Cloquet Public Schools
Regular Meeting

Monday, October 13, 2025 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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b. Makoon Club Staff
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1. Monday, October 27, 2025 - School Board Meeting - Boardroom
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
2. Monday, November 10, 2025 - School Board Meeting - Boardroom
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
3. Monday, November 24, 2025 - School Board Meeting - Boardroom
5:30 p.m. Working Session
6:00 p.m. Regular Meeting
4. Monday, December 8, 2025 - School Board Meeting - Boardroom
5:15 p.m. Madrigals Performance
5:30 p.m. Working Session
6:00 p.m. Truth in Taxation Hearing
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1. Student Enrollment Report as of October 8, 2025

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X. **New Business**

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XIV. **Adjournment**

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September 22, 2025
Board Chair, N. Sandman called the working session to order at 5:34 p.m.

Topics discussed:
Dr. Cary reviewed the agenda items and answered board questions. Cara Jago, German Teacher, and two German exchange teachers gave an update on their visit and thanked the board for allowing the program to continue for 30 years. There being nothing further to discuss, Board Chair, N. Sandman adjourned the meeting at 5:53 p.m.

September 22, 2025
The Regular Meetings of the School Board of Independent School District No. 94, in the City of Cloquet on September 22, 2025, was called to order by Board Chair N. Sandman at 6:00 p.m.

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

- Dave Battaglia
- LeAnn Butler
- Nichole Diver (via remote)
- Gary Huard
- Melissa Juntunen
- Nate Sandman

Present in Person:

- Dr. Michael Cary, Superintendent
- Kate Olson, Finance Secretary
- Candace Nelis, Business Manager
- Bill Bauer, Technology Support Specialist
- Erin Bates, Community Education Director
- 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 L. Butler to approve the September 22, 2025, regular board agenda, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by D. Battaglia to approve the September 8, 2025, Regular Meeting, as presented. L. Butler seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Department reports were reviewed. C. Nelis, Business Manager, gave an update on annual audit and revised budget. E. Bates, CE Director, said all after school programs and early childhood started this week.

CONSIDER APPROVAL OF CLAIMS, TREASURER'S REPORTS AND INVESTMENT REPORTS

- RESOLVED by N. Sandman to approve Claims: September 11 & 18, 2025; Wire Transfers: August 14, 15, & 28 and September 2 & 15, 2025, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by G. Huard to approve the Consent Items, as presented.
  1. ***Retirements***
  a. Elizabeth Dohnansky, Food Service Director, effective September 26, 2025
  2. ***Terminations***
  a. Montana Solomon, Assistant Teacher at Li'l Lumberjacks/Thunder, effective September 16, 2025
  b. Mickayla Tow, Substitute at Li'l Lumberjacks/Thunder, effective September 16, 2025
  c. Annika Nelson, Aide at Li'l Lumberjacks/Thunder, effective September 16, 2025
  d. Nicolle Lourey, Health Consultant at Li'l Lumberjacks/Thunder, effective September 16, 2025
  e. Marissa Couture, Substitute Lead/Assistant Teacher at Li'l Lumberjacks/Thunder, effective Sept. 16, 2025
  3. Recommendations of Employment:

	NAME	POSITION/LOCATION	SALARY**	START DATE
a.	Joe Backus	1.0 FTE School Social Worker at CHS	BA Step 3	9/23/25
b.	Nicole Milewski	7.5 hrs./day Indian Home School Liaison at Wash.	Step 3	9/23/25

c.	Jenna Davis	Program Assistant at Kids Corner	$20.29	9/23/25
d.	Amy Salo	After School Enrichment Assistant	$16.49/hr.	9/23/25
e.	Heidi Mattinen	Youth Volleyball Camp Coach w/ CE	% of fees	9/23/25

4. Extra Services Contracts

a.	Rebecca Vork	Student Advisory Team Advisor	$577.00	9/23/25
b.	Nicole Milewski	25-26 Family Literacy Coordinator at Elem.	$1,000.00	9/23/25

5. *Staffing Adjustments*

a.	Rachel Godnai	ASE Substitute Instructor/Assistant	$24.87/$20.29	9/23/25

6. *Grant Requests*

a. Cloquet Education Fall Grant Requests

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

SCHOOL BOARD COMMITTEE REPORTS

- Student enrollment from September 17, 2025 was reviewed.

