



Cloquet Public Schools

Regular Meeting

Monday, November 11, 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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3. Tuesday, November 19, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - CE Conf. Rm.	
4. Wednesday, November 20, 2024 - Equity Committee Meeting - 4 p.m. - Washington Elem.	
5. Monday, November 25, 2024 - District Technology Committee Meeting - 4 p.m. - CMS Conf. Rm. B	
6. Monday, November 25, 2024 - Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
7. Monday, December 9, 2024 - Regular School Board Meeting	
5:30 p.m. Working Session	
* Madrigals Performance	
* CHS Music Program Update and Proposed 2026 NYC Trip	
6:00 p.m. Truth in Taxation Meeting	
6:15 p.m. Regular Meeting	
XV. Adjournment	
XVI. Organizational Meeting Date	

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



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1. Building and Department Reports

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- b. 3.5 hrs./day Food Service Staff (Kaylee Peterson)

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- c. Makoons Club Staff at Washington and Churchill Elementary Schools

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5. Staffing Adjustments

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VIII. School Board Committee Report

1. Student Enrollment Report as of November 6, 2024

IX. Agenda Addendums

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XII. Superintendent's Report

1. Elementary Configuration Study
2. Congratulations to the Elected Officials
3. Negotiation Update

XIII. For Your Information

1. Washington Elementary is a Unified Champion School
2. Washington Elementary November Newsletter

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 - 6:00 p.m. Truth in Taxation Meeting
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XV. Adjournment

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October 28, 2024

Board Chair, N. Sandman called the meeting to order at 5:30 p.m.

Topics discussed:

Dr. Cary gave an update on current negotiations, progress on research firm selection, and reviewed the agenda items including the CMS Washington DC trip and transit increase for coach buses. N. Schulzetenberg, berganKDV, presented the final 2024 audit findings. M. Hammer, Ehlers, reviewed the rationale for the potential bond sale next spring. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:03 p.m.

October 28, 2024

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on October 28, 2024, was called to order by Board Chair N. Sandman at 6:04 p.m.

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

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

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Candace Nelis, Business Manager
- Brock Wilton, Building and Grounds Director
- Tom Brenner, CMS Principal
- Mike Hallgren, CMS Teacher
- Ashlee Lennartson, EMC Representative
- Bill Bauer, Technology Support Specialist
- Jana Peterson, Pine Knot Newspaper Rep.
- Macklin Caruso, Pine Journal Newspaper Rep.

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

APPROVAL OF BOARD AGENDA

- RESOLVED by S. Buhs to approve October 28, 2024, regular board agenda, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by D. Battaglia to approve the October 14, 2024, Regular Meeting minutes, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- No public comment. Building and Department Reports were reviewed. B. Wilton, gave an update on progress for next summer's projects at Washington.

CONSIDER APPROVAL OF CLAIMS, HAND CHECKS AND FOOD SERVICE REPORTS

- RESOLVED N. Sandman to approve Claims, October 14, 16, 25, 2024; Wire Transfers: September 30, 2024, October 2, 3, and 16, 2024, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

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

1. Recommendations of Employment:

	NAME	POSITION/LOCATION	SALARY**	START DATE
a.	Samantha Rupar	1.0 FTE Spec. Ed. Long Term Substitute Teacher	BA 2	1/6/25-4/17/25
b.	Sharon Morris	6.5 hrs./day CS Paraprofessional at CHS	Step 1	10/29/24

2. Extra Services Contracts

a.	Nicole Milewski	Family Literacy Coordinator (Wash/Church)	\$1,000.00	November 2024
b.	Scott Strukel	MS Boys Basketball Coach	\$2,971.00	11/11/24-2/6/25

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

SCHOOL BOARD COMMITTEE REPORT

- Enrollment report from October 23, 2024, was reviewed.

AGENDA ADDENDUMS

- There were none.

NEW BUSINESS

- RESOLVED by G. Huard to approve a proposal with World Classroom for a Washington DC Trip for 6th and 7th grade students in the summer of 2026. M. Juntunen seconded the motion and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by N. Sandman to approve the presented increase for coach buses for extracurricular transportation, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by D. Battaglia to approve the final 2024 audit, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by S. Buhs to approve the resolution stating the intention for the school board to issue general obligation school building refunding Bonds, 2025A, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by M. Juntunen to approve adding elementary gifted and talented coordinator position to schedule c, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

SUPERINTENDENT REPORT

- Dr. Cary covered the items in the working session.

FOR YOUR INFORMATION

- National and International Science Fair Summer Press Releases

UPCOMING MEETINGS/EVENTS

- Monday, November 4, 2024 - AFSCME Dietary Negotiations - 3 p.m. - Garfield Boardroom
- Wednesday, November 6, 2024 - AFSCME Secretarial Negotiations - 2 p.m. - CMS Conf. Room B
- Monday, November 11, 2024 - 5:30 p.m. Working Session, 6:00 p.m. Regular Meeting
- Tuesday, November 12, 2024 - DAC Meeting - 4 p.m. - Garfield Boardroom
- Thursday, November 14, 2024 - AFSCME Secretarial Negotiations - 4 p.m. - Garfield Boardroom
- Tuesday, November 19, 2024 - Community Ed Advisory Meeting - 5:30 p.m. - Comm. Ed Conf. Rm.
- Monday, November 25, 2024 - Technology Committee - 4 p.m. - CMS Conf. Rm B

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:11 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello From Churchill,

Thank you to our Churchill PIE leaders for another great Halloween Carnival as Churchill hosted over 600 students and family members on the evening of Friday, October 25th. Student conferences were held on the afternoon and evening of Monday, November 4th, and Wednesday, November 6th. On the morning of November 4th teachers continued with their LETRS training. Churchill third graders will be celebrating Veteran's Day with their annual music program on Monday, November 11th. The Makoons Club begins at Churchill on Wednesday, November 20th. Planning is taking place for the Excel reading and math afterschool program for 3rd and 4th grade students which begins early December.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

-Conferences on 11/4 and 11/6 went great! We had a wonderful turn-out, our Student Advisory Team students were great helpers, the Book Fair was a hit, families appreciated options for meal options both nights, and our PIE group provided meals for our teachers both evenings!

-4th graders had a wonderful learning experience at the Snake River Trading Post on 11/1

-Vision and hearing screening took place this past week. Many thanks to our amazing nursing staff for providing this service for students and families!

-Just Kids Dental was onsite at Washington beginning on 11/1. Over three days they provided dental cleaning and care for 66 students – that is almost double the number of students who participated last year!

-There will be some focused time on 11/11 to learn about and celebrate Veterans Day in all classrooms at Washington.

-Lastly, our next PIE meeting will be on 11/12 (6:30pm in the Washington Media Center). All are welcome!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:





5th Grade Conservation Day by Megan Reed :

Left above photo- Mrs. Reed's class at the Tree Identification station, where they learned techniques to identify several types of trees, both in our local forests and non-local tree types.

Right above photo- Logs to Lumber station where students first learned about various uses of trees, then tried to carry logs, which were put through the heavy machine used at Sappi to transform the logs to finely cut lumber for building homes and various buildings.





Student Councils trip to Interfaith organized by Vikki Green:

Thirteen students traveled to the Inter-Faith Care Center in Carlton this past Tuesday, October 29th. The Student Council Community Service

The Committee brainstormed ideas and created a thankfulness tree and pumpkin door decorations with the residents. It was the largest group of students and residents so far. The student volunteers were fantastic with the residents. They visited, made crafts, and played games.

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- Fall Musical - Mamma Mia! performance dates are Nov. 14-17 at CHS.
- We've reached the mid-point of semester 1.
- Sarah Ellena was presented with her School Nurse of the Year award last week in the cites.
- Winter sports are just around the corner – girls hockey has already started.
- We are in the process of considering even more College in the Schools options for our students beginning in 25-26.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

As always, things are busy at CAAEP! Time is flying by and I can't believe it's already mid-November!

So much of our planning, conversation and intention is about student engagement. Obviously our kids are here because something did not go as planned at their traditional schools. I am so proud of our teachers for always thinking creatively about how to re-engage students, how to plan lessons and days that will hook them to school and give them reason to come and work together.

On October 28, our Student Ambassadors had the unique opportunity to meet with Erin Gruwell, the teacher from the *Freedom Writers* book and movie. She was in Minneapolis for a Tuesday event and had time to spend Monday evening with us. We met at a library community room and invited her into our circle, talking with her about our restorative practices and way of approaching education, community building and problem solving. The students have read The Freedom Writer's Diary, seen the movie, studied the LA riots as the background and foundation from much of her work and her drive, and talked about racial discrimination, prejudice, and

stereotypes that are the backdrop to her continued work and message. She gave each student a signed copy of her book and spent time answering questions and getting to know each one individually, as time would allow. It was a great opportunity and students reported back that they loved meeting her and learning more about her work, and loved reading the book.





Galaxy S20 Ultra 5G



Galaxy S20 Ultra 5G



Galaxy S20 Ultra 5G

Halloween is a big day at CAAEP! Again, finding time for fun and celebration is an exercise in engagement, and I quickly learned when I came on board that Halloween costumes are thematic and expected at our school! Our staff 70's theme did not disappoint! We also invited our coworkers from the 2nd floor to judge the student costume contest: The winners were Fred, Daphne, and Scooby Doo!



We have just over 90 students enrolled and give credit on a quarterly basis, so we started fresh this week on quarter #2! Things are going very well, our waiting list is growing and we are talking about what makes our school and our courses “alternative,” what does our “profile of a graduate” look like and how do we achieve that, and we will soon start a book study to guide our focus in those areas.

In my next board report, I will have exciting news about one of our teachers that I am anxious to share!
Submitted by Dr. Marcia Nelson, CAAEP Principal

Community Education

Age-to-Age

We will be offering tech and coffee this winter for residents, starting January 4th. NHS students will be volunteering their time on Saturdays from 10 am - noon to help them learn how to operate their devices. There will be coffee and treats for those attending.

Li'l Lumberjacks and Kids Corner

Li'l Lumberjacks went trick or treating at the Pine Tree businesses on Halloween. We also had close to 100 children from Li'l Lumberjacks and Kids Corner attend our Trunk or Treat as well! Due to the rain that evening, we moved this event inside.



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,

Fond du Lac Human Services, SLMH, services are being enhanced with additional funding to offer cultural teachings by community members. I met with the team and helped provide a snapshot of schedules that might work with the delivery of services. This is another unique opportunity to partner with Fond du Lac and increase the access to culture in our students' school day.

Makoons Club planning has an outline of programming designed. Both Churchill and Washington participants will be provided afterschool Indigenous literature enrichment at Washington Elementary on Mondays and Wednesdays beginning November 18th. In order to service both sites with the staffing demands, we had to limit registrations to grade levels 3 and 4. Siblings in grades 1 and 2 are also accepted with a maximum of 25 per session.

Mr. Kitto will be taking a group of students to a two-day Cultural Experience hosted by Misaabe in Virginia MN. The agenda includes Knowledge of Anishinaabe Drum teachings, singing and dancing, responsibilities around the drum, woodland and jingle demonstrations, 1854 Treaty Authority, oral traditions of storytelling, language, seven grandfather teachings and the meaning of dream catchers.

November is Native American Heritage Month. Cloquet Schools and AIE help bring recognition to affirming native voices along with significant highlights throughout the month to celebrate Indigenous cultures.

Cloquet Schools MDE, Office of Indian Education Plan was proved to LIEC parent committee members to provide insight into 2024/2025 planning and is awaiting feedback and suggestions prior to approval. The Plan is due Nov. 30th . The next JOM & LIEC parent Committee Meetings are November 20th. Additional information will be posted on the website.

Submitted by Teresa Angell, American Indian Education

Building and Grounds

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

Technology

No report was submitted.

