary reassignment will become permanent, the administrator shall notify the employee and follow procedures outlined in the section, "Permanent Transfer" or "Reassignments".

**Subd. 3. Permanent Transfers or Reassignments:** When permanent transfers or reassignments are being considered, the building administrator/principal shall visit with the employee(s) affected, explain the reasons, and ask for the employee's input. This meeting shall be scheduled at least five days before the transfer or reassignment is made or becomes permanent. The employee may request a subsequent meeting and request that a union representative be present with them to discuss the transfer or reassignment. The employee may request that the superintendent/superintendent's designee be present at that meeting.

After required meetings are held, if the transfer or reassignment is going to be made, the building principal will issue a written decision which explains the transfer or reassignment and the reasons for that decision.

**Subd. 4. Bumping:** If a proposed reassignment or transfer results in a loss of 1.0 or more work hours, the employee may use his/her bumping rights as defined in Section 2, Subdivision 7, of this article.

Employees who are transferred or reassigned during the school year or prior to the bumping day, as defined in Section 2, Subdivision 7 of this article, shall be allowed to participate in the annual bumping day as if they had their position eliminated or reduced by one (1) hour or more. A principal may determine that an employee may not bump back into the position from which the employee was originally transferred or reassigned. If such a determination is made, at least one (1) week prior to the bumping, the principal will inform the employee, verbally and in writing, they may not bump back into the position from which the employee was originally transferred or reassigned. If the employee is unavailable, notification will be provided to the union representation.

Employees are restricted to bumping only into positions identified within their seniority list. For instance, a paraprofessional may not bump into an AIE tutor position and LPNs cannot bump into a paraprofessional position. Paraprofessionals hired after January 1, 2021 are restricted to bumping only into positions identified within their seniority list (NLA or regular Cloquet Schools paraprofessionals).

**Section 5. Health Conditions:** There are times when employees may develop health conditions which prevent them from working part of an assignment. The following list describes procedures the District will use regarding reasonable accommodations for these verified health conditions. Reasonable accommodations will not be made which cause a hardship to the district or which disrupts the seniority system agreed to in the District's CBA with the bargaining unit.

1. **Employees with physician's note:** The District may transfer the employee as a reasonable accommodation if an open position exists or becomes available.
2. **Employees with physician's note:** The District may reduce hours and fill otherwise if this does not create an undue hardship for the District.

3. If no reasonable accommodation is available: The employee, with a physician’s note, may go on unpaid leave until bumping day. The employee may then bump into open or vacant positions on bumping day as per the regular bumping day process. Note: The employee hasn’t been reassigned or job eliminated, so there are no full bumping rights, only open position bumping rights.

## ARTICLE V-- BASIC SCHEDULES AND RATES OF PAY

**Section 1. Wages:** The wages of personnel reflected in Schedule C, attached hereto, shall be a part of the Agreement for the period of, commencing July 1, 202~~4~~<sup>2</sup> and shall remain in effect until June 30, 202~~6~~<sup>4</sup>.

**Section 2. Payday:** Effective with the September 2008 payroll, personnel will be paid according to School District Policy #423.10 – Pay Day Schedule – NonLicensed Personnel (24 pay periods elected). As of 2023-2024, unit members will be able to choose to be paid over 10 or 12 months. This decision must be made at the initial hire meeting or prior to the start of each school year during the open enrolment period.

**Section 3. Payroll Deductions:** Upon authorization of the employee, union dues will be deducted from the employee's salary and the school board shall make payment of such deductions to the treasurer of Local 545.

**Section 4. PEOPLE Deductions:** The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

**Section 5. E-learning Days and School Closing:** In the event school is closed for a portion of the school day, employees shall be paid for their entire workday if the day was counted as a day of instruction by the state of Minnesota. If an e-learning day is determined by the superintendent or the superintendent’s designee, staff will be compensated in accordance with MN statute 120A.414 – E-Learning Days. E-Learning days will not be paid out of an employee’s ESST or Personal Day banks.

If school is called off for the entire day and is not an e-learning day, employees shall be allowed to make up to two (2) of those days each year. These days shall be coordinated with the building principals. “School Closings,” in this paragraph shall be taken to mean closing school for such things as inclement weather, or other school emergencies which necessitate students and staff not being in school but are not e-learning days.

~~**School Closing:** In the event school is closed during the school day or if schools have a late start, employees shall be paid for their entire work day. If school is called off for the entire day, employees shall be allowed to make up to two (2) of those days each year. These days shall be coordinated with the building principals. “School Closings,” in this paragraph shall be taken to mean closing school for such things as inclement weather, or other school emergencies which necessitate students and staff not being in school. Employees who do not qualify to work on e-learning days will be allowed to make up the same number of days as employees allowed to work on e-learning days.~~

**Section 6. Pay Equity Orders:** Any increase in salaries due to pay equity orders shall be negotiated with the exclusive bargaining representative.

**Section 7. MA Billing Coordinator:** At administrative and school board discretion, an employee may be designated as a MA Billing Coordinator. If this assignment is designated by the administration and school board to be included as part of an employee’s assignment, that employee shall receive additional pay of \$1.00 per hour. The MA Billing Coordinator’s responsibilities will be designated by school administration but will include help to identify MA eligible

students and coordinating the timely family MA applications/authorizations and MA billing.

**Section 98. Life Insurance:** All employees who meet the minimum employment standards of the school district's insurance carrier shall receive a \$10,000 life insurance policy. As of July 1, 2015, the minimum employment standard is to be employed a minimum of 20 hours per week. COTAs hired prior to July 1, 2018, shall receive a \$50,000 life insurance policy.

**Section 109. Long-Term Disability Insurance:** Long-term disability benefits will be provided for eligible employees at their own expense up to 66 2/3% of the employee's basic contracted salary to maximum benefit of \$3,000 per month. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: All employees who meet the minimum employment standards of the school district's insurance carrier shall be required to participate in the group at their own expense.

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

## ARTICLE VI -- BENEFITS

**Section 1. Benefits:** The school district shall make available to all employees covered by this Agreement, subject to the limitations set forth in Subd. 2 of this section, the following benefits:

### Subd. 1. Hospitalization, Medical and Surgical Insurance:

- a. Employee/School District Premium Share: Effective July 1, 1995, hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees. Employees electing dependent coverage shall pay at least \$100.00 per month for dependent coverage with the district bearing the cost of the remainder of the dependent premium.
- b. Premium Increase: In the event the dependent premium increases (above the 1994-95 premium), the district shall pay for the first \$25.00 increase, the employee the next \$25.00 increase, and any increase over \$50.00 shall be divided equally between the employee and the district.
- c. HRA Contribution: All employees who do not qualify for the district contribution towards health insurance shall receive ~~\$600/year~~ \$900 for 2024-25 and \$1200 for 2025-26 in a Health Reimbursement Arrangement (HRA).

### Subd. 2. Dental Insurance:

- a. Dental Insurance: Unit members working six (6) hours /thirty (30) hours per week or more shall be eligible for dental benefits. The unit members will receive the same benefits as described in the Education Minnesota – Cloquet teacher contract: Article X, Section 2: Benefits, E. Dental Insurance.

### Subd. 3. Eligibility:

- a. AIE and COTA Staff: to be eligible to receive benefits as provided in this section, i.e., hospitalization, medical and surgical insurance, the employee must be assigned to a position requiring a minimum of eight (8) hours work per day for 167 days per year.
- b. Paraprofessional Staff: Effective September 1, 1992, hospitalization, medical and surgical insurance coverage and effective September 1, 1998, dental insurance coverage shall also be made available to paraprofessional employees assigned to a position requiring a minimum of seven (7) hours work per day for

167 days per year. For paraprofessional employees working seven (7) hours per day or more, but less than eight (8) hours per day, the school district shall contribute a pro rata portion of this benefit for paraprofessional employees working eight (8) hours per day for 167 days per year as set forth in Subd. 1 and Subd. 2 of this section.

**Subd. 4. Duration:** Benefits described in Subd. 1 (hospitalization, medical and surgical insurance) above shall be in effect on a twelve-month basis, however, all benefits shall cease upon termination of employment.

**Section 2. Retirement Benefits:** Benefits provided in Article VI, Section 1, Subd. 1 of this agreement shall be provided eligible employees who retire from employment with the school district provided the following conditions:

1. **For Paraprofessionals:**
  - a. Has been a full-time employee seven (7) hours per day, nine (9) months per year, in Independent School District No. 94 for ten (10) years prior to retirement, and
  - b. Is fifty-five (55) years of age, and
  - c. Have not yet reached their sixty-fifth (65<sup>th</sup>) birthday.
2. **For AIE and COTA Staff Members:**
  - a. Have been a full-time employee eight (8) hours per day, nine (9) months per year, in Independent School District No. 94 for ten (10) years prior to retirement, and
  - b. Is fifty-five (55) years of age, and
  - c. Have not yet reached their sixty-fifth (65<sup>th</sup>) birthday.

**Subd. 1. Costs:** Effective September 1, 1995, for eligible retired employees beginning on their 55th birthday and continuing until the eligible employee's 65th birthday, the hospitalization, medical and surgical benefit paid by the school district and the retired employee shall be the same rates as per contract stated in Article VI, Section 1. Benefits, Subd. 1.

For employees retiring after September 1, 1995, hospitalization, medical and surgical future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until reaching 65 years of age. The application of the premium to be paid by the school district shall be for the employee's coverage, which was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired employee between 55 and 65 years of age changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

**Subd. 2. Notice of Resignation for Retirement:** Eligible employees wishing to receive retirement benefits, including severance or insurances, must submit a written resignation for retirement purposes to the school board at least 28 days/four weeks prior to his/her retirement date. At the sole discretion of the District, the District may waive this timeline for the notice of resignation for retirement. A physician's verification that an employee needs to retire due to health reasons will waive the 28-day requirement. A health waiver would require a doctor's verification that the employee was no longer able to work.

**Section 3. Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

## ARTICLE VII -- LEAVES OF ABSENCE

**Section 1. Emergency Leave:** Three (3) working days per year may be granted with pay with the approval of the building principal for such occurrences as death or serious illness in the family, or attendance to legal matters occurring during regular working hours, natural disasters at an employee's place of residence, or emergency school closures

(including weather). All leaves shall be deducted from sick leave. Use of emergency leave for weather related closures will not count against the sick leave incentive, but the unit member must note that in the district leave system.

**Section 2. Sick Leave:** Earned Safe and Sick Time shall be referred to as "Sick Leave" for the purposes of the collective bargaining agreement. On the first duty day of each school year, employees shall be credited with their current allotment of sick leave days according to the following schedule:

- a. For the first five (5) years of employment, employees shall earn sick leave at a rate of fifteen (15) days per year. For example: An employee working five (5) hours per day shall receive fifteen (15), five (5) hour sick days per year. Initial allowance for sick leave allowance shall be assigned according to the following schedule:

Month Initially Employed	Sick Days Allowed
July – September	15 days
October – December	11 days
January – March	7 days
April – May	3 days
June	0 days

- b. After five (5) years of employment with the district, employees shall be credited with thirteen (13) days of sick leave annually, with no accumulation limit, and employees have to contribute to and are eligible to use the Sick Leave Bank.

**Subd. 2. Sick Leave Use:** Initial sick leave with pay shall be allowed whenever an employee’s absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Sick leave shall also be allowed for purposed allowed by current state law.

**Current Law (for reference only): 181.9413 SICK LEAVE BENEFITS; CARE OF RELATIVES.**

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

*(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee's employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. For the purpose of this paragraph:(1) "domestic abuse" has the meaning given in section 518B.01; (2) "sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352; and(3) "stalking" has the meaning given in section 609.749.*

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

**Subd. 3. Pregnancy and/or Childbirth:** Sick leave for childbirth and/or pregnancy is granted according to one of the following conditions:

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

**Section 3. Misuse of Sick Leave:** If misuse of sick leave is suspected, the building administrator and exclusive representative will meet with the employee, and at the employee's option, another representative. After this meeting, the administrator may ask the employee for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

**Section 4. Accumulated Sick Leave:** There shall be no limit on the accumulation of unused sick leave.

**Section 5. Sick Leave Bank:**

**Subd. 1. Creation and Contributions to the Bank:** At the beginning of the 2010-2011 school year and for the next year, each employee shall contribute one (1) day of sick leave to an employee sick leave bank. Days will be donated in hours. A day shall mean the number of hours an employee works in a day. For instance, an employee working five (5) hours per day will donate five (5) hours of sick leave per day assessed for the sick leave bank. Newly hired employees or employees who newly qualify to be a member of this union shall be assessed one (1) day to contribute to the sick leave bank for each of the first two (2) years of that employment. Note that AIE and COTA staff will be assessed sick leave days, according to this section beginning the 2017-2018 school year.

Once the two (2) years contribution of hours are completed, no further sick leave contributions shall be assessed until the total number of hours in the sick leave bank drops below the number of AFSCME employees employed by the district multiplied by six (6). That number shall be the trigger for additional contributions to the bank.

Example: 80 employees employed by the district:

- a. The trigger for assessing new sick leave bank contributions would be when the sick leave bank drops below 80 x 6 hours or 480 hours.
- b. All unit employees would be assessed one (1) day to replenish the sick leave bank.

**Subd. 2. Administration of and Rules for Using the Sick Leave Bank:** The sick leave bank shall be administered by the superintendent and a representative designated by the bargaining unit. Rules for administering the sick leave bank are as follows:

- a. Employees shall be eligible to apply to the sick leave bank when they have exhausted all of their own sick leave, personal leave, or other types of paid leave for which they are eligible. The employees will have to have had six (6) days of continuous absence without sick pay before being eligible to apply to use the sick leave bank

- b. Application to the sick leave bank must be accompanied by a physician's statement indicating that the employee is unable to work.
- c. Employees may draw sick leave days from the sick leave bank up to sixty (60) school days per school year. The limits identified in the previous sentence are per catastrophic, long-term illness, or accident. In any year in which an employee has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank, shall be one (1) day and a physician's certificate shall be completed in accordance with paragraph "b" above. New employees shall have a ninety (90) school day waiting period before being eligible to use the sick leave bank.
- d. Sick leave bank hours may be used for catastrophic and unplanned medical situations which prevent an employee from performing his/her job duties and responsibilities. For instance, normal pregnancies and child deliveries (natural or C-section), or elective surgeries will not be eligible reasons to use the sick leave bank.
- e. An employee who receives an extension of sick leave from the sick leave bank shall, upon return to work, repay the bank in full, at the rate of one-third of their annual sick leave allocation. This repayment shall be assessed at the beginning of the following school year and each subsequent year until the sick leave bank is repaid.
- f. The maximum amount of leave available to be used by an employee shall expire at the end of the school year or when the employee becomes eligible for any kind of disability payment, whichever occurs first.