AGENDA ADDENDUMS

- None

NEW BUSINESS

- RESOLVED by L. Butler to approve the hire of Brock Wilton as Building and Grounds Director and 2025-2028 contract, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.
- RESOLVED by G. Huard to certify the 2025 proposed school levy for taxes payable in 2026 at maximum and set the Truth in Taxation hearing date of December 8, 2025, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.
- RESOLVED by L. Butler to approve 2026 HealthPartners Medicare group retiree renewal proposal, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.
- RESOLVED by M. Juntunen to approve the request to increase US Bank credit limit for Community Education purchases, as presented. L. Butler seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.
- RESOLVED by L. Butler to approve closing open enrollment for all grades, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.
- RESOLVED by L. Butler to approve the resolution accepting donations and agreement with Carlton SWCD for high school pollinator garden, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea roll call vote of all members present on roll call.

SUPERINTENDENT REPORT

- Dr. Cary covered everything in the working session

FOR YOUR INFORMATION

- Internal Transfers
  - 6.5 hrs./day Consistent Support Paraprofessional to 6.5 hrs./day DCD Paraprofessional at CMS (Deb Antila)
- Postings for Existing Positions
  - 1.0 FTE Social Worker at CHS

UPCOMING MEETINGS/EVENTS

- Monday, October 13, 2025 - School Board Meeting, 5:30 p.m. Working Session, 6:00 p.m. Reg. Mtg.

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:12 p.m.

ATTEST:

_____

Clerk of the School Board

_____

Chair of the School Board

Department Reports

Churchill Elementary:

Churchill has been busy with many activities:

The River Run 5K sponsored by many community businesses was a huge success. He had 302 walkers/runners and many more family members coming to cheer and support. It was a beautiful day with students, parents, and community members coming together to benefit Churchill. I enjoyed the day immensely.

We participated in "Kindness in Chalk Day". The students left positive, kind messages all over the sidewalks. We also had a blast participating in walk/bike to school day. Many students participated in this event.

First grade is going to Jay Cooke State Park this week. They are looking forward to a day of learning in nature.

We also had a guest speaker. His name is Kevin Lindsey, CEO of Minnesota Humanities Center. He read parts of the Native American Lives Series. Students were engaged and asked great questions. He donated 4 books in this series for our school library.

We continue to work hard in class with academics and building a classroom community.

Submitted by Jenny Holm, Churchill Elementary Principal

Washington Elementary:

Updates from Washington Elementary:

- Cultural Lessons delivered by Ms. Paitrick were shared with all students at Washington on 9/19
- 1st grade field trip to Jay Cooke & Ru Ridge on 9/25
- Kindness in Chalk – sidewalk decoration to promote kindness and creativity on 10/1
- October's Character Education & 7 Teachings Focus is RESPECT at Washington!
- September Birthday Lunch & October Birthday Lunch both happened over the past two weeks! Students with birthdays during the designated month join Mrs. Mondati for lunch in the library where they socialize, answer questions and get to know each other, and even share a story depending on the grade.
- Power Lunch starts with students the week of October 20th. We're grateful for Steph Pederson's leadership and direction!
- Safety Circus presentation to students in grades 2, 3 & 4 (Electrical Safety) on 10/6
- Walk or Roll to School Day on 10/8. It was a chilly day, but lots of fun with hundreds of kids (and parents) participating!!
- Fire Prevention lessons on 10/14 & 15
- Safe & Strong body safety lessons start on 10/14 (delivered by First Witness Child Advocacy Center staff educators)
- Mini spirit week October 14th & 15th: on the 14th it will be Pajamas & Stuffie Day (selected by our first graders who earned the most purple pride tickets in September) and the 15th will be Unity Day where we all wear orange to stand together in unity to put a stop to bullying!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

Body Safety and Personal Awareness Lessons

Our 5th and 6th grade students recently had the opportunity to learn about the basics of personal body safety in a positive and age-appropriate way. Families were also invited to an informational session on **Monday, September 22, at 5:45 p.m.**, hosted online via Zoom: https://us02web.zoom.us/j/89598182465.