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$89,377.40
02 Food Services	\$81,421.46
03 Transportation	\$26.73
04 Community Services	\$7,973.29
05 Capital Expenditure	\$14,107.21
12 Activities	\$9,346.49
Report Total	\$202,252.58

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
			105380	25273	Check	1	7573		AIRE SERV HEATING & AIR CONDITIK	Yes	No	No	USD	11/01/2024	2,850.87
0094		2	105384	25274	Check	1	8268		BATES, ERIN	Yes	No	No	USD	11/01/2024	107.98
			105376	25275	Check	1	6414		BATTAGLIA, STEVE	Yes	No	No	USD	11/01/2024	196.92
			105322	25276	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	11/01/2024	1,018.28
			105331	25277	Check	1	10877		BILDEN JOLI	Yes	No	No	USD	11/01/2024	38.01
			105339	25278	Check	1	11350		BOBCAT OF DULUTH INC	Yes	No	No	USD	11/01/2024	55,228.57
			105340	25279	Check	1	11367		BUTLER LEANN	Yes	No	No	USD	11/01/2024	190.00
			105369	25280	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	USD	11/01/2024	849.94
			105341	25281	Check	1	11368		CLASS CREATOR	Yes	No	No	USD	11/01/2024	1,747.20
			105348	25282	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	11/01/2024	112.50
			105389	25283	Check	1	9807		CUSTOM ROASTING INC	Yes	No	No	USD	11/01/2024	3,918.00
			105383	25284	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	11/01/2024	442.20
			105379	25285	Check	1	7346		EXCEPTIONAL OUTDOOR SERVICES	Yes	No	No	USD	11/01/2024	600.00
			105358	25286	Check	1	3316		FOLLETT CONTENT SOLUTIONS LLC	Yes	No	No	USD	11/01/2024	323.21
			105360	25287	Check	1	3900		FRABONIS	Yes	No	No	USD	11/01/2024	276.96
			105342	25288	Check	1	11369		GANTER TRACY	Yes	No	No	USD	11/01/2024	88.36
			105353	25289	Check	1	21450		GOPHER SPORT	Yes	No	No	USD	11/01/2024	532.59
			105354	25290	Check	1	21460		GOPHER STAGE LIGHTING INC	Yes	No	No	USD	11/01/2024	98.37
			105349	25291	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS	Yes	No	No	USD	11/01/2024	3,420.75
			105390	25292	Check	1	9815		HALBROOK'S ROBERT & LYNN	Yes	No	No	USD	11/01/2024	100.00
			105335	25293	Check	1	11097		HILL ROGER	Yes	No	No	USD	11/01/2024	125.00
			105371	25294	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	11/01/2024	70.65
			105336	25295	Check	1	11194		HOLDEN ELECTRIC CO INC	Yes	No	No	USD	11/01/2024	7,700.00
			105374	25296	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/01/2024	428.64
			105381	25297	Check	1	7657		HUNT ELECTRIC CORPORATION	Yes	No	No	USD	11/01/2024	1,424.50
			105328	25298	Check	1	10776		IMAGINE LEARNING LLC	Yes	No	No	USD	11/01/2024	704.00
			105361	25299	Check	1	4002		INFINITE CAMPUS INC	Yes	No	No	USD	11/01/2024	2,208.33
			105387	25300	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	11/01/2024	907.90
			105367	25301	Check	1	4879		ISD #0091 BARNUM	Yes	No	No	USD	11/01/2024	3,032.39
			105332	25302	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	11/01/2024	246.00
			105355	25303	Check	1	2526		ISD #0094 - VAN	Yes	No	No	USD	11/01/2024	322.27
			105377	25304	Check	1	6912		IXL MEMBERSHIP SERVICES	Yes	No	No	USD	11/01/2024	595.00
			105366	25305	Check	1	4792		JOSTEN'S	Yes	No	No	USD	11/01/2024	1,618.45
			105324	25306	Check	1	10308		JUNCTION TIRE	Yes	No	No	USD	11/01/2024	26.73
			105337	25307	Check	1	11299		KRUSEMARK GRINNELL & ASSOCIAT	Yes	No	No	USD	11/01/2024	40.00
			105357	25308	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	11/01/2024	1,140.74
			105373	25309	Check	1	5816		LEGO EDUCATION	Yes	No	No	USD	11/01/2024	8,958.60
			105388	25310	Check	1	9569		LEMAE SARAH	Yes	No	No	USD	11/01/2024	180.00
			105330	25311	Check	1	10798		LUMBERJACK DESIGN AND FABRICA	Yes	No	No	USD	11/01/2024	13.00
			105333	25312	Check	1	11059		MCNEAL GILLIAN	Yes	No	No	USD	11/01/2024	122.00
			105359	25313	Check	1	34186		MENARDS	Yes	No	No	USD	11/01/2024	3,369.48

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	105352	25314	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	USD	11/01/2024	1,851.00
			105327	25315	Check	1	10765		MINERS INCORPORATED	Yes	No	No	USD	11/01/2024	8,885.69
			105375	25316	Check	1	6299		NELSON, BETH	Yes	No	No	USD	11/01/2024	94.40
			105326	25317	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	11/01/2024	432.00
			105325	25318	Check	1	10456		NOVAK JANICE	Yes	No	No	USD	11/01/2024	20.00
			105351	25319	Check	1	1326		PAN O GOLD	Yes	No	No	USD	11/01/2024	2,484.85
			105350	25320	Check	1	1289		PARK AVE FITNESS	Yes	No	No	USD	11/01/2024	918.00
			105362	25321	Check	1	4084		PEARSON EDUCATION	Yes	No	No	USD	11/01/2024	184.80
			105329	25322	Check	1	10778		PER MAR SECURITY SERVICES	Yes	No	No	USD	11/01/2024	300.00
			105323	25323	Check	1	10302		PETTY CASH ATTN: CANDACE NELIE	Yes	No	No	USD	11/01/2024	520.00
			105364	25324	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	11/01/2024	540.00
			105365	25325	Check	1	45540		QUILL CORPORATION	Yes	No	No	USD	11/01/2024	72.44
			105338	25326	Check	1	11334		RENNEBERG HARDWOODS	Yes	No	No	USD	11/01/2024	4,386.55
			105363	25327	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	11/01/2024	287.30
			105386	25328	Check	1	8763		rSCHOOLTODAY	Yes	No	No	USD	11/01/2024	900.00
			105343	25329	Check	1	11370		RUZIC KATHERINE	Yes	No	No	USD	11/01/2024	190.00
			105344	25330	Check	1	11371		SCANLON CARISSA	Yes	No	No	USD	11/01/2024	190.00
			105378	25331	Check	1	7144		SCHOOL NUTRITION ASSOCIATION	Yes	No	No	USD	11/01/2024	209.50
			105382	25332	Check	1	7955		SILLANPA, GERALD W	Yes	No	No	USD	11/01/2024	516.00
			105334	25333	Check	1	11067		SINGEWALD JULIE ANN	Yes	No	No	USD	11/01/2024	100.00
			105385	25334	Check	1	8462		STARFALL EDUCATION	Yes	No	No	USD	11/01/2024	178.00
			105345	25335	Check	1	11372		TOKARCZYK KAREN	Yes	No	No	USD	11/01/2024	190.00
			105368	25336	Check	1	55438		TWIN PORTS PAPER SUPPLY	Yes	No	No	USD	11/01/2024	1,085.47
			105370	25337	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	11/01/2024	70,646.70
			105372	25338	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	11/01/2024	589.60
			105347	25339	Check	1	11374		WHERLEY JODANNA	Yes	No	No	USD	11/01/2024	190.00
			105346	25340	Check	1	11373		WOLLEAT KENNETH	Yes	No	No	USD	11/01/2024	43.80
			105356	25341	Check	1	2731		YOUNG, HEATHER	Yes	No	No	USD	11/01/2024	90.81
			105391	25342	Check	1	9968		ZIEBOL ALICIA	Yes	No	No	USD	11/01/2024	190.00
			105392	25343	Check	1	7198		BATTAGLIA, DAVID	Yes	No	No	USD	11/01/2024	591.28

Bank Total: 2

\$202,252.58

Report Total:

\$202,252.58

Cloquet School District Treasurer's Report 7/31/2024

General Ledger Cash Balance

Beginning Balance	6/30/2024	\$1,035,376.71
adjust 6/30 balance		(\$51,672.42) (C)
Vouchers Paid:		(\$2,100,964.33) (A)
Deposits:		\$2,405,086.74 (B)
Journal Entries:		\$1,104,320.66 (C)
Payroll:		(\$2,408,797.69) (D)
Ending Balance	7/31/2024	<u><u>(\$16,650.33)</u></u>

Bank Balances (Accounts that tie to Cash in the GL)

MSDLAF	CHS	\$477,718.58
US Bank Clearing Account	CHS	\$0.00
MSDLAF	CMS	\$91,327.53
US Bank Clearing Account	CMS	\$0.00
MSDLAF	Flex	\$32,620.16
US Bank Clearing Account	Flex	\$0.00
MSDLAF Liquid Asset	General	\$21,028.91
US Bank Disbursements	General	\$0.00
US Bank Clearing Account	General	\$33,734.72
Total of Accounts that Close to Cash		<u><u>\$656,429.90</u></u>

Bank Reconciliation

Bank Balance	\$656,429.90
Deposits Outstanding	\$0.00
Accounts Payable Checks Outstanding	(\$104,585.91)
Accounts Payable Wires Outstanding	\$0.00
Payroll Checks Outstanding	\$0.00
Third Party Payroll Wires Outstanding	(\$13,558.95)
Adjustments at the Bank but not in SMART	(\$70,535.31)
Adjustments in SMART but not at the Bank	(\$484,400.06)
Adjustment for Clearing Differences	\$0.00

General Ledger Cash Balance 1 4/30/2024	<u><u>(\$16,650.33)</u></u>
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Cloquet School District Treasurer's Report 8/31/2024

General Ledger Cash Balance

Beginning Balance	7/31/2024	(\$16,650.33)
Vouchers Paid:		(\$1,915,290.31) (A)
Deposits:		\$6,037,471.99 (B)
Journal Entries:		(\$2,276,743.98) (C)
Payroll:		(\$2,285,967.90) (D)
Ending Balance	8/31/2024	(\$457,180.53)

Bank Balances (Accounts that tie to Cash in the GL)

MSDLAF	CHS	\$526,767.12
US Bank Clearing Account	CHS	\$0.00
MSDLAF	CMS	\$95,878.83
US Bank Clearing Account	CMS	\$0.00
MSDLAF	Flex	\$15,312.58
US Bank Clearing Account	Flex	\$0.00
MSDLAF Liquid Asset	General	\$66,751.98
US Bank Disbursements	General	\$0.00
US Bank Clearing Account	General	\$24,352.75
Total of Accounts that Close to Cash		\$729,063.26

Bank Reconciliation

Bank Balance	\$729,063.26
Deposits Outstanding	\$0.00
Accounts Payable Checks Outstanding	(\$637,178.25)
Accounts Payable Wires Outstanding	\$0.00
Payroll Checks Outstanding	\$0.00
Third Party Payroll Wires Outstanding	(\$16,242.94)
Adjustments at the Bank but not in SMART	(\$19,112.25)
Adjustments in SMART but not at the Bank	(\$513,710.35)
Adjustment for Clearing Differences	\$0.00

General Ledger Cash Balance 1	8/31/2024	(\$457,180.53)
--------------------------------------	------------------	-----------------------

INVESTMENTS
2024-2025 - FISCAL YEAR

DATE: JULY 2024

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 248.00	0.00%	Ehler's Investment Partners-Debt Servic		-	\$ 883.12
\$ 2,311,393.69	0.00%	Pershing Investments		-	\$ 2,285.82
\$ 7,521,413.73	2.23%	MSD MAX		DAILY	\$ 31,579.82
\$ 9,833,055.42	SUB TOTAL LIQUID ASSET FUNDS				
\$ -		MN TRUST		-	-
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 722,062.33	2.17%	MN TRUST			\$ 8.99
\$ 10,555,117.75	- TOTAL INVESTMENT VALUE				\$ 34,757.75
TOTAL MONTHLY INTEREST					\$ 34,757.75
YTD TOTAL INTEREST AS OF 7/31/24				\$ 34,757.75	
				=====	
				\$ 67,100.00	2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 11,432,440.09 - TOTAL INVESTMENT VALUE 7/31/2023	\$	37,819.56	- TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$	230,846.07	- TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024

**INVESTMENTS: FUND 45 OPEB
2024-2025 - FISCAL YEAR**

DATE: JULY 2024

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 1,103,796.56	0.07%	MN TRUST CD		\$ 772.66	\$ -
\$ 503,407.97	2.75%	MN TRUST CD	9/28/2020	\$ 13,828.62	\$ -
\$ 379,016.84	2.74%	MN TRUST CD	9/28/2020	\$ 10,385.06	\$ -
\$ -	1.98%	MN TRUST CD	10/1/2020	\$ -	\$ -
\$ -	2.25%	MN TRUST CD	10/1/2020	\$ -	\$ -
\$ -	1.86%	MN TRUST CD	10/16/2020	\$ -	\$ -
\$ -	3.57%	MN TRUST CD	12/7/2020	\$ -	\$ -
\$ -	3.04%	MN TRUST CD	1/28/2021	\$ -	\$ -
\$ -	2.84%	MN TRUST CD	1/28/2021	\$ -	\$ -
\$ -		MN TRUST	Dividend Reinvest / Bank Fee	\$ 4,459.04	
\$ -		MN TRUST	Trade Interest-Security Sale / DTC	\$ -	
\$ 2,460,299.34		ASSOCIATED BANK	Dividend / BankFee / Interest	\$ 50,537.56	
\$ -		MID AMERICA		\$ -	
<u>\$ 4,446,520.71</u>	- TOTAL INVESTMENT VALUE				
	TOTAL MONTHLY INTEREST			<u>\$ 54,996.60</u>	

YTD TOTAL INTEREST AS OF 7/31/24

\$ 54,996.60

=====

\$ 300,000.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 4,093,141.72 - TOTAL INVESTMENT VALUE 7/31/2023

\$ 2,172.11 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 224,305.49 - TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024