**Section 6. Personal Leave:** Each employee has three (3) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave. Any unused personal leave will be paid out at the substitute rate for the year in which it was earned.

"If an employee uses two (2) or fewer days of sick leave within one full school year of employment, an additional one (1) personal leave day with pay will be granted the following school year, or the employee may choose to be reimbursed for that personal day. Reimbursement shall be at the hourly rate for the employee substitutes. This additional day is non-cumulative, so the maximum of personal days in a school year would be four (4).

Paraprofessionals may roll one unused personal day per year to the following year. Employees must notify the business office of their desire to roll a day prior to the deadline established by the district. If notification is not received by the deadline, unused personal days will be paid out to members in accordance with the contract. Effective September 1, 1993, personal leave shall no longer be deducted from sick leave.

**Section 7. Unpaid Leave:**

**Subd. 1. Up to Ten Days.** A maximum of ten (10) days of unpaid leave of absence may be taken by an employee annually with prior approval of the building principal.

**Subd. 2. Over Ten Days.** Employees may request the school board to approve an unpaid leave of absence for up to one (1) year as an unpaid/uncompensated leave of absence. Any leave request of over 10 days will be considered a leave defined for this subdivision. Granting such leave will be at the sole discretion of the school board. Employees may only request one such leave during their employment with the District. Employees who

are granted such leave will be given a date by which they must notify the District of their intent to return to work or give up their right to employment with the District. The date of the return-to-work notice will depend upon the length of leave requested. Employees will not lose their seniority due to this leave, but they will be restricted as to how they will be reinstated to work as listed in the paragraphs below.

- a. Leaves for less than one school year and that end prior to the end of a school year. If the leave is for less than a school year and is after the bumping procedure described in Article IV, Section 2, Subd. 7, the District will fill the position as any other vacancy that occurs during the school year. Upon returning to work, the employee will be placed in the position that the employee held prior to the leave if that position is still available. If that position is no longer available, the employee may exercise bumping rights according to seniority.
- b. Leaves for a school year or that terminate prior to next bumping session. Employees returning to work under this scenario will not be guaranteed the same position which they vacated for their leave. They will instead participate in the bumping process according to their seniority. They will not, however be allowed to bump into a position that is not vacant unless there is no vacant position available that has, within 2.5 hours, the total weekly work hours of the position the employees held before their leave.
- c. Leaves that continue over a bumping session but that terminate prior to the end of a school year. Employees returning to work under this scenario only will be allowed to bump into the least senior position for which they are qualified, and which has, within 2.5 hours, the total number of weekly work hours that were with the position they held before their leave.

**Section 8. Bereavement Leave:** Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee's spouse, parents, step-parents, children, step-children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse. The bereavement leave shall not exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way; four (4) scheduled working days if the distance traveled is more than 400 but less than 800 miles one way; or five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

**Section 9. Association Leave Days:** At the beginning of each school year, the exclusive representative shall be credited with twelve (12) days to be used by the exclusive representative by union employees who are officers or agents of such for conducting the business of the exclusive representative. The exclusive representative agrees to notify the school superintendent of its designated representative(s) no less than 48 hours in advance when possible of such leave. Unless extreme circumstances dictate, no more than two (2) persons per day may use Association leave at a time. The superintendent will consider granting additional unpaid leave for reasonable time off if a request is made one week in advance of needing said leave. Rather than using unpaid leave, the employees may use accumulated paid leave (if available) instead of leave without pay.

## ARTICLE VIII - - HOLIDAYS

**Section 1. Paid Holidays:** Employees shall be eligible for Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, President's Day, Good Friday, and Memorial Day and shall be granted with pay on a prorated basis.

Example: An employee working three (3) hours per day shall receive seven (7), three (3) hour holiday days per year.

## ARTICLE IX -- SEVERANCE PAY/BENEFICIARIES RECEIVE EARNED SEVERANCE

**Section 1. Severance Pay:** Staff members who have been employees for at least nine (9) months per year in Independent School District No. 94 shall, upon separation, receive severance pay, according to the following schedule:

Employees working six (6) or more hours per day/thirty (30) hours per week:

- Employees who have at least twelve (12) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$~~10090~~.00 for each day of unused sick leave, not to exceed 90 days.
- Employees who are at least fifty-five years of age and retire from the district who have at least five (5) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$~~90100~~.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least ten (10) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$~~90100~~.00 for each day of unused sick leave, not to exceed one hundred and twenty (120) days.

Employees working less than six (6) or more hours per day/thirty (30) hours per week:

- Employees who have at least twelve (12) years of experience but do not have at least twelve (12) years of experience at six (6) or more hours per day/thirty (30) hours per week, shall receive \$~~7565~~.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least five (5) years of experience but do not have at least five (5) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$~~6575~~.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least ten (10) years of experience but do not have at least ten (10) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$~~6575~~.00 for each day of unused sick leave, not to exceed one hundred and twenty (120) days.

**Section 2. Beneficiaries to Receive Earned Severance:** Any employee who meets the qualifications for retirement severance pay may designate a beneficiary or beneficiaries who will receive the employee's severance should that employee meet the contract qualifications for severance but die prior to retirement. In order for this payment to be received, it will be the employee's responsibility to designate a beneficiary with the district's business office.

## ARTICLE X -- WORKERS' COMPENSATION

**Section 1. Reporting Injuries:** All injuries sustained, no matter how trivial they appear to be, must be reported to the superintendent's office within twenty-four (24) hours of the time of the accident.

**Section 2. Compensation:** Any employee who is injured in the line of duty shall receive such compensation and expenses prescribed by the Workers' Compensation Law of the State of Minnesota. Such compensation shall be supplemented with an amount sufficient to maintain the employee's regular salary for a period not to exceed accumulated sick leave. Sick leave shall be charged only for that portion in excess of the Workers' Compensation payment. Compensation will be based on the salary rate at time of injury and shall not increase during the period of time employee is receiving Workers' Compensation.

## ARTICLE XI -- RETIREMENT

**Section 1. Health and Physical Disability:** The school board reserves the right to retire an employee if said employee is unable to perform the duties satisfactorily because of poor health or physical disability.

**Section 2. Pensions:** All employees of the school district are required to become members of retirement funds under the laws of the State of Minnesota.

## ARTICLE XII -- MEDICAL EXAMINATION

### **Section 1. Physical Examination:**

- a. The school board may require a physical examination of any employee at such time as deemed necessary. The cost of the examination shall be paid by the district.
- b. An employee who is not able to return to duty on the day following two (2) weeks of illness or injury shall present a certificate of ableness from a physician to the superintendent upon their return to work.
- c. An employee who has been absent from work because of a nervous disorder must present a satisfactory report from a physician to the superintendent before returning to work.
- d. An employee must have the permission of the superintendent to return to work if it is necessary for said employee to use crutches or if portions of the employee's body are bandaged, in slings, or if the condition of the body is of such a nature as to attract undue attention.

## ARTICLE XIII -- REQUEST TO SCHOOL BOARD

**Section 1. Procedure:** All employees are encouraged and shall be given opportunities to express their wishes to the school board. However, all complaints and requests shall be made through appropriate channels. There are three (3) appropriate channels through which the wishes of the employees may reach the superintendent of schools and the school board.

- a. Through an authorized committee or president of an officially recognized employee organization.
- b. Through the line of authority.
- c. If employees wish to express a concern about a supervisor, they may speak directly with the following supervisor in the line of authority – building administrator or superintendent. They may bring a union representative with them if they so choose.

**Section 2. Communications:** The union and school administration will schedule up to two (2) meetings per year to discuss policies and other matters relating to their employment which are not terms and conditions of employment. It will be up to the union leadership to request and schedule meeting times with the Central Administration Office. Employee representatives at these meetings should include one (1) representative from each school building and the union stewards (maximum of six (6) employees – one or more stewards may double as building representatives). Up to one (1) hour of additional time may be recorded on the timesheets for meetings beyond the employees' regular work day.

## ARTICLE XIV -- MAINTENANCE OF MEMBERSHIP

Employees occupying positions covered by this Agreement, may become members of Local 545. A copy of this contract will be issued to each new member.

District will have union folders, provided by the union, in the central office and will direct new staff that they may take one and review the information to determine if they are interested in joining the union.

## ARTICLE XV -- GRIEVANCE PROCEDURE

**Section 1. Grievance Definition:** A "grievance" shall mean a disagreement between the employee and the school board as to the interpretation of any terms of any contract required under PELRA.

**Section 2. Representative:** The employee, superintendent, or school board may be represented during any step of the procedure by a person designated to act in their behalf.

### **Section 3. Definitions and Interpretations:**

**Subd. 1. Variation from Procedure:** The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits will result in a forfeit of the grievance, or, in the case of the employer, shall constitute a denial of the grievance.

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

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

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

**Section 4. Step One:** Any grievance must first be submitted in writing to the superintendent within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the employee and the parties. The superintendent will answer the employee in writing within fifteen (15) days of receipt of the written grievance.

**Section 5. Step Two:** In the event the grievance is not resolved in Section 4, the employee may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. The School Board will set a date, which is mutually agreeable for hearing the appeal within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved.

**Section 6. Arbitration Procedures:** Any controversy or dispute which has been submitted to the grievance procedure and not there resolved may be submitted to arbitration as defined herein.

**Subd. 1.** The employee must submit his/her request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision.

**Subd. 2. Selection of the Arbitrator:** The school board, the employee and his/her representative will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the school board and the employee are unable to agree on an arbitrator, they will request from the Director of BMS a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

**Subd. 3. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by

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

**Subd. 4. Decision:** Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971, as amended.

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

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

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

- a. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or
- b. If the number of persons participating on behalf of the public employer is less than three (3), three (3) employees may still participate in the proceedings without loss of wages.

## **ARTICLE XVI - - DISCIPLINE AND TERMINATION**

The disciplinary process described herein is designed to utilize progressive steps and, where appropriate, to produce positive corrective action.

**Section 1.** Upon completion of the probationary period, an employee shall be disciplined and discharged only for just cause. Disciplinary action shall be progressive and follow the steps listed below: (1) oral warning; (2) written warning; (3) suspension (paid or unpaid) and/or demotion, and (4) discharge.

In cases of serious misconduct or incompetence, discipline need not be progressive and may for a first offence involve an appropriate suspension or discharge. Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct.

**Section 2. Procedures for Administering.** In an instance where any form of discipline is imposed the employee's supervisor will:

- a. Advise the employee of any inadequacy, deficiency of conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
- b. Provide directives to the employee to correct the conduct or performance.
- c. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.

- d. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
- e. Specify the expected level of performance or modification of conduct to be required from the employee.

**Section 3.** During an investigative process, employees have the right to request to have a union representative present during an interview when the employee reasonably believes that the interview is likely to result in disciplinary action (Weingarten Rights). Management is not required to inform the employee of these rights; but once an employee requests representation, management has three options:

- 1. Grant the request and delay questioning until the union representative arrives and (prior to the interview continuing) the representative has a chance to consult privately with the employee;
- 2. Deny the request and end the interview immediately; or
- 3. Give the employee a clear and voluntary choice between having the interview without representation, or ending the interview.

**Section 4.** A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. A record of an oral reprimand may be entered into the personnel record. If an oral reprimand is included in an employee's file, that reprimand will be removed from the employee's file in two years if no further disciplinary action on that matter has been taken and the employee asks to have that oral reprimand removed. An employee shall receive a copy of all evaluative and disciplinary entries into their own personnel record and shall be entitled to provide a written response to those entries which shall be placed with the entry in the employee's record. The employee must provide that written response within 15 calendar days from the time the employee is notified of the record.

**SCHEDULE C: CLASSIFICATIONS AND WAGES**

**PAC HOURLY PAY RATE SCHEDULE: JULY 1, 2024~~2~~ – JUNE 30, 2026~~4~~**

STEPS	2024-2025	2025-2026
<b>SALARY SCHEDULE INCREASE</b>	<b>\$0.50 increase 3%</b>	<b>\$1 increase 3% or Me Too if EMC higher</b>
<b>Paraprofessionals</b>		
1	\$17.9319.43	\$18.9320.01
2	\$18.1919.69	\$19.1920.28
3	\$18.4819.98	\$19.4820.58
4	\$18.7620.26	\$19.7620.87
5	\$19.0320.53	\$20.0321.15
6	\$19.3120.81	\$20.3121.43
7	\$19.6121.11	\$20.6121.74
8	\$19.8921.39	\$20.8922.03
9	\$20.2021.70	\$21.2022.35
10	\$20.4821.98	\$21.4822.64
<b>CMA/Health Assistants</b>		
1	\$21.2222.72	\$22.2223.40
2	\$21.5523.05	\$22.5523.74
3	\$21.8623.36	\$22.8624.06
<b>LPNs</b>		
1	\$21.8723.37	\$22.8724.07
2	\$22.4223.92	\$23.4224.64
3	\$23.0624.56	\$24.0625.30

STEPS	2024-2025	2025-2026
<b>SALARY SCHEDULE INCREASE</b>	<b>\$0.50 increase 3%</b>	<b>\$1 increase 3% or Me Too if EMC higher</b>
<b>AIE Tutors:</b> Credit for yrs. of in-district experience up to limits identified on the salary schedule. Each year going forward from this contract, one more step becomes available up to the maximum number of steps – currently eight steps. For the purpose of salary only, the S.T.A.R.T. driver falls under this pay scale		
1	\$17.9319.43	\$18.9320.01
2	\$18.1919.69	\$19.1920.28
3	\$18.4819.98	\$19.4820.58
4	\$18.7620.26	\$19.7620.87
5	\$19.0320.53	\$20.0321.15
6	\$19.3120.81	\$20.3121.43
7	\$19.6121.11	\$20.6121.74
8	\$19.8921.39	\$20.8922.03

<b>AIE Liaisons:</b> Credit for yrs. of in-district experience up to limits identified on the salary schedule.		
1	\$19.0320.53	\$20.0321.15
2	\$19.3120.81	\$20.3121.43
3	\$19.6121.11	\$20.6121.74
4	\$19.8921.39	\$20.8922.03
5	\$20.2021.70	\$21.2022.35
6	\$20.4821.98	\$21.4822.64
7	\$20.7822.28	\$21.7822.95
8	\$21.0622.56	\$22.0623.24
<b>COTA</b>		
1	\$21.8623.36	\$22.8624.06
2	\$22.5424.04	\$23.5424.76
3	\$23.2024.70	\$24.2025.44

**Placement on the salary schedule will be as follows:**

1. Employees hired prior to December 31, get credit for the full year. Employees hired after December 31, do not move a step until the end of the following school year.
  - a. All new employees, beginning with the 2008-2009 school year will start on Step 1.