During the session, information was shared about **First Witness Child Advocacy Center**, the **Safe & Strong**

classroom presentations, and ways caregivers can continue these important conversations at home. There was also time for questions and discussion.

Hands-On Learning in the FCS Lab

CMS students are learning how to make cookies in the Family and Consumer Sciences (FCS) lab—because everyone knows life is better with a great chocolate chip cookie! 🍪

Through this activity, students are learning the importance of following a recipe and how ingredients—and even the order of adding them—can affect the final results. After baking, groups compared their cookies' appearance and, of course, enjoyed some of their hard work.





Pollinator Project Beautifies Our Campus

This fall, **1,500 native pollinator plants** were expertly installed by **240 middle and high school students**!

Thank you to our students for improving our community by increasing biodiversity, supporting pollinator insects, creating food sources for birds and other wildlife, improving water retention, enhancing soil health, and beautifying our school grounds.

Special thanks to our project partners:

- **Showreview Natives** (@shoreviewnatives)
- **Melinda Vaughn School Pollinator Fund** (@pollinatorsk12)
- **Cloquet Education Foundation**
- **L & M Fleet Supply, Cloquet**
- **Carlton County SWCD**

Your generosity and collaboration made this meaningful learning and community impact possible.



Unified PE Students Shine at Invitational

Cloquet Middle and High School **Unified PE students** participated in a **Unified Flag Football Invitational** at **Pillager**

High School on Wednesday! The event celebrated inclusion, teamwork, and sportsmanship—bringing students together for a fun and memorable day of competition and connection.

Cloquet Middle School and High School Unified PE students participated in a Unified Flag Football Invitational at Pillager High School on Wednesday!



Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- Homecoming was last week – this is always a fun week with good energy on campus.
- Fall sports are very busy – games/events every night this week.
- Our musical (Shrek) continues to rehearse.
- We're giving the PSAT to a group of juniors on Oct. 8.
- We've been through a few asynchronous Wednesdays so far - things seem to be going well.
- Matt Winbigler facilitated the construction of a pollinator garden in the front U at CHS – this was a collaboration with students from both CHS and CMS.
- We held a screening of "Beyond the Prize" on Sunday, September 21st in the CHS auditorium. This film is a documentary of the 1963 Boys Basketball State Championship game featuring Cloquet vs. Marshall. Players and coaches from the team were in attendance. It was a great event.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

The first half of this quarter has been difficult due to the death of our students' sibling the first week of school. Emotions have run high and our students who come to us with already such severe trauma can really struggle to regulate and concentrate. We work hard to help them stay on task and to balance compassion with high expectations. We always have a number of counselors and therapists who come into our school from the county and other practices, and it is awesome that they are willing to come to us for these services. The time alone that is saved by students not leaving the building, traveling to another site for therapy, returning, and settling back into their schedule is great for all involved. We have requested a group grief counselor for our Indigenous students and hope that is a program we can implement soon that can rotate through class periods on a weekly basis for much of the remainder of the year.

We had conferences on Wednesday, October 8, and always feed our parents and families and typically have a great turnout. It helps them want to spend quality time in our school and get to know their student's teachers. Next week, during our two-day week, we have our first symposium in an effort to encourage relationship building and community exploration. On Tuesday, October 14, we will celebrate Indigenous Peoples Day at the Forestry Center, starting with a circle led by Giniw Kitto and his singing group and smudging, followed by sessions on the Seven Teachings led by Teresa Angel. Our students will get to try buffalo meat, an Indigenous favorite, on our lunch hour taco bar, and will have time to explore some of the walking trails at the forestry center while they search for several items from a scavenger hunt game, they get to sit around a campfire with Wendy Waha and tell stories, and will add to our growing "Message to the World" board on the 3rd floor CAAEP hallway. In the afternoon, students will watch the movie "Smoke Signals" in the auditorium before heading back to school.