**INVESTMENTS: FUND 06 CONSTRUCTION
2024-2025 - FISCAL YEAR**

DATE: JULY 2024

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -		MN TRUST	SDA		\$ -
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 39,561.27	2.17%	MN TRUST	Dividend Reinvest / Bank Fee	\$	174.02
		MN TRUST	Trade Int-Security Sale/DTC Maturity	\$	-
\$ -		EHLERS / Ameritrade-LTFM		\$	-
\$ 5,558,163.75		EHLERS / Ameritrade CAP FAC			5,317.91
\$ 5,597,725.02		- TOTAL CONSTRUCTION FUND INVESTMENT VALUE			
					\$ 5,491.93

YTD TOTAL INTEREST AS OF 7/31/24 \$ 5,491.93
 =====
\$ 75,000.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 2,777,608.99 - TOTAL INVESTMENT VALUE 7/31/2023	\$ 4,782.42 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$ 46,406.18 - TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024

INVESTMENTS
2024-2025 - FISCAL YEAR

DATE: **AUGUST 2024**

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 223.46	0.00%	Ehler's Investment Partners-Debt Serv		-	-
\$ 2,342,497.22		Ehler's Investment Partners		-	\$ 509.77
\$ 9,818,987.14	2.14%	MSD MAX		DAILY	\$ 21,733.58
\$ 722,071.35	1.85%	MN TRUST			\$ 3,077.09
SUB TOTAL LIQUID ASSET FUNDS & AMERITRADE					\$ 25,320.44
- TOTAL INVESTMENT VALUE					\$ 25,320.44
CHECKING ACCOUNT/MSDLAF LIQUID CLASS INTEREST & FEES					\$ 3,336.04
TOTAL MONTHLY INTEREST					\$ 28,656.48
YTD TOTAL INTEREST AS OF 8/31/24				\$ 63,414.23	
				=====	
				\$ 67,100.00	2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 13,694,457.53 - TOTAL INVESTMENT VALUE 8/31/2023	\$	69,872.34	- TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$	230,846.07	- TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024

**INVESTMENTS: FUND 06 CONSTRUCTION
2024-2025 - FISCAL YEAR**

DATE: AUGUST 2024

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	CD	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -	0.00%	MN TRUST	TS	\$ -	\$ -
\$ -		MN TRUST	SDA		\$ -
\$ -	0.00%	MN TRUST	SEC/DTC		
\$ 39,736.21	0.07%	MN TRUST	Dividend Reinvest / Bank Fee	\$	174.94
		MN TRUST	Trade Int-Security Sale/DTC Maturity	\$	-
\$ 5,594,084.89		EHLERS / Ameritrade		\$	4,288.26
\$ 5,633,821.10	- TOTAL CONSTRUCTION FUND INVESTMENT VALUE				

TOTAL MONTHLY INTEREST \$ 4,463.20

YTD TOTAL INTEREST AS OF 8/31/24 \$ 9,955.13
=====
\$ 2,500.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 938,367.15 - TOTAL INVESTMENT VALUE 8/31/2023	\$ 15,226.41 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH
	\$ 46,406.18 - TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024

**INVESTMENTS: FUND 45 OPEB
2024-2025 - FISCAL YEAR**

DATE: AUGUST 2024

<u>INVESTMENT</u>	<u>INTEREST RATE</u>	<u>BANK</u>		<u>MATURITY DATE</u>	<u>INTEREST TO BE EARNED</u>	<u>MONTHLY INTEREST</u>
\$ 1,108,420.53	0.07%	MN TRUST	CD	8/31/2020	\$ 9,178.54	\$ -
\$ 503,407.97	2.75%	MN TRUST	CD	9/28/2020	\$ 23,382.45	\$ -
\$ 379,016.84	2.74%	MN TRUST	CD	9/28/2020	\$ 8,906.01	\$ -
\$ -	1.98%	MN TRUST	CD	10/1/2020	\$ 10,480.15	\$ -
\$ -	2.28%	MN TRUST	CD	10/1/2020	\$ 8,245.83	\$ -
\$ -	1.86%	MN TRUST	CD	10/16/2020	\$ 26,217.16	\$ -
\$ -	3.36%	MN TRUST	CD	12/7/2020	\$ 13,351.61	\$ -
\$ -	3.04%	MN TRUST	CD	1/28/2021	\$ 15,762.88	\$ -
		MN TRUST		Dividend Reinvest / Bank Fee	\$	456.02
		MN TRUST		Trade Interest-Security Sale / DTC	\$	-
\$ 2,504,808.85		ASSOCIATED BANK		Dividend / BankFee / Interest	\$	2,286.20

\$ 4,495,654.19 - TOTAL INVESTMENT VALUE

TOTAL MONTHLY INTEREST \$ 2,742.22

YTD TOTAL INTEREST AS OF 8/31/24 \$ 57,738.82

\$ 2,500.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

\$ 4,062,855.74 - TOTAL INVESTMENT VALUE 8/31/2023

\$ 4,914.33 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

\$ 224,305.49 - TOTAL INTEREST EARNED FOR FISCAL YR 2023-2024



Independent School District No. 94
Cloquet, Minnesota 55720

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

05 November 2024

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

For your consideration and approval, I recommend Kasey Greensky to be hired for the 7.5hr/day Indian Home School Liaison at Cloquet Area Alternative Education to fulfill the posting School Board approved October 16, 2024.

The interview team was pleased to meet with Mrs. Greensky. Her experience and interpersonal communication skills will be valued as a key component to develop strong relationships. Kasey will make a great addition to the CAAEP and AIE Team. Mrs. Nelson is supportive of this hire recommendation.

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

Name: Kasey Greensky
Position: 7.5hr/day IHSL
Rate: Step 4 24/25 IHSL Rate
Funding Source: 100% State AIE Funded 320
Budgeted Current Year: Yes
Starting date: November 18, 2024

(Employment is contingent upon Cloquet School Board approval)



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05 November 2024

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director TA.
RE: Recommendation of Hire 6.5hr/day AIE Academic Tutor

For your consideration and approval, I recommend Bryant Mason to be hired for the 6.5hr/day AIE Floating Tutor to fulfill the posting School Board approved August 26, 2024.

Mr. Mason has a passion for working with community youth. The floating tutor position will help provide him a wide variety of access to American Indian Education throughout our program including Ojibwe Language Class.

Bryant will make a great addition to American Indian Education.

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

Name: Bryant Mason
Position: 6.5hr/day AIE Floating Tutor
Rate: Step 1 24/25 AIE Academic Tutor Rate
Funding Source: 100% State AIE Funded 320
Budgeted Current Year: Yes
Starting date: November 13, 2024

(Employment is contingent upon Cloquet School Board approval).



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6 November 2024

To: Dr. Michael Cary, Superintendent
From: Teresa Angell, AIE Program Director TA
RE: Makoons Club Afterschool Program Hires

For your consideration and approval, I am requesting the following hires to help fulfill the 2024/2025 Makoons Club Afterschool Program.

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

Name: Vickie Nordin
Position: Makoons Club Instructor
Rate of Pay: \$28.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Arianna Rabideaux
Position: Makoons Club Instructor
Rate of Pay: \$28.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Tara Anderson
Position: Makoons Club Site Facilitator
Rate of Pay: \$24.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Debra Hartwig
Position: Makoons Club Program Assistant
Rate of Pay: \$24.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Mary Helgeson
Position: Makoons Club Program Assistant
Rate of Pay: \$24.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Sarah Burger
Position: Makoons Club Program Assistant
Rate of Pay: \$24.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

Name: Lea Bonander
Position: Makoons Club Program Assistant
Rate of Pay: \$24.00 @ up to 5 hours/week (2 days per week)
Budgeted Current Year: Yes-MN AI Formula 320/Achievement & Integration 313
Starting date: November 18, 2024

(Employment adjustment is contingent upon Cloquet School Board approval).

From the Desk of:

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

To: Mary Marciniak, Superintendent Cary, School Board
Re: Girls Head Golf Coach

Hi Mary,

Please submit the following name/position for approval at the November 11th school board meeting:

Head Coach Girls Golf: Kenny Wolleat

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

Thank you,

Paul Riess



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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: November 5, 2024
RE: Recommendation for Employment

I am recommending Kim Broman for the Gifted and Talented Coordinator position at Washington, a recently added position.

RATE OF PAY:	Ed-MN Contract Schedule C, annual stipend of \$1,500.00
HOURS TO BE WORKED:	stipend-based
START DATE:	upon board approval
LENGTH OF CONTRACT:	ongoing
BUDGETED CURRENT YEAR:	Recently added position to Contract Schedule C
POSTED:	Posted internally
RATIONALE FOR HIRE:	Mrs. Broman has been a phenomenal team member here and already has numerous ideas for this position.
STAR CODE:	950500

(Employment is contingent upon Cloquet School Board approval.)

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

From the Desk of:

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

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

Please approve the individual listed below. This is for individuals who will help with winter activities

Jazlyn Gunderson- Nordic Ski
Griffin Fjeld- Wrestling

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

PR



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

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

To: Dr. Michael Cary, Superintendent for the Cloquet Public Schools
From: Barb Mackey, Assistant Special Education Director for the Northern Lights Academy
Date: November 7, 2024
Re: Permission to Post for a 6.75 hrs./day 1:1 Paraprofessional Position (male preferred)

The Northern Lights Academy is requesting permission to post for a 6.75 hrs./day 1:1 paraprofessional position (male preferred) for a new student whose IEP states he needs a 1:1 paraprofessional. This position will be paid for by another district. It is male preferred based on the IEP.

Please let me know if you have any questions.



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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Thomas Brenner, Cloquet Middle School Principal
Sarah Ellena, District Nurse

DATE: November 7, 2024

RE: Permission to Post

I am requesting permission to post for 6.75 hrs./day School Nurse at Cloquet Middle School based a staff resignation.

(Employment is contingent upon Cloquet School Board approval.)



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

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

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: November 1, 2024

RE: **Staffing Adjustment**

We are recommending a voluntary temporary reduction in hours for Niccole Grover.

Niccole would like to move to four days/week instead of 5 days/week for an extended period in order to tend to personal matters. We think the duration of this reduction in hours will last 2-3 months. Due to the uncertainty of her return to 5 days/week, we will put forth a memo requesting a move back to 5 days/week when appropriate.

2024-2025 Student Enrollment Report

5/31/2024	Dates	9/6	9/18	10/9	10/23	11/6													
	CHURCHILL																		
10	Early Five/Dev Kindergarten	18	19	19	19	19													
75	Kindergarten - All Day	60	61	61	62	62													
69	First Grade	69	68	67	67	67													
73	Second Grade	69	68	68	68	68													
46	Third Grade	80	81	79	79	79													
81	Fourth Grade	56	56	56	56	55													
354	TOTAL CHURCHILL	352	353	350	351	350	0	0	0	0	0	0	0	0	0	0	0	0	0
	WASHINGTON																		
93	Kindergarten - All Day	98	96	97	96	97													
112	First Grade	102	100	102	102	102													
110	Second Grade	109	108	108	108	108													
88	Third Grade	107	106	106	106	106													
105	Fourth Grade	85	84	84	84	84													
508	TOTAL WASHINGTON	501	494	497	496	497	0	0	0	0	0	0	0	0	0	0	0	0	0
862	TOTAL ELEMENTARY	853	847	847	847	847	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-Elementary																		
	MIDDLE SCHOOL																		
183	Fifth Grade	190	190	187	190	188													
183	Sixth Grade	185	185	184	186	186													
199	Seventh Grade	185	185	184	184	181													
194	Eighth Grade	198	196	198	197	195													
759	TOTAL MIDDLE SCHOOL	758	756	753	757	750	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CMS																		
	HIGH SCHOOL																		
213	Ninth Grade	195	197	193	194	193													
184	Tenth Grade	212	209	206	205	200													
183	Eleventh Grade	181	181	183	182	180													
178	Twelfth Grade	184	185	186	185	185													
758	TOTAL HIGH SCHOOL	772	772	768	766	758	0	0	0	0	0	0	0	0	0	0	0	0	0
	Open Enrollment-CHS																		
2379	TOTAL HK-12	2383	2375	2368	2370	2355	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CAAEP- FULL-TIME																		
82	High School (grades 9-12)	80	82	77	77	80													
8	Junior High (grades 6-8)	4	4	4	4	7													
90	TOTAL CAAEP-Full-Time	84	86	81	81	87	0	0	0	0	0	0	0	0	0	0	0	0	0
	** CAAEP - PART-TIME																		
	EDHS																		
	Extended Programming																		
	Targeted Services																		
2469	GRAND TOTAL	2467	2461	2449	2451	2442	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.

Abstract of Votes Cast
Independent School District No. 94 (CLOQUET)
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 94 (CLOQUET)
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #94) (Elect 3)

NP
LeAnn M. Butler
3593

NP
Melissa Siltanen Juntunen
4428

WI
WRITE-IN
657

Detail of Election Results
 Independent School District No. 94 (CLOQUET)
 Tuesday, November 5, 2024 State General Election

Office Title: School Board Member (ISD #94) (Elect 3)

Precinct	NP	NP	WI
	LeAnn M. Butler	Melissa Siltanen Juntunen	WRITE-IN
09 0040 : CLOQUET W-1	645	827	95
09 0045 : CLOQUET W-2	467	619	76
09 0050 : CLOQUET W-3	505	695	57
09 0055 : CLOQUET W-4	603	699	128
09 0060 : CLOQUET W-5 P-1	531	632	108
09 0065 : CLOQUET W-5 P-2	148	126	86
09 0118 : PROGRESS UNORG	0	0	0
09 0120 : PERCH LAKE TWP	165	202	26
09 0135 : SCANLON	288	383	52
09 0170 : TWIN LAKES TWP	0	0	0
69 0070 : BREVATOR TWP.	241	245	29
Total:	3593	4428	657

We, the school board members of Independent School District No. 94 (CLOQUET), certify that we have canvassed the returns of the State General Election held on Tuesday, November 5, 2024 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 94 (CLOQUET).