2. This salary schedule will be used for summer school employment.

**Longevity Pay:**

Longevity pay, based on years of service as a paraprofessional, AIE tutor or liaison, or a COTA in the school district (adjusted for full year leaves of absence), is effective July 1, 2014, and will be paid according to the chart listed below. Employees hired between July 1, and December 31, will have their first year of service credited July 1 following their hire. Employees hired between January 1 and June 30 will have their first year of service credited the second July 1<sup>st</sup> following their hire. Longevity pay will begin in September of the year in which the employee begins their 11<sup>th</sup> year of service.

**For example:**

Employee Seniority Date: 10/1/2000  
 Employee did not incur any full year leaves of absence)

Longevity years of service as of 7/1/15: 15 years (Note: Start 15<sup>th</sup> year beginning 10/1/15)

Longevity pay September 2015 – May 2016: \$50.00 per month

**New Longevity**

	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2026</u></b>
	<b><u>Per Month</u></b>	<b><u>Per Month</u></b>	<b><u>Per Month</u></b>
10 – 14 Years	\$ <del>110.00</del>	\$ <del>120.00</del>	\$ <u>135.00</u>
15 – 19 Years	\$ <del>140.00</del>	\$ <del>150.00</del>	\$ <u>165.00</u>
20+ Years	\$ <del>165.00</del>	\$ <del>175.00</del>	\$ <u>190.00</u>

**S.T.A.R.T. Driver/Type III Bus Driver Certification:**

If S.T.A.R.T. driver serves to coordinate Type III bus driver certification for district staff s/he will receive a \$500 stipend for the year and will receive an additional \$500 stipend if s/he manages the district type III vehicle fleet.

**Compensation for Work Outside of Job Classification:**

1. Additional Compensation: Paraprofessionals shall receive an additional payment of \$30 per day for each day in which they are directed by the principal to perform supervisory duties outside of their classification.
2. Definition of Work Outside of Job Classification: For the purposes of this provision, “work outside of job classification” refers to supervising classrooms without appropriate coverage with the advanced approval of the principal. This does not include increased loads of students who may be accessing the media center throughout the day.
3. Notification: Paraprofessionals shall be provided with reasonable advance notice whenever possible regarding the requirement to perform work outside of their job classification.
4. on.

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**MINIMUM QUALIFICATIONS FOR  
EMPLOYEE CATEGORIES**

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**TITLE I ASSISTANT**

1. Reading and math background.
2. Ability to tutor students on a one-to-one basis or in small groups/teams.
3. Demonstrated knowledge in the use of technology.

**GENERAL EDUCATION ASSISTANT**

1. Ability to work effectively with and tutor students on a one-to-one basis or in small groups/teams.
2. Demonstrated knowledge in the use of technology.

**MULTI-PURPOSE COMPUTER LAB MANAGERS (ASSISTANTS)**

1. Existing knowledge and demonstrated understanding of technology, including computer hardware, software applications and networks. (Administer self-assessment technology survey)
2. Ability to provide technology training and technical assistance to students and staff.
3. Ability to integrate technology for all users.
4. Formal technology training preferred but not required.
5. Demonstrated knowledge of maintenance of equipment.
6. Work with students including teacher in whole class groups and without teacher in small groups.

**MEDIA CENTER ASSISTANT**

1. Ability to integrate technology for all users.
2. Ability to utilize electronic library automation system.
3. Ability to work with students including teacher in whole class groups and without teacher in small groups.
4. Demonstrated knowledge of the use and maintenance of computers and audio-visual equipment.

**SPECIAL EDUCATION ASSISTANT**

1. Physical requirements.
2. Ability to tutor students on a one-to-one basis or in small groups/teams.
3. Demonstrated knowledge in the use of technology.

**LICENSED PRACTICAL NURSE**

1. Must hold current LPN license.
2. Physical requirements.
3. Demonstrated knowledge in the use of technology.



**PARAPROFESSIONAL, AIE, COTA (PAC)  
EMPLOYEES AGREEMENT**

**CLOQUET PUBLIC SCHOOLS  
CLOQUET, MINNESOTA**

**AND**

**AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)  
MINNESOTA COUNCIL NO. 65  
LOCAL UNION NO. 545**

**July 1, 2024 – June 30, 2026**

**ATTEST:**

**AFSCME LOCAL NO. 545**

**CLOQUET SCHOOL BOARD  
Independent School District No. 94**

\_\_\_\_\_  
**Bargaining Unit – Paraprofessional Staff**

\_\_\_\_\_  
**School Board Chair**

\_\_\_\_\_  
**Bargaining Unit – Paraprofessional Staff**

\_\_\_\_\_  
**School Board Clerk**

*Tom Whiteside 10/7/24*

\_\_\_\_\_  
**AFSCME Council No. 65 Representative**

\_\_\_\_\_  
**Superintendent of Schools**

**Dated: October 14, 2024**

**Dated: October 14, 2024**



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## ARTICLE I -- PURPOSE

The general purpose of this Agreement is to promote the mutual interests of the employees, administration and school board of the Cloquet Public Schools and to provide for the fullest and most efficient operation of the schools in regard to employee duties. A copy shall be provided to each employee affected by this Agreement.

## ARTICLE II – RECOGNITION CLAUSE AND ADJUSTMENT COMMITTEE

### RECOGNITION CLAUSE

**Section 1. Recognition:** Pursuant to the certification of the State of Minnesota, Bureau of Mediation Services, Case No. 78-PR-917-A (and subsequent unit clarification Case No. 17PCEO760 and 17PCLO778), and in accordance with the PELRA, the School District recognizes AFSCME Council 65 as sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and all other conditions of employment for:

All Paraprofessionals; LPNs; American Indian Education Tutors; American Indian Education Liaisons; and Certified Occupational Therapy Assistants employed by Independent School District No. 94, Cloquet, Minnesota, who are Public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

Said exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

**Section 2.** The employer shall not enter into any agreement with the employee coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement or with the role of the exclusive representative as sole representative for said employees.

**Section 3.** If the employer and the exclusive representative are unable to agree to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

**Section 4.** For this contract, the terms “employee,” “personnel,” or “staff members” mean members of this bargaining unit.

### ADJUSTMENT COMMITTEE

The employees, through their union organization, shall elect an Adjustment Committee of two members. The clerk of the school board shall be notified in writing by Local 545 as to the members of this committee. A committee of the school board shall work with this committee in adjusting salaries or revising policies that affect the working conditions and welfare of the staff.

## ARTICLE III -- DURATION

The period of this Agreement shall be from July 1, 2024 through June 30, 2026.

## ARTICLE IV – ASSIGNMENT- PRIORITIES - SENIORITY

**Section 1. Assignment:** Assignment of personnel shall rest with the administration and the school board.

**Subd. 1. Staffing:** Assignment of hours and number of positions in any building for employees shall rest with the administration and the school board.

**Subd. 2. Work Hours and Workshop Days:** The specific work hours at any individual building may vary according to the needs of the school district. The specific work hours for each employee will be designated by the building principal.

All employees shall be required to attend the “Back to School” workshop day and one additional day before the start of the students’ regular school year. Before school lets out in June, employees will be notified which days they will be required to work prior to the start of the next student school year. The parties agree that the calendar may change due to emergencies or unforeseen circumstances.

Beginning with the 2021-22 school year, paraprofessionals duty year will be expanded by one (1) day to attend a professional development training to be determined by the building administration.

**Subd. 3. Assignment Changes:** All changes in assignments shall be made at the discretion of the administration and the school board.

1. Employees who are assigned as DCD for grades five (5) or higher in the Special Education program will have pool duty as a part of their assignment, which they may be required to work. Starting with the 2017-2018 school year, employees for whom pool duty is required will receive an annual stipend of \$50 for pool apparel.
2. If an employee gets reassigned into DCD or Consistent Support (from EBD, etc.), the employee has rights to bump anywhere on bumping day as if the job was eliminated. That reassigned employee will not be required to perform pool duty during that school year if they have a doctor’s note.

## **Section 2. Seniority:**

**Subd. 1. Definition:** Seniority for personnel shall be defined as length of continuous service with the school district. Upon completion of the probationary period, the seniority date of the employee shall include the probationary period.

**Subd. 2. Seniority List:** The superintendent shall maintain a seniority list, which shall show the names of union personnel, initial date of employment and seniority rank. Separate seniority lists shall be maintained for the following:

- Paraprofessionals
- After January 1, 2021 Paraprofessionals hired for NLA and Cloquet Schools will be listed on separate seniority lists
- COTAs
- American Indian Education Tutors (AIE Tutors)
- American Indian Education Liaisons (AIE Liaisons)
- LPN (includes CMAs and Health Assistants)
- S.T.A.R.T Van Drivers

The seniority list used for bumping shall be the order of seniority for all paraprofessionals hired prior to January 1, 2021. Thereafter, seniority shall be determined according to the following order of priority:

1. The first day of work for the District after the school board had approved the employee’s employment.
2. The date at which the school board approved the employee’s hire.
3. If two or more employees have the same seniority date, their seniority ranking shall be determined on the basis of the employee with the most time actually working for the district (i.e., time worked as a substitute,

working under special programs, or as a part-time employee).

4. If a tie remains, and seniority needs to be determined to determine a particular employment right, the school administration shall consider and use the following criteria:
  - a. The number of post-secondary college or university credits the employee has previously submitted for inclusion in his/her personnel file. The employee with the most credits will have the highest seniority.
  - b. If a tie still remains (i.e., no employee has college credits), the employee who first passed the test required by the state for employees without two years of college shall be considered to be the most senior.
  - c. If a tie still remains, the district superintendent, in consultation with the district's principals, will determine who is most qualified and should be placed higher on the seniority list.
5. Effective January 1, 2021, the superintendent shall maintain a separate seniority list for paraprofessionals who are employed by the District and assigned to work at NLA. This seniority list will be referred to as the "NLA seniority list" and the other paraprofessional seniority list will be referred to as the "regular seniority list." NLA and Cloquet paraprofessionals hired prior to January 1, 2021 will be listed on a "joint seniority list" and will have rights to bump into positions within Cloquet Public Schools or Northern Lights Academy positions held under the Cloquet Public Schools paraprofessional contract.

Effective January 1, 2021:

- a. Any paraprofessional who is hired by the District as a NLA staff member will have his/her seniority date listed exclusively on the NLA seniority list.
- b. Any paraprofessional who is hired by the District as a Cloquet staff member will have his/her seniority date listed exclusively on the Cloquet regular seniority list.
- c. Any paraprofessional who was hired by the District as NLA staff member prior to January 1, 2021 will have his/her seniority date listed on the joint list.

Layoff and Recall:

- a. A paraprofessional hired after January 1, 2021 on the NLA seniority list shall not have the right to use seniority to claim or assert rights to a non-NLA position. This limitation applies to any recall from lay off as well.
- b. A paraprofessional hired after January 1, 2021 on the regular seniority list shall not have the right to use seniority to claim or assert rights to a NLA position. This limitation applies to any recall from lay off as well.

Each employee shall receive a copy of the seniority list.

**Subd. 3. Loss of Seniority:** An employee will lose seniority for the following reasons only:

- a. Resignation.
- b. Involuntary termination.
- c. Failure to return to work when recalled from lay-off.

**Subd. 4. Temporary Incapacity:** Inability of an employee covered by this Agreement to work due to illness or injury shall not result in loss of position. Said personnel shall be entitled to return to regularly assigned positions

after sufficient recovery to perform usual and ordinary duties. Maximum length of temporary incapacity shall not exceed 18 months. After 18 months, but prior to 24 months, an employee may petition the superintendent for reinstatement. The decision to reinstate an employee returning from temporary incapacity status shall rest solely with the superintendent and will not be subject to appeal. If making room for the employee requires lay-off(s), the procedures outlined in this contract for seniority determinations, layoffs, bumping, and filling of vacancies shall be followed.

**Subd. 5. Posting and Filling of Vacancies:** During the school year, if a vacancy is determined by the superintendent to be filled within this bargaining unit, the school district shall make a good faith effort to post a notice of the open position in all buildings, on the designated bulletin boards, and shall post externally. The school district will inform employees of these vacancies by written notice via school district email. Hiring of positions during the school year shall be at the discretion of the school administration and school board. See Subdivision 7 regarding positions hired during the year being “open positions” for bumping purposes the following summer.

**Subd. 6. Lay-Offs:** The school board may place on lay-off as many personnel as may be necessary because of discontinuance of positions, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts. In the event of a lay-off or reduction of hours, substitutes and/or probationary personnel shall be laid off first. Personnel shall be laid off based on their inverse order of seniority. Lay-offs shall occur within each seniority list, separate from the other seniority lists. Employees to be laid off for an indefinite period will have at least two (2) calendar week’s notice. If a laid-off employee is re-employed within twelve (12) months after their effective date of lay-off, the employee shall retain his/her original seniority date.

**Subd. 7. Bumping:** Bumping for the following school year shall be done on a designated “bumping day” in June. Prior to the end of March, the bargaining unit representatives and administration will set a day in June as the designated bumping day. At least ten (10) days prior to this bumping day, a good faith effort will be made to mail a list of the open and discontinued positions to the paraprofessionals.

Paraprofessionals hired after January 1, 2021 are restricted to bumping only into positions identified within their seniority list (NLA or regular Cloquet Schools paraprofessionals).

If the work hours of an employee are eliminated or reduced more than one (1) hour per day, that employee shall have the right to a position with more hours anywhere in the district and within that employee’s classification/seniority list. Such position changes are contingent upon proper qualifications and seniority. Decisions to exercise bumping rights during the school year must be communicated to the Executive Administrative Assistant within five (5) working days after receiving notice. Otherwise, employees may choose to exercise their bumping rights regarding these reductions at the annual bumping meeting. Said positions will be designated in the bumping notice as giving employees holding those positions the choice of exercising their bumping rights.

Employees are restricted to bumping only into positions identified within their seniority list. For instance, a paraprofessional may not bump into an AIE tutor position. LPNs are not allowed to bump into a paraprofessional position.