The next day, Wednesday, we again board our bus right away in the morning and head into Duluth to the college of St. Scholastica. Our former Science teacher, Kevin Taralseth, runs the exploration program there and has invited our school to join him for a day of rock wall climbing, mountain biking, low ropes course team building, basketball and hitting the walking trails on campus. We will eat lunch on the college campus and visit the photo gallery display by Dick Bancroft, Anne Bancroft's father, of the American Indian Movement that has been permanently donated to the college. We will stop at Enger Tower on the way back to school, and wrap up our two-day week!

Our Leadership Class planned both of these days and went to the college ahead of time to try out the activities, learn their way around campus, and figure out how the campus cafeteria works so they can lead other students with confidence next week. It should be a great way to spend two days and will encourage students to attend who may otherwise consider staying home for this short week.

The other exciting news is that our students took the Read Basics test last week that measures reading skills as required by the state. Our English teacher, Jeanna Aldridge, set up testing and taught the staff to administer the test during an extended homeroom. Our students took the test very seriously and did an amazing job! People often mistakenly believe that our students are not academically savvy, but their reading results prove that is not the case at all. Certainly there are a few missing skills, and we are ready with interventions, but as a whole, our students did very well and we are so proud of their hard work and efforts.

Submitted by Dr. Marcia Nelson, CAAEP Principal

Community Education

Skating lessons have resumed for the year at Northwoods Arena. We are excited to see students back on the ice as we begin another season of learning and recreation.
As part of our ongoing commitment to accessibility, Community Education is once again loaning out ice skates to residents free of charge. Skates may be borrowed for the season, the weekend, or as long as needed, ensuring that everyone who wishes to participate has the opportunity to do so.

We are grateful to the City of Cloquet for recently sharpening all of the skates, helping us maintain high-quality equipment for our skaters.
In addition, we are continuing to accept donations of gently used ice skates. These contributions help us expand our inventory and support more residents who want to get involved in skating activities.
Community Education is proud to partner with the City to provide this program, fostering community engagement, physical activity, and fun throughout the winter season.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will be attending in person

American Indian Education Department:
Greetings School Board Members,

The Project Dream Catcher kickoff was held Thursday Sept. 25th in Tower, MN. This was an opportunity for new and returning partnering districts to begin planning and implementing the Dream Catcher components into supports and resources. This is our first year participating and we are beginning by implementing in the elementary schools first. Our team includes representatives from American Indian Education, Special Education and leadership.

Title VI Part III has been certified. This three-part Annual Performance Report (APR) completes reporting for the 2024-2025 Title VI program.

Invitations were sent out from Northspan for the upcoming Indian Education Listening Sessions & Connsensus-Building Workshop. This is hosted by Northland Foundation and designed with direction from area Indian Education Directors to uplift and support AIE staff across Northeast Minnesota's seven-county region. In-person session is Oct. 15th with two virtual sessions on Oct. 15th and Oct. 22nd.

We are doing a pop-up breakfast in the CHS AIE classroom on Oct. 14th to honor and acknowledge Indigenous Peoples Day. AIE has been planning and will be presenting on Oct. 14th at the Cloquet Forestry Center to CAAEP on the 7 grandfather teachings, along with incorporating an Ojibwe scavenger hunt.

The next JOM/AIPAC/LIEC meetings are scheduled for October 29th at CAAEP (virtual attendance is an option).

Makoons Club is being planned and will begin October 27th.

Submitted by Teresa Angell, American Indian Education

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

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	$83,320.90
02	Food Services	$4,024.00
03	Transportation	$183.15
04	Community Services	$4,467.10
05	Capital Expenditure	$43,843.82
06	Building Construction	$19,150.00
12	Activities	$7,161.20
Report Total		**$162,150.17**