Witness our official signature at 302 - 14th Street, Cloquet, MN in Carlton County this 11th day of November, 2024.

School Board Member

State of Minnesota
Independent School District No. 94 (CLOQUET)

I, Mary J. Marciniak, Clerk of the Independent School District No. 94 (CLOQUET) do hereby certify the within and foregoing 4 pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 94 (CLOQUET) State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this 11th day of November, 2024.

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota

November 11, 2024

RESOLVED by _____

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the Cloquet School Board has canvassed the general election for school board members held on November 5, 2024.

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

- 1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 94 to the following candidates:
a. Melissa Siltanen Juntunen 4,428 Votes
b. LeAnn M. Butler 3,593 Votes
Write-ins:
c. Nichole Diver 417 Votes
d. Additional Write-ins 240 Votes

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

- 2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

Table with 4 columns: Name, YEA, NAY, and Remarks. Rows include Nate Sandman (Board Chair), Melissa Juntunen (Board Clerk), Dave Battaglia (Board Treasurer), Sarah Buhs, Gary Huard, and Ken Scarbrough. Remarks include 'PASSED: November 11, 2024', 'BOARD CHAIR:', and 'ATTEST (BOARD CLERK):'.

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 11, 2024, canvassed the general election of school board members held on November 5, 2024.

2. **Melissa Siltanen Juntunen** received the largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **Melissa Siltanen Juntunen** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 11, 2024.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

ACCEPTANCE OF OFFICE

To: Melissa Siltanen Juntunen:

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OATH

I hereby accept the office of school board member of Independent School District No. 94 for a term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

Date: _____
Candidate's Signature

STATE OF MINNESOTA)
)
COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024 by _____.

Notary Public

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 11, 2024, canvassed the general election of school board members held on November 5, 2024.

2. **LeAnn M. Butler** received the second largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **LeAnn M. Butler** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 11, 2024.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

ACCEPTANCE OF OFFICE

To: **LeAnn M. Butler**

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OATH

I hereby accept the office of school board member of Independent School District No. 94 for a term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

Date: _____ Candidate's Signature _____

STATE OF MINNESOTA)
)
COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024 by _____.

Notary Public

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 94 on November 11, 2024, canvassed the general election of school board members held on November 5, 2024.

2. **Nichole Diver** received the third largest number of votes cast for the office of school board member of Independent School District No. 94 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore, **Nichole Diver** is elected to the office of school board member of Independent School District No. 94 for a full four (4) year term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

By authority of the School Board of Independent School District No. 94, pursuant to resolution dated November 11, 2024.

Dated: _____

School Board Chair

Dated: _____

School Board Clerk

ACCEPTANCE OF OFFICE

To: Nichole Diver

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OATH

I hereby accept the office of school board member of Independent School District No. 94 for a term beginning the first Monday in January 2025 and expiring the first Monday in January 2029.

Date: _____
Candidate's Signature _____

STATE OF MINNESOTA)
)
COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this _____ day of
_____, 2024 by _____.

Notary Public

2024 General Write-in Tally

Precinct BREVATOR

School District _____

Office	Name	Tally of Votes	Total #
SCHOOL BOARD ISD #94	ANDREW KORBY	1	1
	NICOLE DIVER	 	9
	TED LAMMI	1	1
	TERRY ANDERSON	1	1
	JAMES W. MALLERY II	11	2
	RICHARD CARLSEN	1	1
	ERIC BLESNER	11	2
	SHEILA SCHEUER	11	2
	KELSEY MARTIN	1	1
	TIM SCHEUER	1	1
SUPERVISOR SEAT B	PATTI R. MARTIN	1	1
	BRYAN BASTO	1	1
SUPERVISOR SEAT C	KRIS ANDERSON	1	1
	COOY FELLBAUM	1	1
SUPERVISOR SEAT A	KEITH MARTIN	1	1

Election Judge Linda Serrano

Election Judge Rina Sweet

November 5, 2024 General Election

Write-In Names

ISD 94

Carlton County Precincts

Name	
Adam Phillip Johnson Count	1
Adam Salo Count	2
Adam Stonell Count	1
Andrea McKeon Count	1
Andrew Elias Count	1
Andy Elias Count	1
Andy French Count	1
Anita Gamble Count	1
Anthony Hudson Count	1
Austin Powers Count	1
Bill Clinton Count	1
Blank Count	15
Bob Ross Count	1
Brandon Jensen Count	2
Brandon Paul Sell Count	1
Brent Greiner Count	1
Brian Dougherty Count	1
Brian Points Count	1
Bugs Bunny Count	1
Chelsea Stahlbusch Count	2
Chris Simmons Count	1
Chris Swanson Count	3
Christopher Barousse Count	1
Chloe Diver	1
Cody Downs Count	4
Daniel Brzeskiewicz Count	1
Daniel Carl Thompson Count	1
Daniel Lee Count	2
David Simpson Ray Count	1
Denise Hill Count	1
Diane M. Lambert Count	1
Diver	11
Doctor Reese Count	1
Donald Duck Count	1
Dr. Leslie Reiss Count	6
Duane Buytaert Count	2
Elizabeth K. Peterson Count	1
Erik Blessner Count	2
Erik Thorp Count	1
Erika Goad Count	1
Ethan Bergman Count	1

Frank Yetka Count	1
Gage Follett Count	3
Heather Snesrud Count	1
Hera Arseneau Count	1
Hulk Hogan Count	1
Iris Keller Count	1
Jack Sullivan Count	1
Jacob Belden Count	1
Jamie Graham Count	1
Jamie Jazdzewski Count	1
Jason Londgren Count	2
Jenna Ostman Count	9
Jennifer Shepherd Count	1
Jeremiah Adamscheck Count	4
Jeremy Fierst Count	1
Jesus Count	1
John Schnieder Count	1
Jon Collelo Count	1
Jon Ketola Count	1
Joshua Soderholm Count	1
Katelyn Kromm Count	1
Katie Breskiewicz Count	1
Katrina Foxx Count	1
Kelly McCalla Count	1
Kerry Rodd Count	6
Kevin Huseh Count	1
Kim Lind Count	1
Kimberly Miens Count	1
Kris Wilson Count	3
Kristi Dancer Bester Count	1
Kristofer Beck Count	1
Lacey heyer Count	1
Lanner Nickerson Count	1
Lester Riess Count	1
Levi Fletcher Count	1
Lidsay White Count	1
Lisa Johnson Count	1
Lisa Roberts Count	1
Liz Jaakola Count	1
Lucas Wanna Count	2
Luke Starky Count	1
Mara Baker Count	1
Mark Goad Count	1
Mark Johnson Count	1
Mark Skramstad Count	1
Martha Vetter Count	1
Matt Carlson Count	1

Matt Holland Count	4
Matthew Jerome Revak Count	1
Matthew Montgomery Count	1
Matthew Rodney Krikava Count	1
Me Count	1
Michael Diver Count	1
Michelle Wick Count	1
Mike Homstad Count	1
Mike Segen Count	1
Minnow Count	1
N/A Count	1
Nathan Sandman Count	1
Nicholas J. Fuentes Count	1
Nichole	2
Nichole Buckanaga Count	1
Nichole Diver Count	388
Nicole Defoe Count	2
Nicole Linder Count	1
None Count	3
Orin Hanson Count	1
Patrick James Powers Count	1
Patti Goward Count	1
Peter Parker Count	1
Rebecca Sheldon Count	1
Rhonda Karulak Count	1
Rich Dowd Count	1
Ronda Fleck Count	1
Ryan McCausland Count	1
Sara Plante Count	1
Sarah P. Duns Count	1
Sean Huls Count	3
Seth Polley Count	1
Shannon Jensen Count	1
Shea Walters Count	1
Sheila Schever Count	1
Snoopy Count	1
Sonja Lahti Count	1
Stan Bednarek Count	1
Stephen Bockovich Count	1
Steve Kolodge Count	1
Steve Olson Count	1
Steven Cartwright Count	1
Steven Genier Count	1
Steven L. Sather Count	1
Suzanne Despenes Count	1
Taelor Launderville Count	1
Ted Lammi Count	15

Theodore Lammi Count	2
Theresa Diver Count	1
Thomas Desperes Count	1
Todd Follett Count	1
Todd Switzer Count	7
Tom McFarlane Count	1
Tom Montgomery Count	1
Tom Urbanski Count	1
Trenton Schmidt Count	1
Trevor Cadwell Count	1
Vee Holter Count	1
Warren Peterson Count	1
Willy Coyote Count	1
Willy Sather Count	1
Zach Wehr Count	1
Grand Count	628



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
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www.isd94.org

November 6, 2024

Dear School Board,

I am writing to support Kat Nistler’s request for a leave of absence to pursue an invaluable teaching opportunity abroad. As a dedicated and skilled science educator at the Cloquet Middle School, Kat has committed to her students, our school, and her professional growth. I am confident that this international teaching experience will further enhance her abilities and ultimately bring substantial benefits to our school community upon her return.

Kat is already an exceptional teacher, known for her innovative approach to science education and dedication to student engagement and success. Teaching internationally will allow her to develop new skills, gain exposure to diverse instructional strategies, and deepen her understanding of other cultures. These experiences will strengthen her teaching practice, enrich our science curriculum, and provide our students with a broader, globally informed perspective.

In addition, Kat has proven herself to be a strong leader within our school, actively supporting her colleagues and contributing to a positive, collaborative environment. I am confident that this unique experience will further develop her leadership skills, allowing her to bring fresh insights and perspectives that will inspire her students and fellow teachers.

Kat’s time abroad will be of immense value to her and our school community.

If you have any questions or require additional information about the significance of this leave, please feel free to reach out. I would be more than happy to discuss this further.

Tom Brenner

Cloquet Middle School, Principal

Child and Adult Care Food Program Contract for Vended Meals

An Institution that participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) must meet CACFP requirements for meals that will be claimed for CACFP reimbursements, as specified in this contract. The food service vendor shall operate in accordance with current Program regulations 7 CFR 226; including the meal pattern and nutrition requirements by age group of children in care 7 CFR 226.20. The sponsoring organization or site that enters into the contract will be referred to as the *Institution*. The supplier who enters into the contract with the Institution will be referred to as the *Vendor*.

This template must be used for CACFP vended meal contracts, without change or removal of any provisions except for inserting required information.

I. Purpose and Authority

This contract, between the Institution participating in CACFP: Li'l Thunder

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID Number: _____

and Vendor: Chickadee Catering Company

authorizes that Vendor will provide meals to the Institution in accordance with this contract and federal CACFP regulations at 7 Code of Federal Regulations (CFR) 226,

for the period of 11-01-2024 through 09-30-2025. Use Program Year, October 1 – September 30.

Vendor will provide the meals to the CACFP site listed below or if more than one site, to the sites listed on the last page in "Table 1 Delivery Schedule." The number of meals by meal type to be delivered to each site location must also be indicated in the contract. Indicate time that meal will be delivered or picked up by the site. *Note that increases and decreases in the number of meal orders may be made by the site, as needed, within a time period prior to the meal service mutually agreed upon in the contract referenced in Section IV of this contract.*

II. Meals

A. Vendor will provide the following delivery schedule and meal types:

Site Name & Site Address	CLiCS Site ID	Days of the Week	Meals Delivered & # of Meals Delivered	Time(s) of Delivery
Li'l Thunder 2101 14th Street Cloquet, MN 55720		Monday-Friday	<input checked="" type="checkbox"/> Breakfast #: _____ <input checked="" type="checkbox"/> Lunch #: _____ <input type="checkbox"/> Supper #: _____ <input checked="" type="checkbox"/> Snacks #: _____ <input type="checkbox"/> Extra Milk #: _____	B = 8:15 am L = 11:15 am S = 2:45 pm

B. If delivering to more than one site fill in "Table 1 Delivery Schedule" which is the last page of the contract.

- C. Vendor will provide meals that meet CACFP meal pattern requirements in accordance with 7CFR 226.20.
- D. Vendor has attached to this contract the menus that were used in solicitation of this contract. The meals served under the contract shall conform to the cycle menus upon which the bid was based, and to menu changes agreed upon by the Institution and Vendor;
- E. The Vendor shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract;
- F. Vendor may not subcontract for the total meal, with or without milk, or for the assembly of the meal.
CACFP meal pattern requirements are available on the CACFP Centers Meal Patterns webpage (<https://education.mn.gov/MDE/dse/FNS/prog/CACFPCen/ops/meal/>).
- G. Vendor will also provide: (Indicate items such as condiments, eating utensils, paper items, extra milk, and transportation containers, if applicable. If more than one site, indicate any differences between sites.)
Vendor will provide:

Chickadee Catering will provide milk, eating utensils, disposable plates and disposable cups

- Unitized meals
- Bulk quantities, accompanied by written instructions on planned portion size and number of portions contained in each bulk container of each food component to meet meal pattern requirements. In addition, Vendor will provide appropriate scoop, spoodle, or ladle equal to the planned portion size for assurance of proper serving size.
- If checked, Vendor will serve meals. Vendor will not count the number of meals to be claimed for reimbursement, responsibility for the reimbursable meal count at point of service must be retained by the Institution and cannot be delegated to the Vendor.
- Other: _____

Note: Per USDA Regulation 7CFR 226.6(i)(11) all breakfasts, lunches, and suppers delivered for service in outside-school-hours care centers shall be unitized, with or without milk, unless the State agency determines that unitization would impair the effectiveness of food service operations. For meals delivered to childcare centers and day care homes, the State agency may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if the State agency has evidence which indicates that this requirement is necessary to ensure compliance with §226.20

III. Substitutions and Modifications for Medical or Special Dietary Needs

- A. Vendor will provide meal substitutions for participants with a disability who provide a statement from a licensed physician, physician assistant or advanced practice registered nurse such as a certified nurse practitioner, that they are unable to consume the regular Program meals due to their disability. The statement must identify how the disability affects the participant's diet, the food or foods to be omitted from the participant's diet, and the food or choice of foods that must be substituted.
- B. The Institution will pay the regular meal charges for meals with substitutions or modifications unless other charges or adjustments are specified in Section V. Participants with disabilities may not be charged any fees for modifications or substitutions.