On bumping day all vacant positions shall be filled starting with the choice of the most senior employee and ending with the least senior employee filling the last position. If employees cannot attend the “bumping day,” they shall designate proxies to participate in the bumping day for them. If an employee fails to designate a proxy, the union leadership shall designate a proxy for that employee.

No employee shall bump into a vacant position during the school year unless such events occur as described in Article IV, Section 2, and Subdivision 7 above (Bumping). That position shall be filled through the application process.

Open positions shall include all positions opened during the regular school year and which were not open positions at the conclusion of the previous bumping process as described in this subdivision. In order for an employee to bump into a position requiring special qualifications or skills, that employee must qualify for that position prior to the bumping day. For positions requiring a skills test, the test will be administered through the superintendent's office. The district will notify the union 60 days before adding a test requirement to any new position.

**Subd. 8. Adding Hours During School Year:** If the district allocates extra hours for paraprofessional duty during the school year, the supervisor in charge of placing those hours shall do so based on seniority within the building where the hours are allocated. If the extra hours are for a specific student, the hours shall be first offered to the paraprofessional currently working with that student. No paraprofessional shall receive those hours, if doing so would put them over an average of 6.75 hours per day. This language does not apply for hours added to American Indian Education or COTA staff.

**Subd. 9. Program Building Change:** If a specific program moves to a different building within the district, the employee involved with that program shall move with the program with no loss of seniority or any other benefit for which they are entitled.

**Subd. 10. Unit Members Summer School-Extended Day Programming:** First, application for all summer school bargaining unit positions shall be made available to all unit members. If there are more unit members applying than positions available, the positions will be filled in order by the most senior qualified person within the bargaining unit. Preference will be given to those already in the job classification (e.g. Employees working in AIE receive preference for an AIE positions over a Paraprofessional).

After the application period for summer school positions is complete, if not enough qualified bargaining unit members have applied to fill all bargaining unit summer school positions, qualified unit members will be offered summer school-extended day work according to reverse seniority starting with the least senior qualified bargaining unit employee and progressing toward most senior qualified bargaining unit employee.

**Section 3. Probationary Period for Personnel:** The probationary period for personnel shall be one (1) year from the date of hire. During the probationary period, an employee may be subject to dismissal without recourse. The probationary period as described in this section is also applicable to all job transfers. Prior to an employee transferring or being promoted to a different classification, the employee must serve the one (1) year probation period, unless the position is eliminated or reduced in hours. In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of sixty (60) working days in any such new classification. During this sixty (60) day trial period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right to reassign the employee to the former classification. When an employee is transferred to a new classification, the employee shall also have twenty (20) working days in which to decide whether to keep the position. If the employee does not want to keep the position said employee may return to the original classification with no loss of seniority. If the transfer by administration was due to the discontinuance of the employee's original position, this nullifies the option to return to the original classification.

During the probationary period a transferred employee's salary should not be reduced to probation step level.

**Section 4. Involuntary Transfers or Reassignments:**

**Subd. 1. Definitions:** For purposes of this section, the following definitions apply:

- a. "Transfer" means between buildings or between classifications (example, special education paraprofessional to media center).
- b. "Reassignment" means reassignment within the same building and the same classification.

- c. "Temporary Reassignment" means changes which are situational in nature and do not exceed 20 work days.
- d. Mutual consent in writing to a change in job position is not considered a reassignment.

**Subd. 2. Temporary Transfers or Reassignments:** Administrators may make temporary changes in assignments to meet the needs of students or District. If it appears that a temporary reassignment will become permanent, the administrator shall notify the employee and follow procedures outlined in the section, "Permanent Transfer" or "Reassignments".

**Subd. 3. Permanent Transfers or Reassignments:** When permanent transfers or reassignments are being considered, the building administrator/principal shall visit with the employee(s) affected, explain the reasons, and ask for the employee's input. This meeting shall be scheduled at least five days before the transfer or reassignment is made or becomes permanent. The employee may request a subsequent meeting and request that a union representative be present with them to discuss the transfer or reassignment. The employee may request that the superintendent/superintendent's designee be present at that meeting.

After required meetings are held, if the transfer or reassignment is going to be made, the building principal will issue a written decision which explains the transfer or reassignment and the reasons for that decision.

**Subd. 4. Bumping:** If a proposed reassignment or transfer results in a loss of 1.0 or more work hours, the employee may use his/her bumping rights as defined in Section 2, Subdivision 7, of this article.

Employees who are transferred or reassigned during the school year or prior to the bumping day, as defined in Section 2, Subdivision 7 of this article, shall be allowed to participate in the annual bumping day as if they had their position eliminated or reduced by one (1) hour or more. A principal may determine that an employee may not bump back into the position from which the employee was originally transferred or reassigned. If such a determination is made, at least one (1) week prior to the bumping, the principal will inform the employee, verbally and in writing, they may not bump back into the position from which the employee was originally transferred or reassigned. If the employee is unavailable, notification will be provided to the union representation.

Employees are restricted to bumping only into positions identified within their seniority list. For instance, a paraprofessional may not bump into an AIE tutor position and LPNs cannot bump into a paraprofessional position. Paraprofessionals hired after January 1, 2021 are restricted to bumping only into positions identified within their seniority list (NLA or regular Cloquet Schools paraprofessionals).

**Section 5. Health Conditions:** There are times when employees may develop health conditions which prevent them from working part of an assignment. The following list describes procedures the District will use regarding reasonable accommodations for these verified health conditions. Reasonable accommodations will not be made which cause a hardship to the district or which disrupts the seniority system agreed to in the District's CBA with the bargaining unit.

1. Employees with physician's note: The District may transfer the employee as a reasonable accommodation if an open position exists or becomes available.
2. Employees with physician's note: The District may reduce hours and fill otherwise if this does not create an undue hardship for the District.
3. If no reasonable accommodation is available: The employee, with a physician's note, may go on unpaid leave until bumping day. The employee may then bump into open or vacant positions on bumping day as per the regular bumping day process. Note: The employee hasn't been reassigned or job eliminated, so there are no full bumping rights, only open position bumping rights.

## ARTICLE V-- BASIC SCHEDULES AND RATES OF PAY

**Section 1. Wages:** The wages of personnel reflected in Schedule C, attached hereto, shall be a part of the Agreement for the period of, commencing July 1, 2024 and shall remain in effect until June 30, 2026.

**Section 2. Payday:** Effective with the September 2008 payroll, personnel will be paid according to School District Policy #423.10 – Pay Day Schedule – NonLicensed Personnel (24 pay periods elected). As of 2023-2024, unit members will be able to choose to be paid over 10 or 12 months. This decision must be made at the initial hire meeting or prior to the start of each school year during the open enrolment period.

**Section 3. Payroll Deductions:** Upon authorization of the employee, union dues will be deducted from the employee's salary and the school board shall make payment of such deductions to the treasurer of Local 545.

**Section 4. PEOPLE Deductions:** The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

**Section 5. E-learning Days and School Closing:** In the event school is closed for a portion of the school day, employees shall be paid for their entire workday if the day was counted as a day of instruction by the state of Minnesota. If an e-learning day is determined by the superintendent or the superintendent's designee, staff will be compensated in accordance with MN statute 120A.414 – E-Learning Days. E-Learning days will not be paid out of an employee's ESST or Personal Day banks.

If school is called off for the entire day and is not an e-learning day, employees shall be allowed to make up to two (2) of those days each year. These days shall be coordinated with the building principals. "School Closings," in this paragraph shall be taken to mean closing school for such things as inclement weather, or other school emergencies which necessitate students and staff not being in school but are not e-learning days.

**Section 6. Pay Equity Orders:** Any increase in salaries due to pay equity orders shall be negotiated with the exclusive bargaining representative.

**Section 7. MA Billing Coordinator:** At administrative and school board discretion, an employee may be designated as a MA Billing Coordinator. If this assignment is designated by the administration and school board to be included as part of an employee's assignment, that employee shall receive additional pay of \$1.00 per hour. The MA Billing Coordinator's responsibilities will be designated by school administration but will include help to identify MA eligible students and coordinating the timely family MA applications/authorizations and MA billing.

**Section 8. Life Insurance:** All employees who meet the minimum employment standards of the school district's insurance carrier shall receive a \$10,000 life insurance policy. As of July 1, 2015, the minimum employment standard is to be employed a minimum of 20 hours per week. COTAs hired prior to July 1, 2018, shall receive a \$50,000 life insurance policy.

**Section 9. Long-Term Disability Insurance:** Long-term disability benefits will be provided for eligible employees at their own expense up to 66 2/3% of the employee's basic contracted salary to maximum benefit of \$3,000 per month. There shall be an elimination period of 60 working days.

Subd. 1. Eligibility: All employees who meet the minimum employment standards of the school district's insurance carrier shall be required to participate in the group at their own expense.

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

## **ARTICLE VI -- BENEFITS**

**Section 1. Benefits:** The school district shall make available to all employees covered by this Agreement, subject to the limitations set forth in Subd. 2 of this section, the following benefits:

### **Subd. 1. Hospitalization, Medical and Surgical Insurance:**

- a. Employee/School District Premium Share: Effective July 1, 1995, hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees. Employees electing dependent coverage shall pay at least \$100.00 per month for dependent coverage with the district bearing the cost of the remainder of the dependent premium.
- b. Premium Increase: In the event the dependent premium increases (above the 1994-95 premium), the district shall pay for the first \$25.00 increase, the employee the next \$25.00 increase, and any increase over \$50.00 shall be divided equally between the employee and the district.
- c. HRA Contribution: All employees who do not qualify for the district contribution towards health insurance shall receive \$900 for 2024-25 and \$1200 for 2025-26 in a Health Reimbursement Arrangement (HRA).

### **Subd. 2. Dental Insurance:**

- a. Dental Insurance: Unit members working six (6) hours /thirty (30) hours per week or more shall be eligible for dental benefits. The unit members will receive the same benefits as described in the Education Minnesota – Cloquet teacher contract: Article X, Section 2: Benefits, E. Dental Insurance.

### **Subd. 3. Eligibility:**

- a. AIE and COTA Staff: to be eligible to receive benefits as provided in this section, i.e., hospitalization, medical and surgical insurance, the employee must be assigned to a position requiring a minimum of eight (8) hours work per day for 167 days per year.
- b. Paraprofessional Staff: Effective September 1, 1992, hospitalization, medical and surgical insurance coverage and effective September 1, 1998, dental insurance coverage shall also be made available to paraprofessional employees assigned to a position requiring a minimum of seven (7) hours work per day for 167 days per year. For paraprofessional employees working seven (7) hours per day or more, but less than eight (8) hours per day, the school district shall contribute a pro rata portion of this benefit for paraprofessional employees working eight (8) hours per day for 167 days per year as set forth in Subd. 1 and Subd. 2 of this section.

**Subd. 4. Duration:** Benefits described in Subd. 1 (hospitalization, medical and surgical insurance) above shall be in effect on a twelve-month basis, however, all benefits shall cease upon termination of employment.

**Section 2. Retirement Benefits:** Benefits provided in Article VI, Section 1, Subd. 1 of this agreement shall be provided eligible employees who retire from employment with the school district provided the following conditions:

1. For Paraprofessionals:
  - a. Has been a full-time employee seven (7) hours per day, nine (9) months per year, in Independent School

- District No. 94 for ten (10) years prior to retirement, and
- b. Is fifty-five (55) years of age, and
- c. Have not yet reached their sixty-fifth (65<sup>th</sup>) birthday.

2. For AIE and COTA Staff Members:

- a. Have been a full-time employee eight (8) hours per day, nine (9) months per year, in Independent School District No. 94 for ten (10) years prior to retirement, and
- b. Is fifty-five (55) years of age, and
- c. Have not yet reached their sixty-fifth (65<sup>th</sup>) birthday.

**Subd. 1. Costs:** Effective September 1, 1995, for eligible retired employees beginning on their 55th birthday and continuing until the eligible employee's 65th birthday, the hospitalization, medical and surgical benefit paid by the school district and the retired employee shall be the same rates as per contract stated in Article VI, Section 1. Benefits, Subd. 1.

For employees retiring after September 1, 1995, hospitalization, medical and surgical future premium costs and increases exceeding both the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until reaching 65 years of age. The application of the premium to be paid by the school district shall be for the employee's coverage, which was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired employee between 55 and 65 years of age changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

**Subd. 2. Notice of Resignation for Retirement:** Eligible employees wishing to receive retirement benefits, including severance or insurances, must submit a written resignation for retirement purposes to the school board at least 28 days/four weeks prior to his/her retirement date. At the sole discretion of the District, the District may waive this timeline for the notice of resignation for retirement. A physician's verification that an employee needs to retire due to health reasons will waive the 28-day requirement. A health waiver would require a doctor's verification that the employee was no longer able to work.

**Section 3. Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

## ARTICLE VII -- LEAVES OF ABSENCE

**Section 1. Emergency Leave:** Three (3) working days per year may be granted with pay with the approval of the building principal for such occurrences as death or serious illness in the family, or attendance to legal matters occurring during regular working hours, natural disasters at an employee's place of residence, or emergency school closures (including weather). All leaves shall be deducted from sick leave. Use of emergency leave for weather related closures will not count against the sick leave incentive, but the unit member must note that in the district leave system.

**Section 2. Sick Leave:** Earned Safe and Sick Time shall be referred to as "Sick Leave" for the purposes of the collective bargaining agreement. On the first duty day of each school year, employees shall be credited with their current allotment of sick leave days according to the following schedule:

- a. For the first five (5) years of employment, employees shall earn sick leave at a rate of fifteen (15) days per year. For example: An employee working five (5) hours per day shall receive fifteen (15), five (5) hour sick days per year. Initial allowance for sick leave allowance shall be assigned according to the following schedule:

Month Initially Employed	Sick Days Allowed
July – September	15 days
October – December	11 days
January – March	7 days
April – May	3 days
June	0 days

- b. After five (5) years of employment with the district, employees shall be credited with thirteen (13) days of sick leave annually, with no accumulation limit, and employees have to contribute to and are eligible to use the Sick Leave Bank.

**Subd. 2. Sick Leave Use:** Initial sick leave with pay shall be allowed whenever an employee’s absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Sick leave shall also be allowed for purposed allowed by current state law.