Cloquet Public Schools

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 9/25/2025-9/30/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	2	108495	28234	Check	1	9675		3P LEARNING INC	Yes	No	No	09/25/2025	7,028.65
		108435	28235	Check	1	00350		ACTIVITY FUND-MIDDLE SCHOOL	Yes	No	No	09/25/2025	453.75
		108436	28236	Check	1	00400		ACTIVITY FUND-SENIOR HIGH	Yes	No	No	09/25/2025	81.25
		108483	28237	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY/	Yes	No	No	09/25/2025	345.75
		108439	28238	Check	1	10294		BENSON ELECTRIC COMPANY	Yes	No	No	09/25/2025	6,379.01
		108437	28239	Check	1	05200		BEST SERVICE	Yes	No	No	09/25/2025	90.00
		108448	28240	Check	1	10877		BILDEN JOLI	Yes	No	No	09/25/2025	19.00
		108463	28241	Check	1	31325		BOEDIGHEIMER, CHARLES	Yes	No	No	09/25/2025	115.00
		108484	28242	Check	1	7378		BSN SPORTS LLC	Yes	No	No	09/25/2025	2,881.07
		108453	28243	Check	1	11453		CHICKADEE CATERING COMPANY	Yes	No	No	09/25/2025	181.78
		108442	28244	Check	1	10401		CITY OF CLOQUET	Yes	No	No	09/25/2025	2,571.85
		108451	28245	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	09/25/2025	510.24
		108499	28246	Check	1	9800		COCA-COLA BEVERAGES OF DULUT	Yes	No	No	09/25/2025	267.00
		108454	28247	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	09/25/2025	825.00
		108488	28248	Check	1	8704		DEPARTMENT OF HUMAN SERVICES	Yes	No	No	09/25/2025	654.00
		108477	28249	Check	1	6393		FAIRBANKS, CHRISTY	Yes	No	No	09/25/2025	215.00
		108466	28250	Check	1	3316		FOLLETT CONTENT SOLUTIONS LLC	Yes	No	No	09/25/2025	230.03
		108456	28251	Check	1	11637		FOUCAULT AUDREY	Yes	No	No	09/25/2025	48.00
		108468	28252	Check	1	3900		FRABONIS	Yes	No	No	09/25/2025	173.80
		108471	28253	Check	1	4250		GRAINGER	Yes	No	No	09/25/2025	209.78
		108475	28254	Check	1	59450		HAGENS GLASS & PAINT	Yes	No	No	09/25/2025	120.00
		108462	28255	Check	1	3083		HARTLEY NATURE CENTER	Yes	No	No	09/25/2025	2,565.00
		108497	28256	Check	1	9706		HEXUM, AMANDA	Yes	No	No	09/25/2025	220.83
		108447	28257	Check	1	10810		HIBBING VOLLEYBALL CLUB C/O LAI	Yes	No	No	09/25/2025	200.00
		108474	28258	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	09/25/2025	2,130.49
		108476	28259	Check	1	5992		HORIZON COMMERICAL POOL SUPF	Yes	No	No	09/25/2025	2,260.31
		108470	28260	Check	1	4002		INFINITE CAMPUS INC	Yes	No	No	09/25/2025	4,024.00
		108489	28261	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	09/25/2025	1,688.34
		108452	28262	Check	1	11358		INSPIRE TO CREATE ENTERPRISES	Yes	No	No	09/25/2025	369.92
		108472	28263	Check	1	4879		ISD #0091 BARNUM	Yes	No	No	09/25/2025	75.00
		108493	28264	Check	1	9449		ISD #6096 NORTHERN LIGHTS ACAD	Yes	No	No	09/25/2025	66,495.31
		108492	28265	Check	1	9276		JAGO, CARA	Yes	No	No	09/25/2025	59.88
		108440	28266	Check	1	10308		JUNCTION TIRE	Yes	No	No	09/25/2025	93.15
		108465	28267	Check	1	3234		KRIKAVA, SHANNON	Yes	No	No	09/25/2025	240.00
		108461	28268	Check	1	29600		L & M SUPPLY	Yes	No	No	09/25/2025	194.72
		108445	28269	Check	1	10792		LAKE SUPERIOR BASKETBALL ASSC	Yes	No	No	09/25/2025	400.00
		108487	28270	Check	1	8604		LEARNING A-Z	Yes	No	No	09/25/2025	540.00
		108449	28271	Check	1	11019		LEXIA	Yes	No	No	09/25/2025	400.00
		108446	28272	Check	1	10798		LUMBERJACK DESIGN AND FABRICA	Yes	No	No	09/25/2025	50.00