IV. Ordering and Delivering

- A. The Institution will notify Vendor in advance of the number of meals needed. Vendor will use an organized system for receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

Indicate deadline(s) for the Institution to send meal orders (such as by a set time on the previous day or the same day of the meal service) and how notice will be provided, by e-mail, telephone or in person. Indicate timeline(s) for increasing and decreasing an order that has been made. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Meal numbers for the following week shall be sent via email (chickadeecateringmn@gmail.com) no later than close of business each Thursday

Meal number changes can be adjusted with a 24 hour notice

- B. Responsibility for transport containers: Indicate whether Vendor or the Institution will be responsible for cleaning transport containers and, if applicable, schedule for Vendor to pick up or the Institution to return transport containers. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Chickadee Catering will be responsible for transporting food in approved NSF temperature controlled containers. Meals will be dropped off and served by childcare center staff. All serving containers will be picked up by Chickadee Catering within an hour after drop-off to be cleaned and sanitized for the next days use.

V. Meal Charges and Billing

- A. The Institution will pay the following charges for meals. Per meal pricing must be fixed and include all fees including delivery, server, etc. built into the per meal cost. Any additional fees outside of the original contract are unallowable, only fixed meal costs, per meal can be adjusted based on the Consumer Price Index for All Urban Consumers (CPI-U). Indicate charge for each meal type with/without milk:

Breakfast	\$ <u>2.30</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Snack	\$ <u>1.21</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Lunch	\$ <u>3.79</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Supper	\$ _____	each	<input type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk

When applicable, indicate pricing for extra milk, adult meals, or adjustments to meals to accommodate special dietary needs below. If additional information is needed to reference this, include here or attach to this contract. Should there be more than one site, indicate any differences between sites also.

School Age meals for lunch would be \$4.25

Special dietary needs is an upcharge of \$.55 per meal

The Vendor shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.

The Institution will pay Vendor for ordered meals that meet CACFP meal requirements including health and sanitation standards in Section VII and are delivered in accordance with the contract.

- B. Describe when Vendor will bill the Institution (for example weekly or monthly) and when payment is due:
Chickadee Catering will provide a weekly invoice to center on or before each Tuesday for the current weeks meal. Bill is to be paid on or before each Friday.

Note: Neither the Minnesota Department of Education (MDE) nor the U.S. Department of Agriculture assumes any liability for payment of meal charges.

VI. Recordkeeping and Availability of Records

- A. Vendor agrees to maintain full and accurate records, which the Institution requires to meet its responsibility for claiming reimbursements through the Child and Adult Care Food Program. Required Food Production records including: 1) daily menu and portion records; 2) daily quantities of food in particular amount of meat/meat alternate prepared, and any mixed item recipes, processed food labels, nutritional and ingredient label information regarding whole grain rich items, and sugar content of yogurt and cereals, by type of meal 3) daily number of meals furnished, by type of meal.
- B. At the end of each month, Vendor will submit copies of the records of menus, food item and production records lists above, and numbers of meals furnished to the Institution. Vendor will also submit copies of food production records to the Institution as specified. Records will be provided at minimum monthly for purposes of verifying meal pattern prior to submitting the monthly claim.
- C. Vendor shall maintain such records (supported by invoices, receipts or other evidence) as the Institution will need to meet its responsibilities under this part and shall promptly submit invoices and delivery reports to the Institution no less frequently than monthly.
- D. Vendor agrees that the books and records of the food service vendor pertaining to the Institution's food service operation shall be available for inspection and audit by representatives of the Institution, the State agency, the Department, and of the U.S. General Accounting Office at any reasonable time and place, for a period of 3 years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved.
- E. Vendor will cooperate in studies and evaluations conducted by or on behalf of USDA related to programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.
- F. The State agency may conduct an inspection of the vendor's food preparation facilities. The Vendor and the Institution shall receive a copy of the results of these inspections when corrective action is required. If a Vendor fails to correct violations noted by the State agency during a review, the State agency shall notify the Institution and the Vendor that reimbursement shall not be paid for meals prepared by the Vendor after a date specified in the notification.

VII. Health and Sanitation

- A. Vendor and the Institution agree that state and local health and sanitation requirements will be met at all times. Vendor will meet all state and local health regulations that apply to Vendor facilities and any other facilities in which meals are prepared. Vendor will maintain applicable health certifications for facilities where meals are prepared.
- B. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.

- C. The Institution will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

VIII. Institution Control of Food Service

The Institution will maintain overall responsibility for administration of the food service, in accordance with CACFP regulations and policies. The Institution will:

- A. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming CACFP reimbursement from the Minnesota Department of Education.
- B. Ensure that the food service operation is in conformance with the Institution's agreement with the Minnesota Department of Education to participate in CACFP.
- C. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- D. Maintain all applicable health certifications for the Institution(s) and ensure that state and local health regulations are being met by Vendor, if Vendor prepares or serves meals at the Institution's facility.
- E. Monitor meals to ensure the food service is in conformance with program regulations.
- F. Retain signature authority on the agreement with the Minnesota Department of Education. Retain signature authority for the annual application and monthly claims by electronically submitting required information to the Minnesota Department of Education.
- G. Prepare contract for vended meals documents.
- H. Review, approve or deny, and if applicable verify CACFP Household Income Statements.

IX. Additional Vendor Responsibilities

Vendor agrees to comply with the following. As applicable, incorporated into this contract by reference.

- A. If contract exceeds \$10,000: Executive Order 11375 of the Equal Employment Opportunity Act, and as supplemented in Department of Labor regulations.
- B. If contract exceeds \$100,000: Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 United States Code (USC) 3701 – 3708) as supplemented by the U.S. Department of Labor regulations (29 CFR Part 5).
- C. If contract exceeds \$150,000: All applicable standards, orders and requirements issued pursuant to the Clean Air Act (42 USC 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251 – 1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (EPA).

X. Nonperformance or Noncompliance

In cases of nonperformance or noncompliance on the part of Vendor, Vendor will pay the Institution for any excess costs which the Institution may incur by obtaining meals from another source. The Institution will notify Vendor (and surety company if performance bond is in effect) of specific instances of unsatisfactory performance. If Vendor does not immediately take corrective action, the Institution may negotiate another contract (or request surety company to provide another Vendor). The defaulting Vendor is liable for any difference in price between the original price and the new contract price.

Indicate here any additional requirements regarding nonperformance or noncompliance, or any bonding requirements:

XI. Termination

Either party may terminate this contract for cause by notice in writing as described:

Either party may terminate the contract for cause in writing with a 90 day advance notice

(The number of days required for notice of termination, which may not exceed 60 days, must be stated.) The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

XII. Contract Renewals

This contract may be renewed up to four times, **not to exceed a total of five years**, by mutual agreement of the Institution and Vendor. The contract may **not** automatically renew. Renewal of the contract is contingent upon the fulfillment of all contract provisions. The CACFP Renewal of Contract for Vended Meals form, available from MDE, will be used to renew the contract. Prices will be adjusted from the previous year's prices by a percentage not to exceed the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Food Away From Home in the Midwest Region. The change in the index will be measured by the calendar year preceding the contract effective date, unless a different time period is specific here:

XIII. Summer Food Service Program (Optional)

Vendor agrees to provide meals for the Summer Food Service Program (SFSP), in accordance with federal regulations at 7 CFR 225 and other SFSP requirements, if the Institution participates in the SFSP during the original contract term or during any contract renewal.

Vendor will provide the types of SFSP meals indicated below.

- Breakfast
- Lunch
- Snack
- Supper

Vendor will provide SFSP meals that meet the requirements for the following meal patterns:

- Summer Food Service Food Program Meal Pattern (7 CFR 225)
- Child and Adult Care Food Program Meal Pattern for Children Ages 1-2 or 3-5 (7 CFR 226)
- Child and Adult Care Food Program Meal Pattern for Infants (7 CFR 226)
- Schools Only: National School Lunch and Breakfast Meal Patterns (7 CFR 210 and 220)

Check one or both boxes:

- Unitized Meals: Vendor will provide unitized meals for SFSP. This box must be checked unless all food will be provided in non-unitized / bulk quantities as described below.
- *Non-Unitized / Bulk: Vendor will provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE approval of the Institution's SFSP application is approval of a waiver from the SFSP requirement to provide unitized meals.

*By selecting this method, the Institution requests MDE Food and Nutrition Service to waive the unitized meals requirement. Approval of the Institution's SFSP application indicates that the waiver has been granted. Non-unitized/bulk quantities must be accompanied by written instructions from Vendor regarding the planned portion size for each food component.

The Institution will upload delivery schedule and meal types for SFSP in CLiCS and submit to Vendor when available.

Unless indicated below, the Institution will pay for SFSP meals provided by Vendor using the same payment structure used for CACFP meals.

XIV. Vendor Certification Statements

Check one:

- The contract amount is expected to be less than \$100,000.
The following certifications are attached to this contract: (1) Independent Price Determination Certificate (signed by Vendor and Institution) and (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions (signed by Vendor). (3) Assurance of Civil Rights Compliance (signed by Vendor).
- The contract amount is expected to be \$100,000 or more.
In addition to the three certifications listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

XV. Additional Provisions at Option of Institution and Vendor

Describe any additional provisions here, or reference here to additional attached provisions. Additional provisions may not conflict with other contract provisions or materially change the required provisions of the contract and are subject to review by MDE.

Signatures

Institution

Name: _____

Authorized Representative (print name): _____

Title: _____ Email _____ Phone _____

Signature _____ Date: _____

Vendor

Name: **Chickadee Catering Company**

Address: **PO Box 185, Barnum, MN 55707**

Authorized Representative (print name): **Brigham Fanning**

Title: **CEO**

Signature _____ Date: _____

Vendor Contact (print name): **Brigham Fanning**

Title: **CEO** Email **chickadeecateringmn@gmail.com** Phone **612-716-5529**

Address: **PO Box 185, Barnum, MN 55707**

Location where meals are produced if different: **KITCHEN: 4715 Hermantown Rd, Hermantown, MN 55811**

Child and Adult Care Food Program Contract for Vended Meals

An Institution that participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) must meet CACFP requirements for meals that will be claimed for CACFP reimbursements, as specified in this contract. The food service vendor shall operate in accordance with current Program regulations 7 CFR 226; including the meal pattern and nutrition requirements by age group of children in care 7 CFR 226.20. The sponsoring organization or site that enters into the contract will be referred to as the *Institution*. The supplier who enters into the contract with the Institution will be referred to as the *Vendor*.

This template must be used for CACFP vended meal contracts, without change or removal of any provisions except for inserting required information.

I. Purpose and Authority

This contract, between the Institution participating in CACFP: Li'l Lumberjacks

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID Number: _____

and Vendor: Chickadee Catering Company

authorizes that Vendor will provide meals to the Institution in accordance with this contract and federal CACFP regulations at 7 Code of Federal Regulations (CFR) 226,

for the period of 11-01-2024 through 09-30-2025. Use Program Year, October 1 – September 30.