**Current Law (for reference only): 181.9413 SICK LEAVE BENEFITS; CARE OF RELATIVES.**

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

*(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee's employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. For the purpose of this paragraph:(1) "domestic abuse" has the meaning given in section 518B.01; (2) "sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352; and(3) "stalking" has the meaning given in section 609.749.*

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

**Subd. 3. Pregnancy and/or Childbirth:** Sick leave for childbirth and/or pregnancy is granted according to one of the following conditions:

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

**Section 3. Misuse of Sick Leave:** If misuse of sick leave is suspected, the building administrator and exclusive representative will meet with the employee, and at the employee's option, another representative. After this meeting, the administrator may ask the employee for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting. The school or district administration may request a physician's verification for sick leave taken of three consecutive days or more.

**Section 4. Accumulated Sick Leave:** There shall be no limit on the accumulation of unused sick leave.

**Section 5. Sick Leave Bank:**

**Subd. 1. Creation and Contributions to the Bank:** At the beginning of the 2010-2011 school year and for the next year, each employee shall contribute one (1) day of sick leave to an employee sick leave bank. Days will be donated in hours. A day shall mean the number of hours an employee works in a day. For instance, an employee working five (5) hours per day will donate five (5) hours of sick leave per day assessed for the sick leave bank. Newly hired employees or employees who newly qualify to be a member of this union shall be assessed one (1) day to contribute to the sick leave bank for each of the first two (2) years of that employment. Note that AIE and COTA staff will be assessed sick leave days, according to this section beginning the 2017-2018 school year.

Once the two (2) years contribution of hours are completed, no further sick leave contributions shall be assessed until the total number of hours in the sick leave bank drops below the number of AFSCME employees employed by the district multiplied by six (6). That number shall be the trigger for additional contributions to the bank.

Example: 80 employees employed by the district:

- a. The trigger for assessing new sick leave bank contributions would be when the sick leave bank drops below 80 x 6 hours or 480 hours.
- b. All unit employees would be assessed one (1) day to replenish the sick leave bank.

**Subd. 2. Administration of and Rules for Using the Sick Leave Bank:** The sick leave bank shall be administered by the superintendent and a representative designated by the bargaining unit. Rules for administering the sick leave bank are as follows:

- a. Employees shall be eligible to apply to the sick leave bank when they have exhausted all of their own sick leave, personal leave, or other types of paid leave for which they are eligible. The employees will have to have had six (6) days of continuous absence without sick pay before being eligible to apply to use the sick leave bank
- b. Application to the sick leave bank must be accompanied by a physician's statement indicating that the employee is unable to work.
- c. Employees may draw sick leave days from the sick leave bank up to sixty (60) school days per school year. The limits identified in the previous sentence are per catastrophic, long-term illness, or accident. In any year in which an employee has drawn from the sick leave bank, the waiting period for re-entry into the sick leave bank, shall be one (1) day and a physician's certificate shall be completed in accordance with paragraph "b" above. New employees shall have a ninety (90) school day waiting period before being eligible to use the sick leave bank.
- d. Sick leave bank hours may be used for catastrophic and unplanned medical situations which prevent an employee from performing his/her job duties and responsibilities. For instance, normal pregnancies and

child deliveries (natural or C-section), or elective surgeries will not be eligible reasons to use the sick leave bank.

- e. An employee who receives an extension of sick leave from the sick leave bank shall, upon return to work, repay the bank in full, at the rate of one-third of their annual sick leave allocation. This repayment shall be assessed at the beginning of the following school year and each subsequent year until the sick leave bank is repaid.
- f. The maximum amount of leave available to be used by an employee shall expire at the end of the school year or when the employee becomes eligible for any kind of disability payment, whichever occurs first.

**Section 6. Personal Leave:** Each employee has three (3) working days with pay (based on their regular work day) per year, non-accumulative, for personal reasons. Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave. Any unused personal leave will be paid out at the substitute rate for the year in which it was earned.

“If an employee uses two (2) or fewer days of sick leave within one full school year of employment, an additional one (1) personal leave day with pay will be granted the following school year, or the employee may choose to be reimbursed for that personal day. Reimbursement shall be at the hourly rate for the employee substitutes. This additional day is non-cumulative, so the maximum of personal days in a school year would be four (4).

Paraprofessionals may roll one unused personal day per year to the following year. Employees must notify the business office of their desire to roll a day prior to the deadline established by the district. If notification is not received by the deadline, unused personal days will be paid out to members in accordance with the contract. Effective September 1, 1993, personal leave shall no longer be deducted from sick leave.

**Section 7. Unpaid Leave:**

**Subd. 1. Up to Ten Days.** A maximum of ten (10) days of unpaid leave of absence may be taken by an employee annually with prior approval of the building principal.

**Subd. 2. Over Ten Days.** Employees may request the school board to approve an unpaid leave of absence for up to one (1) year as an unpaid/uncompensated leave of absence. Any leave request of over 10 days will be considered a leave defined for this subdivision. Granting such leave will be at the sole discretion of the school board. Employees may only request one such leave during their employment with the District. Employees who are granted such leave will be given a date by which they must notify the District of their intent to return to work or give up their right to employment with the District. The date of the return-to-work notice will depend upon the length of leave requested. Employees will not lose their seniority due to this leave, but they will be restricted as to how they will be reinstated to work as listed in the paragraphs below.

- a. Leaves for less than one school year and that end prior to the end of a school year. If the leave is for less than a school year and is after the bumping procedure described in Article IV, Section 2, Subd. 7, the District will fill the position as any other vacancy that occurs during the school year. Upon returning to work, the employee will be placed in the position that the employee held prior to the leave if that position is still available. If that position is no longer available, the employee may exercise bumping rights according to seniority.

- b. Leaves for a school year or that terminate prior to next bumping session. Employees returning to work under this scenario will not be guaranteed the same position which they vacated for their leave. They will instead participate in the bumping process according to their seniority. They will not, however be allowed to bump into a position that is not vacant unless there is no vacant position available that has, within 2.5 hours, the total weekly work hours of the position the employees held before their leave.
- c. Leaves that continue over a bumping session but that terminate prior to the end of a school year. Employees returning to work under this scenario only will be allowed to bump into the least senior position for which they are qualified, and which has, within 2.5 hours, the total number of weekly work hours that were with the position they held before their leave.

**Section 8. Bereavement Leave:** Bereavement leave shall be granted when there is a death in the immediate family that causes the employee to lose working time. Immediate family is defined as an employee’s spouse, parents, step-parents, children, step-children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandparents of spouse. The bereavement leave shall not exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way; four (4) scheduled working days if the distance traveled is more than 400 but less than 800 miles one way; or five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in case of death of a spouse or child. This benefit does not apply to long-term substitutes working less than one-half year. Bereavement leave used shall be deducted from accumulated sick leave.

**Section 9. Association Leave Days:** At the beginning of each school year, the exclusive representative shall be credited with twelve (12) days to be used by the exclusive representative by union employees who are officers or agents of such for conducting the business of the exclusive representative. The exclusive representative agrees to notify the school superintendent of its designated representative(s) no less than 48 hours in advance when possible of such leave. Unless extreme circumstances dictate, no more than two (2) persons per day may use Association leave at a time. The superintendent will consider granting additional unpaid leave for reasonable time off if a request is made one week in advance of needing said leave. Rather than using unpaid leave, the employees may use accumulated paid leave (if available) instead of leave without pay.

## ARTICLE VIII - - HOLIDAYS

**Section 1. Paid Holidays:** Employees shall be eligible for Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, President’s Day, Good Friday, and Memorial Day and shall be granted with pay on a prorated basis.

Example: An employee working three (3) hours per day shall receive seven (7), three (3) hour holiday days per year.

## ARTICLE IX -- SEVERANCE PAY/BENEFICIARIES RECEIVE EARNED SEVERANCE

**Section 1. Severance Pay:** Staff members who have been employees for at least nine (9) months per year in Independent School District No. 94 shall, upon separation, receive severance pay, according to the following schedule:

Employees working six (6) or more hours per day/thirty (30) hours per week:

- Employees who have at least twelve (12) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$100.00 for each day of unused sick leave, not to exceed 90 days.
- Employees who are at least fifty-five years of age and retire from the district who have at least five (5) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$100.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least ten (10) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$100.00 for each day of

unused sick leave, not to exceed one hundred and twenty (120) days.

Employees working less than six (6) or more hours per day/thirty (30) hours per week:

- Employees who have at least twelve (12) years of experience but do not have at least twelve (12) years of experience at six (6) or more hours per day/thirty (30) hours per week, shall receive \$75.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least five (5) years of experience but do not have at least five (5) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$75.00 for each day of unused sick leave, not to exceed ninety (90) days.
- Employees who are at least fifty-five years of age and retire from the district who have at least ten (10) years of experience but do not have at least ten (10) years of experience at six (6) or more hours per day/thirty (30) hours per week shall receive \$75.00 for each day of unused sick leave, not to exceed one hundred and twenty (120) days.

**Section 2. Beneficiaries to Receive Earned Severance:** Any employee who meets the qualifications for retirement severance pay may designate a beneficiary or beneficiaries who will receive the employee's severance should that employee meet the contract qualifications for severance but die prior to retirement. In order for this payment to be received, it will be the employee's responsibility to designate a beneficiary with the district's business office.

#### ARTICLE X -- WORKERS' COMPENSATION

**Section 1. Reporting Injuries:** All injuries sustained, no matter how trivial they appear to be, must be reported to the superintendent's office within twenty-four (24) hours of the time of the accident.

**Section 2. Compensation:** Any employee who is injured in the line of duty shall receive such compensation and expenses prescribed by the Workers' Compensation Law of the State of Minnesota. Such compensation shall be supplemented with an amount sufficient to maintain the employee's regular salary for a period not to exceed accumulated sick leave. Sick leave shall be charged only for that portion in excess of the Workers' Compensation payment. Compensation will be based on the salary rate at time of injury and shall not increase during the period of time employee is receiving Workers' Compensation.

#### ARTICLE XI -- RETIREMENT

**Section 1. Health and Physical Disability:** The school board reserves the right to retire an employee if said employee is unable to perform the duties satisfactorily because of poor health or physical disability.

**Section 2. Pensions:** All employees of the school district are required to become members of retirement funds under the laws of the State of Minnesota.

#### ARTICLE XII -- MEDICAL EXAMINATION

**Section 1. Physical Examination:**

- a. The school board may require a physical examination of any employee at such time as deemed necessary. The cost of the examination shall be paid by the district.
- b. An employee who is not able to return to duty on the day following two (2) weeks of illness or injury shall present a certificate of ableness from a physician to the superintendent upon their return to work.
- c. An employee who has been absent from work because of a nervous disorder must present a satisfactory report from a physician to the superintendent before returning to work.

- d. An employee must have the permission of the superintendent to return to work if it is necessary for said employee to use crutches or if portions of the employee's body are bandaged, in slings, or if the condition of the body is of such a nature as to attract undue attention.

### ARTICLE XIII -- REQUEST TO SCHOOL BOARD

**Section 1. Procedure:** All employees are encouraged and shall be given opportunities to express their wishes to the school board. However, all complaints and requests shall be made through appropriate channels. There are three (3) appropriate channels through which the wishes of the employees may reach the superintendent of schools and the school board.

- a. Through an authorized committee or president of an officially recognized employee organization.
- b. Through the line of authority.
- c. If employees wish to express a concern about a supervisor, they may speak directly with the following supervisor in the line of authority – building administrator or superintendent. They may bring a union representative with them if they so choose.

**Section 2. Communications:** The union and school administration will schedule up to two (2) meetings per year to discuss policies and other matters relating to their employment which are not terms and conditions of employment. It will be up to the union leadership to request and schedule meeting times with the Central Administration Office. Employee representatives at these meetings should include one (1) representative from each school building and the union stewards (maximum of six (6) employees – one or more stewards may double as building representatives). Up to one (1) hour of additional time may be recorded on the timesheets for meetings beyond the employees' regular work day.

### ARTICLE XIV -- MAINTENANCE OF MEMBERSHIP

Employees occupying positions covered by this Agreement, may become members of Local 545. A copy of this contract will be issued to each new member.

District will have union folders, provided by the union, in the central office and will direct new staff that they may take one and review the information to determine if they are interested in joining the union.

### ARTICLE XV -- GRIEVANCE PROCEDURE

**Section 1. Grievance Definition:** A "grievance" shall mean a disagreement between the employee and the school board as to the interpretation of any terms of any contract required under PELRA.

**Section 2. Representative:** The employee, superintendent, or school board may be represented during any step of the procedure by a person designated to act in their behalf.

**Section 3. Definitions and Interpretations:**

**Subd. 1. Variation from Procedure:** The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits will result in a forfeit of the grievance, or, in the case of the employer, shall constitute a denial of the grievance.

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

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

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

**Section 4. Step One:** Any grievance must first be submitted in writing to the superintendent within twenty (20) days after the date of the event or through the use of reasonable diligence, the employee should have had knowledge of the occurrence that gave rise to the grievance. An effort may first be made to adjust an alleged grievance informally between the employee and the parties. The superintendent will answer the employee in writing within fifteen (15) days of receipt of the written grievance.

**Section 5. Step Two:** In the event the grievance is not resolved in Section 4, the employee may submit an appeal to the school board in writing within ten (10) days of the receipt of the superintendent's decision. The School Board will set a date, which is mutually agreeable for hearing the appeal within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved.

**Section 6. Arbitration Procedures:** Any controversy or dispute which has been submitted to the grievance procedure and not there resolved may be submitted to arbitration as defined herein.

**Subd. 1.** The employee must submit his/her request to arbitrate to the superintendent's office within ten (10) days of receipt of the school board's decision.

**Subd. 2. Selection of the Arbitrator:** The school board, the employee and his/her representative will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the school board and the employee are unable to agree on an arbitrator, they will request from the Director of BMS a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. The remaining arbitrator shall hear and decide the grievance.

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

**Subd. 4. Decision:** Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971, as amended.

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

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

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

- a. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or
- b. If the number of persons participating on behalf of the public employer is less than three (3), three (3) employees may still participate in the proceedings without loss of wages.

## **ARTICLE XVI - - DISCIPLINE AND TERMINATION**

The disciplinary process described herein is designed to utilize progressive steps and, where appropriate, to produce positive corrective action.

**Section 1.** Upon completion of the probationary period, an employee shall be disciplined and discharged only for just cause. Disciplinary action shall be progressive and follow the steps listed below: (1) oral warning; (2) written warning; (3) suspension (paid or unpaid) and/or demotion, and (4) discharge.

In cases of serious misconduct or incompetence, discipline need not be progressive and may for a first offence involve an appropriate suspension or discharge. Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct.