Cloquet Public Schools

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 9/25/2025-9/30/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	2	108441	28273	Check	1	10349		MANGAN JENNIFER	Yes	No	No	09/25/2025	752.58
		108457	28274	Check	1	11638		MASTER LOCK COMPANY	Yes	No	No	09/25/2025	124.52
		108458	28275	Check	1	11639		MCCALL GREGG	Yes	No	No	09/25/2025	1,750.00
		108467	28276	Check	1	34186		MENARDS	Yes	No	No	09/25/2025	1,291.13
		108482	28277	Check	1	7263		MENARDS HERMANTOWN	Yes	No	No	09/25/2025	58.02
		108444	28278	Check	1	10765		MINERS INCORPORATED	Yes	No	No	09/25/2025	9,018.98
		108450	28279	Check	1	11024		MORA HIGH SCHOOL	Yes	No	No	09/25/2025	225.00
		108486	28280	Check	1	8419		NORDIN, VICKIE	Yes	No	No	09/25/2025	8.71
		108478	28281	Check	1	6677		NORTHLAND LEARNING CENTER	Yes	No	No	09/25/2025	1,002.80
		108443	28282	Check	1	10456		NOVAK JANICE	Yes	No	No	09/25/2025	40.00
		108438	28283	Check	1	10132		OLIN, TYLER	Yes	No	No	09/25/2025	194.05
		108469	28284	Check	1	3994		PHONAK	Yes	No	No	09/25/2025	3,516.23
		108496	28285	Check	1	9702		PLANK ROAD PUBLISHING, INC	Yes	No	No	09/25/2025	155.45
		108485	28286	Check	1	7442		PROFESSIONAL TURF & RENOVATIC	Yes	No	No	09/25/2025	12,120.00
		108479	28287	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	09/25/2025	146.72
		108481	28288	Check	1	7075		SCHOOL HEALTH CORPORATION	Yes	No	No	09/25/2025	129.99
		108459	28289	Check	1	2300		SHI INTERNATIONAL CORP	Yes	No	No	09/25/2025	449.41
		108455	28290	Check	1	11636		STAPP RYAN	Yes	No	No	09/25/2025	87.00
		108490	28291	Check	1	9265		SWIFTWATER ADVENTURES	Yes	No	No	09/25/2025	1,560.00
		108494	28292	Check	1	9671		TECHCHECK	Yes	No	No	09/25/2025	1,417.09
		108460	28293	Check	1	27353		THE JAMAR COMPANY	Yes	No	No	09/25/2025	19,150.00
		108464	28294	Check	1	3184		TREETOP PUBLISHING INC	Yes	No	No	09/25/2025	301.13
		108498	28295	Check	1	9713		TURNER BOBBIE	Yes	No	No	09/25/2025	381.78
		108491	28296	Check	1	9268		UHL COMPANY INC	Yes	No	No	09/25/2025	2,117.30
		108473	28297	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	09/25/2025	149.52
		108480	28298	Check	1	7042		WATSON COMPANY	Yes	No	No	09/25/2025	595.85
								Bank Total: 2					$162,150.17
								Report Total:					$162,150.17

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	$45,301.05
02	Food Services	$99,029.55
03	Transportation	$110,893.44
04	Community Services	$2,731.27
05	Capital Expenditure	$607.00
12	Activities	$12,229.22
Report Total		**$270,791.53**