Vendor will provide the meals to the CACFP site listed below or if more than one site, to the sites listed on the last page in "Table 1 Delivery Schedule." The number of meals by meal type to be delivered to each site location must also be indicated in the contract. Indicate time that meal will be delivered or picked up by the site. *Note that increases and decreases in the number of meal orders may be made by the site, as needed, within a time period prior to the meal service mutually agreed upon in the contract referenced in Section IV of this contract.*

II. Meals

A. Vendor will provide the following delivery schedule and meal types:

Site Name & Site Address	CLiCS Site ID	Days of the Week	Meals Delivered & # of Meals Delivered	Time(s) of Delivery
Li'l Lumberjacks 707 Hwy. 33 South Suite 20 Cloquet, MN 55720		Monday-Friday	<input checked="" type="checkbox"/> Breakfast #: _____ <input checked="" type="checkbox"/> Lunch #: _____ <input type="checkbox"/> Supper #: _____ <input checked="" type="checkbox"/> Snacks #: _____ <input type="checkbox"/> Extra Milk #: _____	B = 8:00 am L = 11:00 am S = 2:30 pm

B. If delivering to more than one site fill in "Table 1 Delivery Schedule" which is the last page of the contract.

- C. Vendor will provide meals that meet CACFP meal pattern requirements in accordance with 7CFR 226.20.
- D. Vendor has attached to this contract the menus that were used in solicitation of this contract. The meals served under the contract shall conform to the cycle menus upon which the bid was based, and to menu changes agreed upon by the Institution and Vendor;
- E. The Vendor shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract;
- F. Vendor may not subcontract for the total meal, with or without milk, or for the assembly of the meal.
CACFP meal pattern requirements are available on the CACFP Centers Meal Patterns webpage (<https://education.mn.gov/MDE/dse/FNS/prog/CACFPcen/ops/meal/>).
- G. Vendor will also provide: (Indicate items such as condiments, eating utensils, paper items, extra milk, and transportation containers, if applicable. If more than one site, indicate any differences between sites.)
Vendor will provide:
Chickadee Catering will provide milk, eating utensils, disposable plates and disposable cups

- Unitized meals
- Bulk quantities, accompanied by written instructions on planned portion size and number of portions contained in each bulk container of each food component to meet meal pattern requirements. In addition, Vendor will provide appropriate scoop, spoodle, or ladle equal to the planned portion size for assurance of proper serving size.
- If checked, Vendor will serve meals. Vendor will not count the number of meals to be claimed for reimbursement, responsibility for the reimbursable meal count at point of service must be retained by the Institution and cannot be delegated to the Vendor.
- Other: _____

Note: Per USDA Regulation 7CFR 226.6(i)(11) all breakfasts, lunches, and suppers delivered for service in outside-school-hours care centers shall be unitized, with or without milk, unless the State agency determines that unitization would impair the effectiveness of food service operations. For meals delivered to childcare centers and day care homes, the State agency may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if the State agency has evidence which indicates that this requirement is necessary to ensure compliance with §226.20

III. Substitutions and Modifications for Medical or Special Dietary Needs

- A. Vendor will provide meal substitutions for participants with a disability who provide a statement from a licensed physician, physician assistant or advanced practice registered nurse such as a certified nurse practitioner, that they are unable to consume the regular Program meals due to their disability. The statement must identify how the disability affects the participant's diet, the food or foods to be omitted from the participant's diet, and the food or choice of foods that must be substituted.
- B. The Institution will pay the regular meal charges for meals with substitutions or modifications unless other charges or adjustments are specified in Section V. Participants with disabilities may not be charged any fees for modifications or substitutions.

IV. Ordering and Delivering

- A. The Institution will notify Vendor in advance of the number of meals needed. Vendor will use an organized system for receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

Indicate deadline(s) for the Institution to send meal orders (such as by a set time on the previous day or the same day of the meal service) and how notice will be provided, by e-mail, telephone or in person. Indicate timeline(s) for increasing and decreasing an order that has been made. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Meal numbers for the following week shall be sent via email (chickadeecateringmn@gmail.com) no later than close of business each Thursday

Meal number changes can be adjusted with a 24 hour notice

- B. Responsibility for transport containers: Indicate whether Vendor or the Institution will be responsible for cleaning transport containers and, if applicable, schedule for Vendor to pick up or the Institution to return transport containers. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Chickadee Catering will be responsible for transporting food in approved NSF temperature controlled containers. Meals will be dropped off and served by childcare center staff. All serving containers will be picked up by Chickadee Catering within an hour after drop-off to be cleaned and sanitized for the next days use.

V. Meal Charges and Billing

- A. The Institution will pay the following charges for meals. Per meal pricing must be fixed and include all fees including delivery, server, etc. built into the per meal cost. Any additional fees outside of the original contract are unallowable, only fixed meal costs, per meal can be adjusted based on the Consumer Price Index for All Urban Consumers (CPI-U). Indicate charge for each meal type with/without milk:

Breakfast	\$ <u>2.30</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Snack	\$ <u>1.21</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Lunch	\$ <u>3.79</u>	each	<input checked="" type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk
Supper	\$ _____	each	<input type="checkbox"/>	with milk /	<input type="checkbox"/>	without milk

When applicable, indicate pricing for extra milk, adult meals, or adjustments to meals to accommodate special dietary needs below. If additional information is needed to reference this, include here or attach to this contract. Should there be more than one site, indicate any differences between sites also.

School Age meals for lunch would be \$4.25

Special dietary needs is an upcharge of \$.55 per meal

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The Institution will pay Vendor for ordered meals that meet CACFP meal requirements including health and sanitation standards in Section VII and are delivered in accordance with the contract.

- B. Describe when Vendor will bill the Institution (for example weekly or monthly) and when payment is due:
Chickadee Catering will provide a weekly invoice to center on or before each Tuesday for the current weeks meal. Bill is to be paid on or before each Friday.

Note: Neither the Minnesota Department of Education (MDE) nor the U.S. Department of Agriculture assumes any liability for payment of meal charges.

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- A. Vendor agrees to maintain full and accurate records, which the Institution requires to meet its responsibility for claiming reimbursements through the Child and Adult Care Food Program. Required Food Production records including: 1) daily menu and portion records; 2) daily quantities of food in particular amount of meat/meat alternate prepared, and any mixed item recipes, processed food labels, nutritional and ingredient label information regarding whole grain rich items, and sugar content of yogurt and cereals, by type of meal 3) daily number of meals furnished, by type of meal.
- B. At the end of each month, Vendor will submit copies of the records of menus, food item and production records lists above, and numbers of meals furnished to the Institution. Vendor will also submit copies of food production records to the Institution as specified. Records will be provided at minimum monthly for purposes of verifying meal pattern prior to submitting the monthly claim.
- C. Vendor shall maintain such records (supported by invoices, receipts or other evidence) as the Institution will need to meet its responsibilities under this part and shall promptly submit invoices and delivery reports to the Institution no less frequently than monthly.
- D. Vendor agrees that the books and records of the food service vendor pertaining to the Institution's food service operation shall be available for inspection and audit by representatives of the Institution, the State agency, the Department, and of the U.S. General Accounting Office at any reasonable time and place, for a period of 3 years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved.
- E. Vendor will cooperate in studies and evaluations conducted by or on behalf of USDA related to programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.
- F. The State agency may conduct an inspection of the vendor's food preparation facilities. The Vendor and the Institution shall receive a copy of the results of these inspections when corrective action is required. If a Vendor fails to correct violations noted by the State agency during a review, the State agency shall notify the Institution and the Vendor that reimbursement shall not be paid for meals prepared by the Vendor after a date specified in the notification.

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- A. Vendor and the Institution agree that state and local health and sanitation requirements will be met at all times. Vendor will meet all state and local health regulations that apply to Vendor facilities and any other facilities in which meals are prepared. Vendor will maintain applicable health certifications for facilities where meals are prepared.
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- C. The Institution will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

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- B. Ensure that the food service operation is in conformance with the Institution's agreement with the Minnesota Department of Education to participate in CACFP.
- C. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- D. Maintain all applicable health certifications for the Institution(s) and ensure that state and local health regulations are being met by Vendor, if Vendor prepares or serves meals at the Institution's facility.
- E. Monitor meals to ensure the food service is in conformance with program regulations.
- F. Retain signature authority on the agreement with the Minnesota Department of Education. Retain signature authority for the annual application and monthly claims by electronically submitting required information to the Minnesota Department of Education.
- G. Prepare contract for vended meals documents.
- H. Review, approve or deny, and if applicable verify CACFP Household Income Statements.

IX. Additional Vendor Responsibilities

Vendor agrees to comply with the following. As applicable, incorporated into this contract by reference.

- A. If contract exceeds \$10,000: Executive Order 11375 of the Equal Employment Opportunity Act, and as supplemented in Department of Labor regulations.
- B. If contract exceeds \$100,000: Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 United States Code (USC) 3701 – 3708) as supplemented by the U.S. Department of Labor regulations (29 CFR Part 5).
- C. If contract exceeds \$150,000: All applicable standards, orders and requirements issued pursuant to the Clean Air Act (42 USC 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251 – 1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (EPA).

X. Nonperformance or Noncompliance

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Indicate here any additional requirements regarding nonperformance or noncompliance, or any bonding requirements:

XI. Termination

Either party may terminate this contract for cause by notice in writing as described:

Either party may terminate the contract for cause in writing with a 90 day advance notice

(The number of days required for notice of termination, which may not exceed 60 days, must be stated.) The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

XII. Contract Renewals

This contract may be renewed up to four times, **not to exceed a total of five years**, by mutual agreement of the Institution and Vendor. The contract may **not** automatically renew. Renewal of the contract is contingent upon the fulfillment of all contract provisions. The CACFP Renewal of Contract for Vended Meals form, available from MDE, will be used to renew the contract. Prices will be adjusted from the previous year's prices by a percentage not to exceed the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Food Away From Home in the Midwest Region. The change in the index will be measured by the calendar year preceding the contract effective date, unless a different time period is specific here:

XIII. Summer Food Service Program (Optional)

Vendor agrees to provide meals for the Summer Food Service Program (SFSP), in accordance with federal regulations at 7 CFR 225 and other SFSP requirements, if the Institution participates in the SFSP during the original contract term or during any contract renewal.

Vendor will provide the types of SFSP meals indicated below.

- Breakfast
- Lunch
- Snack
- Supper

Vendor will provide SFSP meals that meet the requirements for the following meal patterns:

- Summer Food Service Food Program Meal Pattern (7 CFR 225)
- Child and Adult Care Food Program Meal Pattern for Children Ages 1-2 or 3-5 (7 CFR 226)
- Child and Adult Care Food Program Meal Pattern for Infants (7 CFR 226)
- Schools Only: National School Lunch and Breakfast Meal Patterns (7 CFR 210 and 220)

Check one or both boxes:

Unitized Meals: Vendor will provide unitized meals for SFSP. This box must be checked unless all food will be provided in non-unitized / bulk quantities as described below.

*Non-Unitized / Bulk: Vendor will provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE approval of the Institution's SFSP application is approval of a waiver from the SFSP requirement to provide unitized meals.

*By selecting this method, the Institution requests MDE Food and Nutrition Service to waive the unitized meals requirement. Approval of the Institution's SFSP application indicates that the waiver has been granted. Non-unitized/bulk quantities must be accompanied by written instructions from Vendor regarding the planned portion size for each food component.

The Institution will upload delivery schedule and meal types for SFSP in CLiCS and submit to Vendor when available.

Unless indicated below, the Institution will pay for SFSP meals provided by Vendor using the same payment structure used for CACFP meals.

XIV. Vendor Certification Statements

Check one:

The contract amount is expected to be less than \$100,000.
The following certifications are attached to this contract: (1) Independent Price Determination Certificate (signed by Vendor and Institution) and (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions (signed by Vendor). (3) Assurance of Civil Rights Compliance (signed by Vendor).

The contract amount is expected to be \$100,000 or more.
In addition to the three certifications listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

XV. Additional Provisions at Option of Institution and Vendor

Describe any additional provisions here, or reference here to additional attached provisions. Additional provisions may not conflict with other contract provisions or materially change the required provisions of the contract and are subject to review by MDE.

Signatures

Institution

Name: _____

Authorized Representative (print name): _____

Title: _____ Email _____ Phone _____

Signature _____ Date: _____

Vendor

Name: Chickadee Catering Company

Address: PO Box 185, Barnum, MN 55707

Authorized Representative (print name): Brigham Fanning

Title: CEO

Signature _____ Date: _____

Vendor Contact (print name): Brigham Fanning

Title: CEO Email chickadeecateringmn@gmail.com Phone 612-716-5529

Address: PO Box 185, Barnum, MN 55707

Location where meals are produced if different: KITCHEN: 4715 Hermantown Rd, Hermantown, MN 55811

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

DATE: November 6, 2024

FROM: Erin Bates, Community Education Director

RE: Food contract with Chickadee Catering Company

I am asking the board to approve a contract with Chickadee Catering Company to provide breakfast, lunch and snacks to Li'l Lumberjacks and Li'l Thunder Learning Centers on school release days and during the summer.

“Employment is subject to Cloquet School Board Approval”



Central Administration
509 Carlton Avenue • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
302 14th Street • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.cloquet.k12.mn.us>

Memorandum

TO: School Board of ISD 94

FROM: Dr. Michael Cary, Superintendent

DATE: 11/7/2024

RE: Elementary Configuration Study/Survey

Board Members,

After researching and interviewing potential providers to conduct data gathering to inform any future decisions regarding our elementary building configurations, I am recommending engaging with The Morris Leatherman Company.