**Section 2. Procedures for Administering.** In an instance where any form of discipline is imposed the employee's supervisor will:

- a. Advise the employee of any inadequacy, deficiency of conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
- b. Provide directives to the employee to correct the conduct or performance.
- c. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
- d. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
- e. Specify the expected level of performance or modification of conduct to be required from the employee.

**Section 3.** During an investigative process, employees have the right to request to have a union representative present during an interview when the employee reasonably believes that the interview is likely to result in disciplinary action (Weingarten Rights). Management is not required to inform the employee of these rights; but once an employee requests representation, management has three options:

1. Grant the request and delay questioning until the union representative arrives and (prior to the interview continuing) the representative has a chance to consult privately with the employee;
2. Deny the request and end the interview immediately; or

3. Give the employee a clear and voluntary choice between having the interview without representation, or ending the interview.

**Section 4.** A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. A record of an oral reprimand may be entered into the personnel record. If an oral reprimand is included in an employee's file, that reprimand will be removed from the employee's file in two years if no further disciplinary action on that matter has been taken and the employee asks to have that oral reprimand removed. An employee shall receive a copy of all evaluative and disciplinary entries into their own personnel record and shall be entitled to provide a written response to those entries which shall be placed with the entry in the employee's record. The employee must provide that written response within 15 calendar days from the time the employee is notified of the record.

**SCHEDULE C: CLASSIFICATIONS AND WAGES**

**PAC HOURLY PAY RATE SCHEDULE: JULY 1, 2024 – JUNE 30, 2026**

STEPS	2024-2025	2025-2026
<b>SALARY SCHEDULE INCREASE</b>	<b>\$0.50 increase</b>	<b>3% or Me Too if EMC higher</b>
<b>Paraprofessionals</b>		
1	\$19.43	\$20.01
2	\$19.69	\$20.28
3	\$19.98	\$20.58
4	\$20.26	\$20.87
5	\$20.53	\$21.15
6	\$20.81	\$21.43
7	\$21.11	\$21.74
8	\$21.39	\$22.03
9	\$21.70	\$22.35
10	\$21.98	\$22.64
<b>CMA/Health Assistants</b>		
1	\$22.72	\$23.40
2	\$23.05	\$23.74
3	\$23.36	\$24.06
<b>LPNs</b>		
1	\$23.37	\$24.07
2	\$23.92	\$24.64
3	\$24.56	\$25.30

STEPS	2024-2025	2025-2026
<b>SALARY SCHEDULE INCREASE</b>	<b>\$0.50 increase</b>	<b>3% or Me Too if EMC higher</b>
<b>AIE Tutors:</b> Credit for yrs. of in-district experience up to limits identified on the salary schedule. Each year going forward from this contract, one more step becomes available up to the maximum number of steps – currently eight steps. For the purpose of salary only, the S.T.A.R.T. driver falls under this pay scale		
1	\$19.43	\$20.01
2	\$19.69	\$20.28
3	\$19.98	\$20.58
4	\$20.26	\$20.87
5	\$20.53	\$21.15
6	\$20.81	\$21.43
7	\$21.11	\$21.74
8	\$21.39	\$22.03

<b>AIE Liaisons:</b> Credit for yrs. of in-district experience up to limits identified on the salary schedule.		
1	\$20.53	\$21.15
2	\$20.81	\$21.43
3	\$21.11	\$21.74
4	\$21.39	\$22.03
5	\$21.70	\$22.35
6	\$21.98	\$22.64
7	\$22.28	\$22.95
8	\$22.56	\$23.24
<b>COTA</b>		
1	\$23.36	\$24.06
2	\$24.04	\$24.76
3	\$24.70	\$25.44

**Placement on the salary schedule will be as follows:**

1. Employees hired prior to December 31, get credit for the full year. Employees hired after December 31, do not move a step until the end of the following school year.
  - a. All new employees, beginning with the 2008-2009 school year will start on Step 1.
2. This salary schedule will be used for summer school employment.

**Longevity Pay:**

Longevity pay, based on years of service as a paraprofessional, AIE tutor or liaison, or a COTA in the school district (adjusted for full year leaves of absence), is effective July 1, 2014, and will be paid according to the chart listed below. Employees hired between July 1, and December 31, will have their first year of service credited July 1 following their hire. Employees hired between January 1 and June 30 will have their first year of service credited the second July 1<sup>st</sup> following their hire. Longevity pay will begin in September of the year in which the employee begins their 11<sup>th</sup> year of service.

**For example:**

Employee Seniority Date: 10/1/2000  
Employee did not incur any full year leaves of absence)

Longevity years of service as of 7/1/15: 15 years (Note: Start 15<sup>th</sup> year beginning 10/1/15)

Longevity pay September 2015 – May 2016: \$50.00 per month

**New Longevity**

	<b>2024-2026</b>
	<b>Per Month</b>
10 – 14 Years	\$135.00
15 – 19 Years	\$165.00
20+ Years	\$190.00

**S.T.A.R.T. Driver/Type III Bus Driver Certification:**

If S.T.A.R.T. driver serves to coordinate Type III bus driver certification for district staff s/he will receive a \$500 stipend for the year and will receive an additional \$500 stipend if s/he manages the district type III vehicle fleet.

**Compensation for Work Outside of Job Classification:**

1. Additional Compensation: Paraprofessionals shall receive an additional payment of \$30 per day for each day in which they are directed by the principal to perform supervisory duties outside of their classification.
2. Definition of Work Outside of Job Classification: For the purposes of this provision, “work outside of job classification” refers to supervising classrooms without appropriate coverage with the advanced approval of the principal. This does not include increased loads of students who may be accessing the media center throughout the day.
3. Notification: Paraprofessionals shall be provided with reasonable advance notice whenever possible regarding the requirement to perform work outside of their job classification.

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**MINIMUM QUALIFICATIONS FOR  
EMPLOYEE CATEGORIES**

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**TITLE I ASSISTANT**

1. Reading and math background.
2. Ability to tutor students on a one-to-one basis or in small groups/teams.
3. Demonstrated knowledge in the use of technology.

**GENERAL EDUCATION ASSISTANT**

1. Ability to work effectively with and tutor students on a one-to-one basis or in small groups/teams.
2. Demonstrated knowledge in the use of technology.

**MULTI-PURPOSE COMPUTER LAB MANAGERS (ASSISTANTS)**

1. Existing knowledge and demonstrated understanding of technology, including computer hardware, software applications and networks. (Administer self-assessment technology survey)
2. Ability to provide technology training and technical assistance to students and staff.
3. Ability to integrate technology for all users.
4. Formal technology training preferred but not required.
5. Demonstrated knowledge of maintenance of equipment.
6. Work with students including teacher in whole class groups and without teacher in small groups.

**MEDIA CENTER ASSISTANT**

1. Ability to integrate technology for all users.
2. Ability to utilize electronic library automation system.
3. Ability to work with students including teacher in whole class groups and without teacher in small groups.
4. Demonstrated knowledge of the use and maintenance of computers and audio-visual equipment.

**SPECIAL EDUCATION ASSISTANT**

1. Physical requirements.
2. Ability to tutor students on a one-to-one basis or in small groups/teams.
3. Demonstrated knowledge in the use of technology.

**LICENSED PRACTICAL NURSE**

1. Must hold current LPN license.
2. Physical requirements.
3. Demonstrated knowledge in the use of technology.



ISD 94 • Cloquet, MN 55720 • [www.isd94.org](http://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

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## MEMORANDUM

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TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia

DATE: October 10, 2024

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Nissa Whipple to fill the vacant Restorative Practices Coordinator position at CHS/CMS.

Nissa has spent 12 years working at the Fond Du Lac Ojibwe School in a number of different roles including: math teacher, interim Special Education Coordinator, Assistant Principal, and Restorative Practices Coordinator.

Please see the attached contract for employment.

(Employment is contingent upon Cloquet School Board approval)

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

**AGREEMENT**  
**INDEPENDENT SCHOOL DISTRICT NO. 94**  
**CONTRACT FOR RESTORATIVE PRACTICES COORDINATOR**

ARTICLE I  
PARTIES

The parties to this agreement are Independent School District No. 94, Cloquet, Minnesota (hereinafter referred to as "District"), and Nissa Whipple (hereinafter referred to as the "Restorative Practices Coordinator" or "Employee").

ARTICLE II  
TERM

The term of this agreement shall be for the period commencing on **October 28, 2024** and terminating on **June 30, 2025**.

ARTICLE III  
BASIC COMPENSATION

The Restorative Practices Coordinator's annual compensation shall be set as follows:

Step	1	2	3	4	5	6
2024-25	\$68,713	\$72,156	\$75,818	\$79,501	\$83,782	\$88,539
2025-26	TBD	TBD	TBD	TBD	TBD	TBD
2026-27	TBD	TBD	TBD	TBD	TBD	TBD

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

Ms. Whipple will be on Step 1 on the salary schedule listed above for the 2024-25 school year. Salary is paid on a salaried basis for a 183.5 day work year following the teacher work calendar. Salary for 2024-25 will be prorated based on the number of duty days remaining in the school calendar. Salary schedule, should the contract be extended, will increase for 2025-26 and 2026-27 by the same percentage as the Education Minnesota Cloquet contract.

ARTICLE IV  
DUTY YEAR

The Restorative Practices Coordinator's position is an 8 hour per day, one hundred eighty-three and one half (183.5) day, contract following the Education Minnesota Cloquet work calendar.

ARTICLE V  
BENEFITS

Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be

made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Health and Dental Insurance: Health and dental insurance shall be provided under the same terms and conditions as the Education Minnesota Cloquet contract.

Post Retirement Health Care Savings Plan: Eligibility and benefit level for post-retirement health care savings will follow the Education Minnesota Cloquet contract.

Vacation: Due to the limited work year, this position is not eligible for vacation.

Sick Leave: This position will be eligible for 12 days of sick leave per year to be prorated for partial years of service.

Personal Leave: The employee shall receive 3 personal days per year. Employee may carry over one personal day per year. Any unused personal days will be paid out at the end of the year at a rate of \$120/day. Personal days will be prorated for the 2024-25 school year based on the number of duty days remaining in the Education Minnesota Cloquet work calendar. Personal days will be prorated if employment is terminated or employee resigns from the position before June 30th. Proration shall be made based on a 183.5-day work year following the teacher work calendar.

Emergency and Bereavement Leave: Emergency and Bereavement leave will be provided as described in the Education Minnesota Cloquet contract.

Temporary Total Disability: Temporary total disability leave will be provided as described in the Education Minnesota Cloquet contract.

Life Insurance and Long-term Disability Insurance: Life and long-term disability insurance will be provided under the same terms and conditions as the Education Minnesota Cloquet contract.

ARTICLE VI  
403(b) BENEFITS

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

<b>Years of Service</b>	<b>Annual District Match</b>		<b>Years of Service</b>	<b>Annual District Match</b>
0 - 3	None		11 - 15	\$ 1,900
4 - 6	\$ 900		16 - 20	\$ 2,150
7 - 10	\$ 1,400		21+	\$ 2,400

ARTICLE VII  
OTHER TERMS

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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EMPLOYEE

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DISTRICT, CHAIR OF BOARD OF EDUCATION

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DISTRICT, SUPERINTENDENT OF SCHOOLS



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## MEMORANDUM

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TO: Education Minnesota Cloquet

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

DATE: June 5, 2023 – amended to extend through the 2024-2025 school year

RE: **MOU for CMS ADSIS Teachers**

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CMS requests to extend the one-year MOU to allow CMS ADSIS teachers Jen Misquadace and Anna Gamst to start and end the 2024-2025 school year two weeks earlier to run a reading remediation boot camp.

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Cloquet School Board Chair

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Collette Lenarz, Education MN – Cloquet President

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Date

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Date

October 1, 2024

Dr. Michael Cary  
Superintendent  
Cloquet Public Schools ISD 94  
302 14th Street, Cloquet, MN 55720

Dear Dr. Cary,

This letter serves as official notice of intent to negotiate the Cloquet Information Technology Support Association contract. The unit's current contract expires on June 30, 2025; therefore, we wish to meet with you at the earliest opportunity in order to negotiate the contract that will take effect on July 1, 2025. Please inform us as to a convenient date to arrange a meeting for this purpose.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "William Bauer".

William Bauer  
Cloquet Information Technology Support Association

cc: Mark Brenner  
MN Bureau of Mediation Services



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>

PURCHASE OF SERVICE AGREEMENT  
BETWEEN  
NORTHERN LIGHTS ACADEMY (NLA) AND  
CLOQUET PUBLIC SCHOOLS, ISD #94  
July 1, 2024 – June 30, 2025

The Northern Lights Academy Cooperative enters into an agreement with Cloquet ISD #94 to purchase speech services from Cloquet ISD #94, as specified below:

1. The effective date of said service will be from July 1, 2024, to June 30, 2025.
2. The service provider shall provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.
3. Services will be provided in an environment (classroom, facility in building) that is essentially equivalent to the regular education program.
4. Starting September 1, 2024, the service provider will provide the services of a 0.2 FTE Speech Teacher.

The school district will bill the purchaser at the contractual rate for salary & benefits in the amount of \$12,906.04.

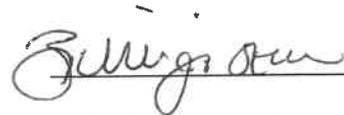
5. The purchaser shall make payments for services based on receipt of the invoice.
6. Either party shall provide written notice regarding reduction/discontinuation of service hours with a 30-day notice.

ATTEST:

Cloquet Public Schools, ISD #94

Northern Lights Academy (NLA)

\_\_\_\_\_  
Dr. Michael Cary, Superintendent

  
\_\_\_\_\_  
Billie Jo Steen, Director

\_\_\_\_\_  
Date

10-7-24  
\_\_\_\_\_  
Date



Independent School District No. 94  
Cloquet, Minnesota 55720

**Central Administration**  
302 14th Street • 218-879-6721 • FAX-879-6724  
**Cloquet Senior High School**  
1000 18th Street • 218-879-3393 • FAX-879-6494  
**Cloquet Middle School**  
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**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>

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## Memorandum

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To: Dr. Michael Cary, Superintendent

From: Robbi Mondati, Washington Elementary School Principal  
David Wangen, Churchill Elementary School Principal

Date: October 8, 2024

RE: Permission to Create Elementary Gifted and Talented Extra Service Contracts

We would like to request permission to create a Gifted & Talented Coordinator position at both Washington and Churchill Elementary Schools. The position would oversee G/T programming at each site and would include but not be limited to supporting the following programming: 1<sup>st</sup> Grade Junior Great Books, Lego Robotics, Math Masters, and Battle of the Books. The site coordinator would be responsible for securing volunteers to oversee offerings, to prep materials/supplies/registrations, to oversee the budget needs of programming, to work collaboratively with the site coordinator from the other school and secondary coordinator, and to expand opportunities for GT programming at the elementary level. The stipend for the position would be \$1,500 annually at each elementary site.