We reached out to a network of districts throughout the state who have needed to gather information and feedback from their local communities. We reviewed the different firms who had worked in other districts who replied to our request and connected with three different firms to share information on our project. After communication with the firms and discussion with our elementary administrators, we recommend engaging with The Morris Leatherman Company.

Upon board approval, I will connect with representatives from Morris Leatherman to create a more detailed quote regarding the costs for the project and will bring the quote to the board for consideration before beginning any formal work on the study/survey.



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: _____

This Joint Powers Agreement (“Agreement”) is between the State of Minnesota, acting through its Commissioner of Department of Education (“State” or “MDE”) and Cloquet Public Schools ISD #94 (“Governmental Unit”). The State and Governmental Unit may be referred to jointly as “Parties.”

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of K-12 arts educators to engage in locally designed pilot action initiatives to address inequities in arts education curriculum, practices, and policies as identified through the Culturally Responsive Arts Education (“CRAE”) Arts Equity Audit.

Agreement

1. Term of Agreement

- 1.1 Effective Date: Upon execution, the final date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2.
- 1.2 Expiration Date: September 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

Independent School District (“ISD”) 94, who is not a State employee, will provide three (3) staff personnel to serve as Culturally Responsive Arts Education (“CRAE”) Cohort Members. The CRAE Cohort Members will perform the following duties:

- 2.1 CRAE Cohort Member(s), or their successor(s), for this district are listed below. MDE must be notified in writing and must approve of staff changes prior to any CRAE Cohort Member being changed and/or replaced.
 - 2.1.1 Andrea Cacek at Cloquet Middle School
 - 2.1.2 Kevin Huseh at Cloquet High School
 - 2.1.3 Andrew Mettner at Cloquet Middle School
- 2.2 The three (3) CRAE Cohort Members will separately implement, monitor, and assess the Pilot Action Initiative (“PAI”) plans that are attached and incorporated into this Agreement as Exhibit A to address the following outcomes that were identified during the district’s CRAE Arts Equity Audit:
 - 2.2.1 Cohort Member Andrea Cacek’s outcomes:

- 2.2.1.1 BIPOC, LGBTQ+, and students with disabilities will see themselves equitably represented in the Arts curriculum, instruction, and classroom/school culture.
- 2.2.1.2 All students will have intentional arts learning experiences based on collaboration and community building.
- 2.2.2 Cohort Member Kevin Huseh's outcomes:
 - 2.2.2.1 American Indian musician(s) will be integrated in the Cloquet High School Band Curriculum.
 - 2.2.2.2 MN Music teachers will have new American Indian curricular resources to bring into their classroom to help meet state standards and local needs.
 - 2.2.2.3 American Indian students will feel a stronger sense of belonging/recognition in the Cloquet High Band curriculum by bringing in the work and philosophy of American Indian composers.
- 2.2.3 Cohort Member Andrew Mettner's outcomes:
 - 2.2.3.1 Female, Native American, and gender-diverse students will see themselves equitably represented and recognized in the Arts curriculum, instruction, and classroom/school culture at Cloquet Middle School.
 - 2.2.3.2 The development and incorporation of culturally responsive teaching strategies, materials, and activities that foster personal self-identity.
- 2.3 CRAE Cohort Member(s) will be responsible for implementing all action steps outlined in their PAI including, but is not limited to procuring items and/or services (such as materials, vendors, facilitators/artists), timelines, and budgets in accordance with district policies and procedures.
- 2.4 Funding will only be used to support the completion of the outcomes and action steps identified in this district's three (3) PAIs that includes but are not limited to purchasing materials, teacher extended time, substitute teacher reimbursement, guest artists, professional development facilitators, professional development training/conferences, and other identified supports. Funding cannot be used to supplement teacher FTE or capital projects. Any adjustments to any PAI will need to be approved in writing by an MDE Arts & Equity Specialist *before expenses are incurred*. MDE will determine whether this Agreement needs to be amended due to PAI changes.
- 2.5 Each CRAE Cohort Member will meet for approximately one (1) hour monthly with MDE Arts & Equity Specialists to provide progress updates on action steps, timeline, and budget. The monthly meetings can be in-person or virtual as mutually agreed upon between the MDE Arts & Equity Specialist(s) and the Governmental Unit. MDE will provide the meeting platform if meeting virtually. Each CRAE Cohort Member should schedule this time with the MDE Authorized Representative, Nora Schull, through her Microsoft booking calendar.
- 2.6 Each CRAE Cohort Member will attend three (3) MDE provided in-person professional development trainings. Additional information such as the location and training duration will be provided as MDE

finalizes these trainings. It is anticipated for these trainings to be held in January, April and June in calendar year 2025.

2.7 Each CRAE Cohort Member will provide a mid-year evaluation report on action steps, timeline, and budget. MDE will provide the mid-year evaluation report template that should be completed and returned to MDE no later than February 28, 2025.

2.8 Any materials developed under this Agreement will be shared with MDE before the Agreement expiration date.

2.8.1 MDE may use the materials developed under this Agreement as a resource library. Any materials MDE will use as a resource may be updated by MDE to meet Accessibility Standards under clause 12 before any materials are incorporated into a resource library. The parties acknowledge and agree that MDE's use and/or modification of Governmental Unit's materials is permitted under the license granted in clause 16.2 of this Agreement.

2.9 Each Cohort Member will submit a final evaluation report using the MDE provided final evaluation template for each PAI to MDE and any materials generated under this Agreement within two weeks of the Agreement expiration date. MDE will ensure each final evaluation report meets accessibility standards.

2.10 The Governmental Unit will not be responsible for meeting Accessibility Standards under clause 12.

All work needs to be completed on or before September 30, 2025.

Minnesota Department of Education ("MDE") will perform the following duties:

2.11 An MDE Arts & Equity Specialist will provide technical assistance to each CRAE Cohort Member throughout the duration of the Pilot Action Initiative implementation.

2.12 An MDE Arts & Equity Specialist will provide each CRAE Cohort Member support through monthly coaching meetings and professional development throughout the duration of each Pilot Action Initiative.

2.13 An MDE Arts & Equity Specialist will provide each CRAE Cohort Member with a mid-year and end of year evaluation report template that must each be completed by the district for each PAI.

3. Consideration and Payment

3.1 Consideration. The State will pay for performance by the Governmental Unit under this Agreement as follows:

3.1.1 Compensation. The Governmental Unit will be paid a flat quarterly rate of \$13,750.00 for services successfully rendered.

3.1.2 Total Obligation. The total obligation of the State for all compensation and reimbursements to the Governmental Unit under this Agreement will not exceed \$55,000.00.

3.2 Payment.

3.2.1 Invoices. The State will promptly pay the Governmental Unit after the Governmental Unit presents an itemized invoice for the goods received or services actually performed, and the State's Authorized Representative accepts the invoiced goods or services. Invoices must be submitted timely and according to the following schedule:

The Governmental Unit should submit quarterly invoices upon completion of the services under *Clause 2 Agreement between the Parties* and Exhibit A. Quarterly invoice schedule is as follows:

- Quarter 1 is for services rendered from Agreement execution date through December 31, 2024. MDE and the Governmental Unit agree the first quarter will not be for a full quarter.
- Quarter 2 is for services rendered from January 1, 2025 through March 31, 2025.
- Quarter 3 is for services rendered from April 1, 2025 through June 30, 2025.
- Quarter 4 is for services rendered from July 1, 2025 through September 30, 2025.

Invoices for services successfully rendered during the previous quarter are due no later than three (3) weeks after each quarter has ended to: [MDE Accounts Payable Department](mailto:MDE.AccountsPayable@state.mn.us) (MDE.AccountsPayable@state.mn.us).

The preferred method of obtaining an invoice from a Governmental Unit is by email. The subject line of the email with the invoice attached should contain the MDE's Authorized Representative's name and Agreement/Contract number.

Each invoice should include the following information:

- MDE's Authorized Representative's name;
- The SWIFT Agreement/Contract number;
- Dates of service with the itemized corresponding amount; and
- An itemized description of services performed.

Should an invoice need to be submitted via U.S. Mail, please use the following address:

Minnesota Department of Education
Attn: Accounts Payable Department
400 NE Stinson Blvd.
Minneapolis, MN 55413

3.2.2 Conditions of payment. All services delivered by the Governmental Unit under this Agreement must be performed to the State's satisfaction and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. The Governmental Unit will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

4. Authorized Representatives

The State's Authorized Representative is Nora Schull, Arts & Equity Specialist, 400 NE Stinson Blvd., Minneapolis, MN 55413, 651-582-8585, or her successor.

The Governmental Unit's Authorized Representative is Dr. Michael Cary, Superintendent, 302 14th Street, Cloquet, MN 55720-1757, 218-879-6721, ext. 6202, or their successor.

5. Assignment, Amendments, Waiver, and Contract Complete.

- 5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Indemnification.

- 6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:
 - Intentional, willful, or negligent acts or omissions; or
 - Actions that give rise to strict liability; or
 - Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

- 6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor,

or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

8. Government Data Practices.

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

9. Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. Termination

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the State upon request.

12. Accessibility Standards

The State of Minnesota (Executive branch state agencies) has developed IT Accessibility Standard effective September 1, 2010. The standard entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.1 (Level

AA) and Section 508 which can be viewed at: <https://mn.gov/mnit/government/policies/accessibility/>. The standard related to accessible documents can be viewed at: [Expectations for Accessible Documents \(Updated May 2024\) \(mn.gov\)](#).

The Standards apply to web sites, software applications, electronic reports and output documentation, training delivered in electronic formats (including, but not limited to, documents, videos, and webinars), among others. As upgrades are made to the software/products/subscriptions available through this Agreement, the Governmental Unit agrees to develop functionality which supports accessibility. If any issues arise due to nonconformance with the above mentioned accessibility Standards, the Governmental Unit agrees to provide alternative solutions upon request at no additional charge to the State.

When updates or upgrades are made to the products or services available through this Agreement, the Governmental Unit agrees to document how the changes will impact and/or improve the product's/service's accessibility and usability. This documentation, upon request, must be provided to the State in advance of the change, occurring within an agreed upon timeframe sufficient for the state to review the changes and either approve them or request a remediation plan from the Governmental Unit. If agreed-upon updates fail to improve the product or service's accessibility or usability as planned, the failure to comply with this requirement may be cause for contract cancellation or for the State to consider the Governmental Unit in default.

- a. For additional information on how to make your documents accessible please visit the following link [Accessible Electronic Documents / Minnesota IT Services \(mn.gov\)](#) (<https://mn.gov/mnit/about-mnit/accessibility/electronic-documents/>).
- b. Contact the [Communications Office](#) (mde.communications@state.mn.us) for specific guidance on creating content that meets our accessibility requirements.
- c. For questions regarding the accessibility of software, websites or applications, contact [Kim Wee](#) (kim.wee@state.mn.us).

13. Publications or Other Content Intended for Dissemination

The following criteria are to be used for all publications or other content created for MDE intended for dissemination:

- a. Use only print-quality department logo. Request a copy from the MDE [Communications Office](#) (mde.communications@state.mn.us).
- b. Copy must follow latest edition of the Associated Press (AP) Stylebook.
- c. Video content must be open or closed captioned. If video does not have narration or conversation, audio descriptions must be used. Audio descriptions help users with visual disabilities perceive content that is presented only visually and are necessary for WCAG 2 Level AA conformance.
- d. Copy must be free of typographical and grammatical errors.
- e. Fonts used can vary in promotional pieces; however, the sizes used should be comparable to Calibri 11 pt. or Times New Roman 12 pt.
- f. Manuals and other long documents (10+ pages, as a reference point only) should be provided in PDF format with bookmarks (preferred) or include a linked Table of Contents.
- g. If the end product is not an editable source document (originally created format), the source document must also be provided to the department along with the final format for all non-multimedia content. For instance, if a PDF document is the final product, the Governmental Unit must also provide the Word or PowerPoint file.

- h. Presentations must be narrated, part of a recorded presentation, or include notes pages, not be standalone slideshows. Notes, as Annotations, should not be included when the presentation is converted to PDF.
- i. Please direct questions regarding printed material to the Authorized Representative for this Agreement.

14. Plain Language

Governmental Unit must provide all deliverables in “Plain Language.” Executive Order 19-29 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 19-29, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the Governmental Unit will take the following steps in the deliverables:

- a. Use language commonly understood by the public;
- b. Write in short and complete sentences;
- c. Present information in a format that is easy to find and easy to understand; and,
- d. Clearly state directions and deadlines to the audience.

Learn more about how to meet this requirement at [Plain Language & Accessibility \(https://mn.gov/mnit/media/blog/?id=38-614411\)](https://mn.gov/mnit/media/blog/?id=38-614411) and [PlainLanguage.gov](https://mn.gov/PlainLanguage.gov).

15. Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations hereunder to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, pandemics, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party defaulting under this provision must provide the other party prompt written notice of the default and take all necessary steps to bring about performance as soon as practicable.

16. Intellectual Property Rights.

16.1 Definitions. For the purpose of this Section, the following words and phrases have the assigned definitions:

- 16.1.1 “Documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Governmental Unit, its employees, agents, or subcontractors, in the performance of this Agreement.
- 16.1.2 “Pre-Existing Intellectual Property” means intellectual property developed prior to or outside the scope of this Agreement, and any derivatives of that intellectual property.
- 16.1.3 “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Governmental Unit, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. “Works” includes Documents.