**Review of Extracurricular Positions - Schedule C**

**I. Request for Review is being made by:**

Name: Robbi Mondati and David Wangen Job Title: Elementary Principals

**II. Title of Position:** Elementary Gifted and Talented Coordinator (both buildings)

**III. Check One:**

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

**IV. Rationale for Action Being Requested:**

Attach an explanation if more room is needed.

We would like to request permission to create a Gifted & Talented Coordinator position at both Washington and Churchill Elementary Schools.

The position would oversee G/T programming at each site and would include but not be limited to supporting the following programming:

1st Grade Junior Great Books, Lego Robotics, Math Masters, and Battle of the Books. The site coordinator would be responsible for securing volunteers to oversee offerings, to prep materials/supplies/registrations, to oversee the budget needs of programming to work collaboratively with the site coordinator from the other school and secondary coordinator, and to expand opportunities for GT programming at the elementary level. The stipend for the position would be \$1,500 annually at each elementary site.

**V. Action Taken:**

- 1. Principal  Request Approved  Request Denied

Principal Signature *[Signature]* Date: 10/8/24

- 2. Superintendent  Request Approved  Request Denied

Superintendent Signature *[Signature]* Date: 10/10/24

- 3. School Board  Request Preliminarily Approved  Request Denied

Board Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

- 4. Schedule C Committee  Request Approved  Request Denied

Committee C Chair \_\_\_\_\_ Date: \_\_\_\_\_

**VI. Final School Board Action (if needed):**

- Request Approved  Request Denied

Board Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

**From the Desk of:**

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

To: Superintendent Cary, School Board, Mary Marciniak  
From: Paul Riess, Activities Director  
Re: MSHSL Foundation Grant Resolution

There is an opportunity for the Cloquet School District to apply for funds through the Minnesota State High School League Foundation. These funds would be used in a scholarship fund to help students who cannot pay for activity fees. The amount of money given to each applying district is based on the free and reduced numbers reported to the state.

I would like to apply for this money this year. All I need is for the school board to sign the attached resolution stating they are willing to accept this money and use it in a scholarship fund to help students with financial needs.

If anyone has any questions, please feel free to contact me.

Thanks,

PR

# FORM A

## RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Cloquet ISD 94 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Cloquet ISD 94 supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

10/14/2024  
Date

\_\_\_\_\_  
Board Chair

10/14/2024  
Date

\_\_\_\_\_  
Board Clerk

**From the Desk of:**

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

To: Superintendent Cary, School Board, Mary Marciniak  
From: Paul Riess, Activities Director  
Re: MSHSL Foundation Form B Grant Resolution

There is an opportunity for the Cloquet School District to apply for funds through the Minnesota State High School League Foundation and their Form B grants. These funds would be used for health and safety. As a district we are attempting to get an AED in a location that is easily accessible for each of our sports teams. We would use this money to help achieve this goal as well as purchase replacement batteries and pads for these machines should they need it.

This grant is different than the one we apply for and use to help pay student activity fees should they need assistance.

I would like to apply for this money this year. All I need is for the school board to sign the attached resolution stating they are willing to accept this money and use for health and safety.

If anyone has any questions, please feel free to contact me.

Thanks,

PR

## FORM B

### RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Cloquet ISD 94 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Cloquet ISD 94 supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

Click or tap here to enter text.

Date

\_\_\_\_\_  
Board Chair/Head of School

Click or tap here to enter text.

Date

\_\_\_\_\_  
Board Clerk - Treasurer

**A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.**



## CLOQUET SCHOOL DISTRICT SCHOOL BOARD COMMITTEES (2024-2025 SY)

As of September 23, 2024

- ❖ **Budget/Staffing Committee:** Dave Battaglia, Nate Sandman
- ❖ **Buildings & Grounds Committee:** Dave Battaglia, Sarah Buhs, Gary Huard
- ❖ **Community Education and Recreation Advisory Council:** Melissa Juntunen
- ❖ **Curriculum & Instruction/DAC/District Calendar:** Melissa Juntunen, \_\_\_\_\_
- ❖ **District Health, Safety & Crisis Committee:** Sarah Buhs, Gary Huard, \_\_\_\_\_
- ❖ **District Equity Committee** Sarah Buhs, \_\_\_\_\_
- ❖ **District Insurance Committee** Melissa Juntunen, Nate Sandman
- ❖ **District Policies Review Committee:** Dave Battaglia, Nate Sandman
- ❖ **District Technology Committee:** Melissa Juntunen, Nate Sandman
- ❖ **Ice Arena Committee:** Gary Huard, Nate Sandman
- ❖ **Local Indian Education Committee:** Nate Sandman, \_\_\_\_\_
- ❖ **MSBA Legislative Liaison:** Nate Sandman
- ❖ **Minnesota State High School League:** Dave Battaglia
- ❖ **Salary Negotiations Committees:** Dave Battaglia, Gary Huard, \_\_\_\_\_
  - **AFSCME Council #65 Units -** Custodial, Dietary, Paraprofessionals/AIE/COTAs, and Secretaries
  - **Education Minnesota – Cloquet (EMC)** Dave Battaglia, Sarah Buhs, \_\_\_\_\_
  - **Non-Certified Administrative Support Association** Sarah Buhs, Melissa Juntunen, \_\_\_\_\_
  - **Superintendent, Principals, Business Manager** Sarah Buhs, Melissa Juntunen, Nate Sandman
  - **Other Contracts** (Technology, Print Shop, Community Ed, Data Information Specialist) Gary Huard, Melissa Juntunen, \_\_\_\_\_
- ❖ **Special Education Cooperative Advisory Committee:** \_\_\_\_\_
- ❖ **Transportation Ad Hoc Committee:** Gary Huard, Melissa Juntunen (As needed)

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

October 14, 2024

RESOLVED by \_\_\_\_\_

That the School Board of Independent School District No. 94 hereby approves appointing a temporary school board member and filling vacant committee assignments through 2024 **OR** run with a five (5) member board through 2024, as presented (copies on file in the Superintendent’s Office).

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

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: October 14, 2024
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota  
October 14, 2024

The following resolution was moved by \_\_\_\_\_ and second by \_\_\_\_\_

**RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT**

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January 2025; and

WHEREAS, the vacancy occurred less than ninety (90) days prior to the first Tuesday after the first Monday in November in the first or second year of the vacant term;

THEREFORE, BE IT RESOLVED by the School Board of Cloquet Public Schools, Independent School District No. 94, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, \_\_\_\_\_ is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Board Clerk

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: October 14, 2024
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			
SARAH BUHS			
GARY HUARD			

<b>Equipment</b>	S650 T4 Bobcat Skid Steer Loader	
<b>Dealer</b>	Bobcat of Duluth	
<b>Extended Warranty</b>	60 Month/2,000 Hour Full Extended Warranty	
<b>Storage Location</b>	Cloquet Senior High School Autoshop	
<b>Equipment Training</b>	Provided On Site by Bobcat of Duluth. Only Trained Individuals will be Allowed to Operate Machinery	
<b>Daily Maintenance Checks</b>	Performed Prior to Each Use and Logged Daily	
<b>Annual Maintenance Responsibility</b>	School District	
<b>Item #</b>	<b>Annual Hours</b>	
1	Hours per Year	500
2	Hours Per Week (Approximate)	10
3	Hours per Day (Approximate)	2
<b>Item #</b>	<b>Lease Terms</b>	
1	Lease Term in Months	60
2	Lease Monthly Payment	\$1,101.80
3	Lease Payment Source	Custodial Equipment Budget
4	Option to Purchase at Expiration?	Yes
<b>Item #</b>	<b>Equipment Features</b>	
1	Backup Alarms	
2	Glow Plugs	
3	Rollover & Falling Object Protection	
4	Large Windows to Assist with Visibility	
<b>Item #</b>	<b>Equipment Attachments</b>	
1	74" Heavy Duty Bucket w/ Bolt on Cutting Edge	
2	4K Heavy Duty Pallet Forks	
3	Snow Blower	
4	8' Snow Pusher	



**PowerQuote For Skid Steer Loader**

<b>Customer</b> Cloquet Schools	<b>Quote #</b> 001	<b>Annual Hours</b> 500	<b>Date</b> September 24, 2024	
<b>Bobcat Product</b> Bobcat S650	<b>Sale Price w/o tax</b> \$65,330.00	<b>Salesperson</b> Mike Mahoney		
<i>Offer is subject to credit approval by Wells Fargo Vendor Financial Services, LLC. Not all applicants will qualify.</i>				
<b>Lease Term / Months</b>	<b>24</b>	<b>36</b>	<b>48</b>	<b>60</b>
Lease Factor	0.02775	0.02019	0.01735	0.01549
Lease Payment Monthly	\$1,812.81	\$1,319.24	\$1,133.42	\$1,011.87
<b>Purchase Option Not To Exceed</b>	45%	43%	39%	35%
<b>Purchase Option Amount</b>	\$29,171.60	\$28,065.00	\$25,298.50	\$23,085.30
<i>This illustration is for comparison purpose only. The actual payments are subject to change.</i>				

**Lease Rates:** **Power Lease payments** are in arrears and will be due monthly. Payments do not include any applicable taxes. **Power Lease** rates and factors are subject to change at any time for any reason. Good for NEW, never before sold current and prior year equipment models.

**Sales Tax / Use Tax:** There is no sales tax due at signing. Use tax billed monthly in addition to lease payment or as required by applicable tax authority.

**Personal Property Tax:** Lessee will be billed annually for P.P.T. or as required by applicable tax authority or jurisdiction.

**Credit Guidelines and Insurance:** Evidence of physical damage insurance required prior to funding. Evidence of \$1,000,000 in liability coverage naming Wells Fargo Vendor Financial Services, LLC. ("WFVFS") as additional insured is required prior to funding.

**Attachments:** Maximum of 2 serialized attachments. All hand held tools are excluded from this program. Attachments requiring specialized residuals include Breakers, Flail Cutters, Forestry Attachments, Planers, Rotary Grinders, Stump Grinders, and Wheel Saws. Attachments requiring separate residual quotes include Chippers and Concrete Pumps. Maximum usage depends on annual hours selected. Contact WFVFS for additional details.

**Non-standard applications:** Dairy (all applications), Recycling (all applications), Refuse (all applications), Forestry (all applications) have a separate residual matrix.

**Excluded Applications:** Machines used to manage or handle infectious, hazardous, or nuclear applications are not eligible for PowerLease

This calculator is provided as a tool to assist customers of WFVFS. WFVFS does not warrant the accuracy, adequacy or completeness of this information and materials and expressly disclaims liability of errors or omissions in this information. No warranty of any kind, implied, expressed or statutory, including, but not limited to, the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus is given in conjunction with the information and materials.



Quotation Number: **MM758112**  
 Quote Sent Date: **Sep 24, 2024**  
 Expiration Date: **Oct 24, 2024**  
 Prepared By: **Mike Mahoney**  
 Phone: +12183936320  
 Email: mike@bobcatofduluth.com

Customer  
**CLOQUET SCHOOLS**  
 Phone: 2187217912

Contact  
**BLAKE WILTON**  
 Phone: 2187217912  
 Email: bwilton@isd94.org

Dealer  
**Bobcat of Duluth Inc, Duluth, MN**  
 4610 WEST ARROWHEAD ROAD

Item Name	Item Number	Quantity	Price Each	Total
<b>S650 T4 Bobcat Skid Steer Loader (Current)</b>	M0231	1	41,402.00	41,402.00
<b>Serial number:</b> B5FE12956				
<b>Standard Equipment:</b> 74 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated)				
Horn Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights Lift Arm Support Lift Path: Vertical Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Spark Arrestor Exhaust System Tires: 12-16.5 12 PR Bobcat Heavy Duty Warranty: 2 years, or 2000 hours whichever occurs first				
<b>Comfort Package</b>	M0231-P11-C07	1	5,672.00	5,672.00
<i>Included:</i> Comfort Package Includes:, Enclosed HVAC Cab, Adjustable Vinyl Suspension Seat, Power Bob-Tach, Oval Display, Standard Lights, Two-Speed Travel, Attachment Control, Single Direction Bucket Positioning, Ride Control				
<b>Selectable Joystick Controls (SJC)</b>	M0231-R01-C04	1	678.00	678.00
<b>74" Heavy Duty Bucket</b>	7272680	1	1,414.36	1,414.36
<b>Bolt-On Cutting Edge, 74"</b>	6718007	1	230.17	230.17
<b>4K Heavy Duty Pallet Fork Frame</b>	7294305	1	460.56	460.56
<b>48" 4K Heavy Duty Pallet Fork Teeth</b>	6540182	1	340.48	340.48
<b>Snow Blower 32X74</b>	M7045	1	5,644.52	5,644.52
<b>Attachment Control, 7 Pin (M- and M2-Series)</b>	7128426	1	261.88	261.88
<b>MOTOR PACKAGE 130CC (22-28 gpm)</b>	M7045-R01-C03	1	831.44	831.44
<b>Snow Pusher, 8 ft (94 in).</b>	7113767	1	3,364.52	3,364.52

<b>60 Month/2000 Hour Full Extended Warranty</b>	9986172	1	1,900.00	1,900.00
Total for S650 T4 Bobcat Skid Steer Loader (Current)				62,199.93
Quote Total - USD				62,199.93
Dealer P.D.I.				700.00
Freight Charges				1,475.00
Destination Charges				658.00
Dealer Assembly Charges				298.00
Sales total before Taxes				65,330.93
Taxes				0.00
<b>Quote Total - USD</b>				<b>65,330.93</b>

**Customer acceptance:**

Quotation Number:: MM758112

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Tax Exempt: Y  / N

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

Letter	Description	Submitter	Previously Funded	Amount Requested	Amount Granted
A.	Family Fun Night	Shannon Krikava	550	550	550
B.	All-Night Grad Party 2025	Lindsay Smith	4,000	5,000	5,000
C.	BRIDGE Pre K Book Project	Calli Kermend/Lisa Berube	NEW	600	600
D.	Art Curriculum/PD Platform for Elementary	Amanda Dahl Sales	NEW	684	N/F
E.	Reading Intervention Leveled Library Materials	Jen Kolodge/Mike Mattson	1,500	1,000	1,000
F.	CMS - E-Sports Team	Mike Bushey/Tom Lenarz	1,000	3,700	3,700
G.	Book Vending Machine	Ashlee Lennartson/Lisa Berube	2,500	1,500	1,000
H.	School Patrols Brights/Benefits	Jennifer Gagner	1,350	800	800
I.	Student Council	Jamie Jazdzewski/Vicky Green	3,223	3,150	1,950
J.	Clay Program	Rachel Holte-Christenson	NEW	3,000	3,000
K.	Washington Unified Program	Jenna Lundquist	NEW	1,500	250
L.	Sensory Update/Mural Club	Jenna Lundquist	NEW	500	500
M.	Battle of the Books	Jessica Gagne	1,875	2,000	2,000
N.	CMS Research/Monarch/Insect Research	Cynthia Welsch/Farah Grimm	3,500	1,936	1,936
O.	Cabinet Tooling	Dusty Rhoades/Michelle Wick	NEW	1,201	1,201
P.	Student Council - Senior High	Nicole Sandman	NEW	3,150	1,950
Q.	Frisbee Golf Course	CMS Phy Ed Staff	NEW	1,500	1,500
R.	CAAEP Robotics	Kevin Taralseth	NEW	4,000	4,260
S.	CHS Phenology Calendar/Fridays	Amy Hexum/Matt Winbibgler	NEW	500	500
T.	Winter Symposium 2024 CAAEP	Gregg Dold	1,500	1,500	1,260
U.	After School Enrichment Fillers/Supplies	Joli Bilden	NEW	764	763
			TOTAL	37,771	
					<b>33,721</b>

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

September 24, 2024

Dear Dr. Cary and Member of the ISD #94 School Board:

Once again, we are in the planning stages of the 2025 All Night Graduation Party. This event will take place on Friday, May 23, 2025, and will continue into the morning hours of Saturday, May 24, 2025.

We are asking for assistance from our school district in the preparation and completion of the All Night Grad Party. The services we ask of you are the same as requested in previous years and include:

- Senior High School facilities include, but not limited to the following: gyms (new, old large, old small), kitchen/cafeteria, auditorium, locker rooms, classrooms, staff lounge, concessions, lobby area, etc.
- Senior High custodial services
- Insurance for the evening
- Postage
- Copying Print Shop services
- Secretarial services

Your support in the past has been greatly appreciated and we hope we can count on your continuing support this year.

Thank you for your time and consideration!

Sincerely,

A handwritten signature in black ink, appearing to read "Lindsay Smith", with a long horizontal flourish extending to the right.

Lindsay Smith  
2025 All Night Graduation Party Chair

Adopted: 12/8/03, 12/5/95

Revised: 10/14/24, 11/10/03

## **420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

### **I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Students**

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

#### **B. Employees**

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

#### **C. Circumstances and Conditions**

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to

students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who

have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

#### H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

#### I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section

from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
 Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
 Minn. Stat. § 142 (Testing in School Clinics)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
 29 C.F.R. 1910.1030 (Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)  
 16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 420

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202215

## 420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

*[Note: School districts are not required by statute to have a policy addressing these issues. However, ~~Minn. Stat. §~~Minnesota Statutes section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]*

### I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

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#### C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case

basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

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policies on employee and student records and data.

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The school district shall, with the assistance of the Minnesota Commissioners of Health and -Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with ~~Minn. Stat. §~~Minnesota Statutes section 121A.23 ~~which that~~ includes:

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**Legal References:** Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
Minn. Stat. § 144.441-~~442~~ (Tuberculosis Screening in Schools)  
Minn. Stat. § 142 (Testing in School Clinics)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement Act of 2004~~)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
29 C.F.R. 1910.1030 (~~Occupational Exposure to~~ Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892, ~~110 S.Ct. 239~~ (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273, ~~107 S.Ct. 1123~~ (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
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MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



## Steps to Fill a School Board Member Vacancy with Sample Application and Interview Questions

### Step to Fill a Vacancy

1. Board member formally resigns. Such resignation must be provided to the district in writing and include the last date the member will be serving.
2. Board declares at vacancy will exist on the date provided by the resigning member.
3. Board decides on a process to choose who to appoint.
4. Board completes process and picks a person to fill the open seat. Nominations are voted on using a roll call vote in the order the candidates were nominated.
5. Board passes a Resolution Filling a School Board Vacancy by Appointment.
6. Board waits 30 days to allow the public the opportunity to petition against the appointment.
7. Between the appointment date and the end of the 30-day waiting period, appointee signs Acceptance of Office and Oath of Office in front of a notary.
8. At the appointee's first board meeting, appointee may say public oath. This oath is ceremonial and therefore optional.

### Sample Application

Applicant Information		
<b>Name</b>		
<b>Phone</b>	<b>Home</b>	
	<b>Work</b>	
<b>Email</b>		
<b>Address</b>	<b>City</b>	<b>Zip Code</b>
Requirements to Hold Office		
<ul style="list-style-type: none"> <li>• At least 21 years of age</li> <li>• U.S. citizen and eligible to vote</li> <li>• Resident of School District (<u>DISTRCT #</u>) for at least 30 days</li> <li>• No record of criminal sexual misconduct for which registration is required</li> </ul>		
I verify that I meet these requirements:		
<b>Signature</b>	<b>Date</b>	
Application Submission		
Return completed application by ( <u>TIME</u> ) on ( <u>DATE</u> ) to:		
( <u>PREFERRED ADDRESS</u> )		

## Sample Questions

9. Why would you like to serve on the (DISTRICT NAME) School Board?
10. Please describe your background and experiences with community involvement. How would these serve you as a board member?
11. What experiences have you had serving on either private sector or public sector boards, what was your role, and what were your take-aways from that experience?
12. Describe your understanding of the decision process for public school board. How would you react/respond if the majority of the board took an action that you voted against?

## Interview Question Considerations

When deciding the method of collecting responses to interview questions, three options are available:

1. The board may include the interview questions in the application and not conduct an interview.
2. The board could ask some questions on the application and use this information to narrow the applicants before conducting interviews at a public meeting.
3. The board could use a simplified application and ask all interview questions at a public meeting.

No matter how the interview questions are posed, MSBA recommends evaluating the responses using a 3-point system (Exceeds, Meets, Does Not Meet) and then summarizing the collective responses before having a discussion at a public meeting. The applicant with the highest results on the points evaluation should not automatically be appointed. Board members may change their perspective after the discussion of the positive attributes of each of the applicants.

## Data Privacy Considerations

Under Minnesota Statute 13.601, the following information about applicants is public data:

- (1) name;
- (2) city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- (3) education and training;
- (4) employment history;
- (5) volunteer work;
- (6) awards and honors;
- (7) prior government service;
- (8) any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to section [15.0597](#) (**does not apply to school boards**); and
- (9) veteran status.

If there is a public data request for a School Board Member Vacancy application, the district is responsible for having all non-public data redacted.





## CLOQUET SCHOOL DISTRICT SCHOOL BOARD COMMITTEES (2024-2025 SY)

As of September 23, 2024

- ❖ **Budget/Staffing Committee:** Dave Battaglia, Nate Sandman
- ❖ **Buildings & Grounds Committee:** Dave Battaglia, Sarah Buhs, Gary Huard
- ❖ **Community Education and Recreation Advisory Council:** Melissa Juntunen
- ❖ **Curriculum & Instruction/DAC/District Calendar:** Melissa Juntunen, [Ken Scarbrough](#)
- ❖ **District Health, Safety & Crisis Committee:** Sarah Buhs, Gary Huard, [Ken Scarbrough](#)
- ❖ **District Equity Committee** Sarah Buhs, [Ken Scarbrough](#)
- ❖ **District Insurance Committee** Melissa Juntunen, Nate Sandman
- ❖ **District Policies Review Committee:** Dave Battaglia, Nate Sandman
- ❖ **District Technology Committee:** Melissa Juntunen, Nate Sandman
- ❖ **Ice Arena Committee:** Gary Huard, Nate Sandman
- ❖ **Local Indian Education Committee:** Nate Sandman, [Ken Scarbrough](#)
- ❖ **MSBA Legislative Liaison:** Nate Sandman
- ❖ **Minnesota State High School League:** Dave Battaglia
- ❖ **Salary Negotiations Committees:** Dave Battaglia, Gary Huard, [Ken Scarbrough](#)
  - **AFSCME Council #65 Units -**  
Custodial, Dietary, Paraprofessionals/AIE/COTAs, and Secretaries
  - **Education Minnesota – Cloquet (EMC)** Dave Battaglia, Sarah Buhs, [Ken Scarbrough](#)
  - **Non-Certified Administrative Support Association** Sarah Buhs, Melissa Juntunen, [Ken Scarbrough](#)
  - **Superintendent, Principals, Business Manager** Sarah Buhs, Melissa Juntunen, Nate Sandman
  - **Other Contracts** (Technology, Print Shop, Community Ed, Data Information Specialist) Gary Huard, Melissa Juntunen, [Ken Scarbrough](#)
- ❖ **Special Education Cooperative Advisory Committee:** [Ken Scarbrough](#)
- ❖ **Transportation Ad Hoc Committee:** Gary Huard, Melissa Juntunen (As needed)

### Upcoming Dates to Remember:

- **Oct. 1** — Kindness in Chalk
- **Oct. 8** — PIE Meeting @ 6:30pm in the Washington Library
- **Oct. 9** — Walk or Bike to School Day
- **Oct. 11** — 2nd Grade Field Trip
- **Oct. 14** — Indigenous Peoples' Day (Professional Day for Staff, no school for students)
- **Oct. 15** — PBIS Spirit Week: Student Choice Day—TBD
- **Oct. 16** — PBIS Spirit Week: Unity Day (wear orange)
- **Oct. 17-18** — MEA Break (no school for students or staff)
- **Oct. 24** — Picture Retake Day
- **Oct. 24 & 28** — Fire Safety
- **Oct. 25** — October Birthday Lunch
- **Oct. 25** — Fall Ball 6:00-8:00 pm

## P.B.I.S., Purple P.R.I.D.E. & PAWS!

Happy October! Our PBIS team has come up with some fun events that the students will be able to participate in throughout the school year, and we are really looking forward to jumping in this month. We will be having an ongoing grade level competition to see how many Purple P.R.I.D.E. (Be Positive, show Respect, Include others, Do your best, Everyday!) tickets we have earned by filling up tubes outside the library. We will celebrate our progress together with a student selected spirit day before MEA Break. October's Anishinaabe teaching and character education theme is **RESPECT**. Please talk with your student about what it means to show respect as a way to help reinforce our character education and 7 Teachings theme for the month of October!

Washington Elementary has a PAWS room—a space designed to allow children the opportunity to take a “pause” when they need to calm down, regroup or take a break. The space is available to all students. Visits to the PAWS room help students increase their self-regulation skills and in turn, improves success in the classroom and at school!

Our team at Washington is working with students in each classroom to reinforce our Purple Pride expectations for the bathroom, playground, halls, and lunchroom, as well as how we can be our best selves in the hallways. We encourage students to always be aware of their surroundings and do their best to treat those around them well.



Wild Rice Cultural Lessons

**Anishinaabe 7 Teachings:** As touched on earlier, PBIS is incorporating the 7 Teachings into our positive behavior framework. Each month will focus on a teaching, beginning with the teaching of **respect** in October. Classrooms will be learning about the teaching from the Anishinaabe perspective. Other teachings that will be covered include honesty, humility, truth, wisdom, love, and courage.

**Seasonally-Focused Cultural Learning at Washington:** The American Indian Education team has started cultural lunch groups with all American Indian students. They meet with AIE staff every five days during their lunch period to do fun activities, Ojibwe language, and social/emotional skills in a talking circle format. Ms. Patrick plans to visit all Washington students again in January and May to deliver more seasonally-focused Ojibwe lessons. If you have questions, suggestions or concerns, please reach out to our American Indian Education staff at 218-879-3369 ext. 5012.





Back to School Bash!



Many thanks to our PIE for organizing this amazing event, and thanks to our community sponsors who made it possible: Irving Community Association, Fond du Lac Development, Northwoods Credit Union, Community Memorial Hospital, and Carmen's Restaurant. We had a great turnout, so many fun events, free treats and a food truck, and a 1K Run!

Kindness in Chalk!



### Notes from the Office:

- **School hours** are 8:00am-2:55pm and on Wednesdays 8:00am-2:25pm. The playground "opens" for morning recess at 7:45am. Please have your child to school in time to get to class by 8:15am. After that time students are considered late.
- **End of Day Communications:** Reminder, PLEASE no transportation changes after 2:00pm to ensure we have time to relay changes and ensure student safety.
- **Early Pick-Ups:** If you are picking your child up early, please notify the office and teacher of the time so your child can be ready when you arrive. Please **do not come earlier than the time you communicated** as doing so creates another interruption to classrooms and learning for all students, not just your child! We are unable to change end-of-day plans based on a student's word, and must have communication directly from a guardian. Thank you.
- **When your child is ill** please call the school and let the secretaries/nurse know or leave a message on the attendance line. Messages can be left 24/7 @ 218-879-3369.
- **The Weather is changing.** Please send your children with appropriate clothes and layers so they are warm, safe, and comfortable. **Dress for the weather!**



### Attendance Matters!

**Consistent attendance (90% or better) is an important indicator of student engagement and school climate, and is a significant predictor of academic success!** Any child who misses more than 10% of school days will be considered "chronically absent" and will be the focus of additional communication and outreach from the school. Please keep this requirement in mind, and know that we look forward to our continued partnership with Washington families to help our students find success at school. The first step is being at school regularly!! If your family is having a difficult time with attendance, please feel free to contact the office to see if we can set up some extra supports for your student to make school a positive experience that kids are excited for every morning!

Washington Elementary Presents

## Walk or Roll to School Day

### Wednesday, October 9

(Rain Date: Thursday, October 10)

All students are encouraged to walk or roll to school!

Watch for paper flyers coming home, and more info is on the Washington webpage.





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

Barb Mackey, Asst. Special Education Director  
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To: Dr. Michael Cary

From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy

Date: September 26, 2024

Re: Notice of Internal Transfer - Paraprofessional - Regina Bryant

Ms. Regina Bryant is being internally transferred from the NLA Garfield site to the NLA Carlton site because the student she is working 1:1 with has been moved to a classroom at the NLA Carlton site. She has been notified of the change.