- 16.2 Ownership and License for Contract Work. The Governmental Unit owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Contract. The Governmental Unit grants the State a perpetual, irrevocable, non-exclusive, royalty free license for the Works and Documents created and paid for under this Contract.
- 16.3 Pre-existing Intellectual Property. Each Party shall retain ownership of its respective Pre-Existing Intellectual Property. The Governmental Unit grants the State a perpetual, irrevocable, non-exclusive, royalty free license for Governmental Unit's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Agreement.
- 16.4 Indemnification. Notwithstanding any other indemnification obligations addressed within this Agreement, the Governmental Unit will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Governmental Unit's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Governmental Unit will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Governmental Unit's or the State's opinion is likely to arise, the Governmental Unit must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

Signature page to follow

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print Name: Jennifer Fleckner

Signature: _____

Title: SPA-principal Date: _____

SWIFT Contract No. _____

2. Governmental Unit

Print Name: _____

Signature: _____

Title: _____ Date: _____

3. Minnesota Department of Education (MDE)

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____

Signature: _____

Title: _____ Date: _____

Admin ID: _____

Signature page to Joint Powers Agreement # (MDE FY25 SharePoint ID #248)

Exhibit A – Pilot Action Initiative (“PAI”)

The PAI Action steps for implementation for each of the three (3) CRAE Cohort Members for this district may include but are not limited to:

Andrea Cacek’s Action Steps	
Outcome 1:	BIPOC, LGBTQ+, and students with disabilities will see themselves equitably represented in the Arts curriculum, instruction, and classroom/school culture.
Action Steps:	
1.a Teacher will revise, re-write, and integrate curriculum utilizing training, research, equitable student and teacher curricular resources, and first-hand knowledge from teaching artists.	After Agreement execution date throughout the 2024-2025 school year.
1.b Teacher will work with a minimum of one (1) visiting artist to implement authentic recognition opportunities into arts learning.	After Agreement execution date during Fall 2024 – Winter 2025
1.c Showcase student work in the school building.	After Agreement execution date during Fall 2024 – Winter 2025
1.d Adjust physical space in the art room to be more inclusive of identified student groups.	After Agreement execution date throughout the 2024-2025 school year.
Outcome 2:	All students will have intentional arts learning experiences based on collaboration and community building.
Action Steps:	
2.a Identify a minimum of one (1) artist for residencies/coaching to implement equitable collaborative student experiences into arts learning.	Spring 2025

<p>2.b. Build group work and collaborative learning opportunities into the curriculum utilizing training, research, equitable student and teacher curricular resources and first-hand knowledge from teaching artists.</p>	<p>After Agreement execution date throughout the 2024-2025 school year.</p>
<p>CRAE Cohort Member will be available from July 1, 2025 through Sept. 30, 2025 to assist MDE with follow up questions.</p>	<p>July 1, 2025 through September 30, 2025</p>

Kevin Huseth's Action Steps

Outcome 1:	American Indian musician(s) will be integrated in the Cloquet High School Band Curriculum.	
Action Steps:		Estimated Timeline
1.a Teacher will identify and contract with a minimum of one (1) American Indian musician to commission work(s) for band.		After Agreement execution date during Fall 2024 – Winter 2025
1.b Teacher will coordinate, review, and implement commissioned work(s) into Cloquet High School band curriculum.		Spring 2025
Outcome 2:	MN Music teachers will have new American Indian curricular resources to bring into their classroom to help meet state standards and local needs.	
Action Steps:		Estimated Timeline
2.a Teacher will coordinate with the same American Indian musician(s) selected under 1.a to write program notes for the commissioned piece.		After Agreement execution date during Fall 2024 – Winter 2025
2.b Teacher will identify and work with an American Indian local artist to create cover art for the commission.		After Agreement execution date during Fall 2024– Winter 2025
2.c Teacher will identify and coordinate with a minimum of one (1) American Indian local guest artist for a residency related to the commissioned work.		After Agreement execution date during Fall 2024- Winter 2025
2.d Teacher will collect data and write descriptive narrative of experience that can be included in commissioned work for other MN Music educators.		Spring 2025
Outcome 3:	American Indian students will feel a stronger sense of belonging/recognition in the Cloquet High Band curriculum by bringing in the work and philosophy of American Indian composers.	

Action Steps:	Estimate Timeline
3.a Teacher will integrate commissioned work into current band curriculum for students.	After Agreement execution date during Fall 2024 – Winter 2025
3.b Teacher will identify and work with a minimum of one (1) local American Indian artist(s) for an in-class residency with students.	After Agreement execution date during Winter 2024/2025
3.c Teacher will develop opportunities for students to play the commissioned work for the community.	Winter and Spring 2025
CRAE Cohort Member will be available from July 1, 2025 through Sept. 30, 2025 to assist MDE with follow up questions.	July 1, 2025 through September 30, 2025

Andrew Mettner's Action Steps

Outcome 1:	Female, Native American, and gender-diverse students will see themselves equitably represented and recognized in the Arts curriculum, instruction, and classroom/school culture at Cloquet Middle School.	
Action Steps:		Estimated Timeline
1.a Teacher will develop and adapt curriculum to include more visual examples of female, Native American, and gender diverse artist classroom materials (posters, prints, videos, etc.).		After Agreement execution date during Winter 2024-2025
1.b Teacher will revise, re-write and integrate curriculum utilizing training, research, equitable student and teacher curricular resources, and first-hand knowledge from teaching artists.		Winter & Spring 2025
1.c Teacher will identify and host a minimum of one (1) artist(s) in residence who are Native American, female, or gender-diverse to work with classes on a school artwork exhibition to be displayed in a public space. Teacher will publicize this exhibition.		Winter & Spring 2025
Outcome 2:	The development and incorporation of culturally responsive teaching strategies, materials, and activities that foster personal self-identity.	
Action Steps:		Estimated Timeline
2.a Teacher will develop and implement opportunities for students to showcase their artwork in school hallways.		After Agreement execution date during Fall 2024 - Winter 2025
2.b Teacher will identify materials, develop and integrate activities that foster personal identity and recognition.		Spring 2025
2.c Teacher will adjust space in the art room to be more inclusive through recognition. Students will have varied spaces for classroom displays of their artwork.		After Agreement execution date throughout the 2024-2025 school year.

CRAE Cohort Member will be available from July 1, 2025 through Sept. 30, 2025 to assist MDE with follow up questions.

July 1, 2025 through September 30, 2025



WELCOME TO THE INCLUSION REVOLUTION

Unified Champion Schools

We are so excited that our school is now a Unified Champion School! Unified Champion Schools is an educational movement that unifies students with and without disabilities using three pillars: Unified Sports, Whole School Engagement and Inclusive Student Leadership. The goal is to empower students with the knowledge, experience and skills necessary to create and sustain school communities that promote **inclusion, acceptance** and **respect** for all people regardless of ability.



INCLUSIVE STUDENT LEADERSHIP

An opportunity for student voices to be heard through engaging together with meaningful relationships.



UNIFIED SPORTS

A combination of students with and without disabilities that participate in inclusive sporting opportunities.



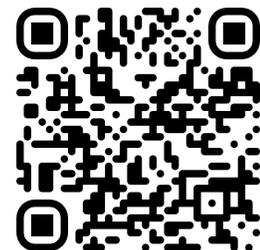
WHOLE SCHOOL ENGAGEMENT

Inclusive initiatives that reach entire school populations through engaging, inspiring and optimistic events.

Through Unified Champion School programming, your student will learn about being an inclusive community member, friend and leader. Unified programming looks different at every school, but there's one common thread: Unified changes the school culture to be more inclusive. In fact, **95% of students** reported the Unified Movement made a more **socially inclusive environment** in their school.

With Unified Champion School programming, your student will continue to grow in their inclusion journey and learn what it means to **Live Unified** in school and beyond!

Hear Kathleen, a leader in the Unified Movement, talk about her experience participating in Unified programming!



November 2024

Washington News

Upcoming Dates to Remember:

- Nov. 1 — 4th Grade field trip
- Nov. 4 — (No school for students) Conferences and Book Fair 12:00-7:00 pm
- Nov. 6 — Regular school during the day, and Conferences and Book Fair 3:00-7:00 pm
- Nov. 8 — November Birthday Lunch
- Nov. 12 — PIE (Partners in Education) Meeting (6:30 pm @ Media Center)
- Nov. 13—World Kindness Day
- Nov. 15—Rock-Your-Mocs Day
- Nov. 21 — 3rd Grade Music Program 6:30 pm
- Nov. 27 — PBIS Spirit Day (Kids' Choice, TBD)
- Nov. 28 & 29 — Thanksgiving Break (No school for students & staff)

Washington gikinoo'amaadiwigamig biidaajimowin

Positive Behavioral Interventions and Supports (P.B.I.S.)

Welcome to November!! Students and staff really enjoyed our first spirit days before MEA break. Students have been working to see which grade could earn the most Purple P.R.I.D.E. slips with the winning grade earning the opportunity to choose the theme for our spirit day. As a result of their hard work and good decision making, in October, **3rd Grade chose Pajama Day and bring your Stuff!** Our next spirit day will be November 27, and the theme will be announced once we choose our next grade level winner!

In November we are busy at work with our Student Advisory Team (SAT). Third and fourth grade students from each class were chosen by their peers to be representatives on the SAT. We are excited for our

student leaders to contribute their ideas and time to the building!! Their first assignment is to help at conferences, so stop by and say hello!

Finally, our Character Education Theme and Teaching this month is **Humility**, which is the quality of not being arrogant, recognizing when we make mistakes, trying to do better in the future, and realizing that we do not know everything and that we are always learning and growing. Please discuss this important character trait with your child. From all of us at P.B.I.S. —have a great month!!



Native American Heritage Month
Washington Elementary

In celebration of Native American Heritage Month, Native American music will be played over the intercom on the last day of each week this month. Culturally-appropriate resources related to Thanksgiving will be shared with our school staff. November 15th will be Rock-Your-Mocs Day—all students and staff are welcome to wear moccasins to school if you have them. Prominent Native American people will be featured in the morning announcements, including authors, musicians, and activists, etc.



As of the 2024-2025 school year, Washington Elementary is a **Unified Champion School (UCS)**. This is a program put on by **Special Olympics Minnesota** with a mission to increase awareness and inclusion for disabilities, specifically cognitive disabilities. Throughout the year, our school will be participating in a number of ways including whole school engagement activities, Unified Sports, and by starting a Student Leadership Club. If you have any questions about the Unified Program, please reach out to Jenna Lundquist (jlundquist@isd94.org).

Fall Ball Fun — October 25th



Conference Reminders—November 4 & 6

- Monday, November 4, from 4:00-7:00 pm, the **B&B Food Truck** will be here, and food is available for purchase. On Wednesday, November 6, it's **Washington Night at Dairy Queen** from 4:00-8:00 pm! *Both are fundraisers for our **PIE Group**!
- Check out the **Book Fair** in the Media Center!
- Our **American Indian Education Room** (Room 12) welcomes visitors, and there will be tickets for a prize drawing!
- Visit the **PAWS Room** to see where students go when they need to take a break. (Room 14A) During Conferences, the PAWS Room will have free winter gear available for students who need it.
- Our **Intervention teachers** (Title 1 and AIE) and **Special Education teachers** will come to conferences of their students, as their schedules allow.
- Specialist teachers** (art, music, gym) will be available to meet with families. Mrs. Holte will be in Room 49 both 11/4 and 11/6 until 5:00 pm, Mrs. Buytaert in Room 18, and Mr. Carlson and Mrs. Rothamel will be in the gym office, and Mr. Haynes will be in Room 24 on 11/4 only.
- Lost and Found:** Please check out the Lost and Found (in the Cafeteria) and claim items that belong to your family!
- Our **School Support Social Worker** is Nicole Peterson, and she will be available both conference days until 5:00 pm to meet with families (Room 10), and can help with finding resources in the community and with county assistance.
- PIE (Partners In Education)** will have a table with information in the cafeteria. We still need classroom representatives, so if you're interested, let your child's teacher know.
- Our **SAT students** will be hosting a table by the Kindergarten/1st Grade Halway, and we encourage you to stop by.

Save the Date! The **1st Grade Music Program** will be December 12th at 6:30 pm, in the Washington Gym. More info to follow in the next Newsletter.



Fire Safety Training—Thank you CAFD!



Happenings & Reminders

Please dress your child appropriately for the weather—winter is here! If your family could use help with acquiring gear, please contact our school social worker, Misha Alaspa at malaspa@isd94.org or call 879-3369 x5014, and check out our **Winter Gear Give-Away** in the PAWS room during Conferences.

Early Pick-Ups/End of Day Changes: If you are picking your child up early, please notify the office and teacher of the time as soon as possible, 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!

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

Washington has a new **Bicycle Repair Station** donated by Fond du Lac Reservation, Minnesota Safe Routes to School, and Carlton County.



Come check it out, next to the bike racks on 12th Street.