Cloquet Public Schools

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 10/01/2025-10/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	2	108579	28299	Check	1	9300		ALLEN, CHANDRA	Yes	No	No	10/01/2025	103.40
		108574	28300	Check	1	8863		ANGELL, TERESA	Yes	No	No	10/01/2025	60.00
		108500	28301	Check	1	02766		ARCC	Yes	No	No	10/01/2025	1,125.00
		108503	28302	Check	1	1006		ARROWHEAD SPRINGS	Yes	No	No	10/01/2025	221.50
		108559	28303	Check	1	6347		AVIBEN	Yes	No	No	10/01/2025	283.41
		108501	28304	Check	1	03250		B & B MARKET	Yes	No	No	10/01/2025	320.00
		108570	28305	Check	1	8268		BATES, ERIN	Yes	No	No	10/01/2025	60.00
		108502	28306	Check	1	05105		BERNICKS VENDING	Yes	No	No	10/01/2025	744.80
		108515	28307	Check	1	10877		BILDEN JOLI	Yes	No	No	10/01/2025	65.41
		108511	28308	Check	1	10665		BOB ROGERS TRAVEL	Yes	No	No	10/01/2025	2,527.66
		108583	28309	Check	1	9548		BRENNER MARK	Yes	No	No	10/01/2025	35.00
		108562	28310	Check	1	7378		BSN SPORTS LLC	Yes	No	No	10/01/2025	3,551.64
		108508	28311	Check	1	10432		CASSERBERG ELISABET	Yes	No	No	10/01/2025	132.00
		108553	28312	Check	1	55545		CINTAS CORPORATION LOCATION 2	Yes	No	No	10/01/2025	924.71
		108520	28313	Check	1	11051		CLOQUET TRANSIT CO	Yes	No	No	10/01/2025	110,893.44
		108514	28314	Check	1	10840		CLOQUET YOUTH BASKETBALL ASS	Yes	No	No	10/01/2025	220.00
		108530	28315	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	10/01/2025	1,669.00
		108532	28316	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	10/01/2025	2,144.00
		108584	28317	Check	1	9578		CONSTELLATION NEWENERGY -GAS	Yes	No	No	10/01/2025	4,304.45
		108541	28318	Check	1	14301		DEMCO INC	Yes	No	No	10/01/2025	312.00
		108516	28319	Check	1	10904		DENFELD ATHLETICS	Yes	No	No	10/01/2025	150.00
		108552	28320	Check	1	5509		DOHNANSKY, ELIZABETH	Yes	No	No	10/01/2025	60.00
		108573	28321	Check	1	8849		ECKLUND, ANTHONY E	Yes	No	No	10/01/2025	223.00
		108581	28322	Check	1	9445		EDPUZZLE INC	Yes	No	No	10/01/2025	165.00
		108568	28323	Check	1	8229		ESSE, DAVID	Yes	No	No	10/01/2025	770.00
		108518	28324	Check	1	11034		FABBRO GIACOMO	Yes	No	No	10/01/2025	92.00
		108543	28325	Check	1	2074		FOLLETT SCHOOL SOLUTIONS	Yes	No	No	10/01/2025	160.87
		108548	28326	Check	1	3900		FRABONIS	Yes	No	No	10/01/2025	495.50
		108539	28327	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS	Yes	No	No	10/01/2025	4,437.93
		108510	28328	Check	1	10468		GREEN VICTORIA	Yes	No	No	10/01/2025	64.89
		108528	28329	Check	1	11355		HAFDAHL JAMES	Yes	No	No	10/01/2025	132.00
		108533	28330	Check	1	11640		HANSEN AMBER	Yes	No	No	10/01/2025	92.00
		108519	28331	Check	1	11050		HEXUM GREG	Yes	No	No	10/01/2025	420.00
		108556	28332	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	10/01/2025	60.84
		108524	28333	Check	1	11316		HOFFMANN NATHAN	Yes	No	No	10/01/2025	164.00
		108558	28334	Check	1	5992		HORIZON COMMERICAL POOL SUPF	Yes	No	No	10/01/2025	1,928.66
		108575	28335	Check	1	9072	P1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	10/01/2025	199.36
		108582	28336	Check	1	9465		JOHNSON FITNESS & WELLNESS	Yes	No	No	10/01/2025	1,214.00
		108550	28337	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	10/01/2025	49.99

Cloquet Public Schools

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 10/01/2025-10/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	2	108571	28338	Check	1	8418		KEMPS LLC	Yes	No	No	10/01/2025	11,150.23
		108505	28339	Check	1	10184		KURAS LYNSEE	Yes	No	No	10/01/2025	296.78
		108525	28340	Check	1	11330		LESSONPIX INC	Yes	No	No	10/01/2025	972.00
		108546	28341	Check	1	3602		LINDE GAS & EQUIPMENT INC	Yes	No	No	10/01/2025	612.63
		108565	28342	Check	1	7980		LOTHENBACH, DOUGLAS B	Yes	No	No	10/01/2025	152.00
		108547	28343	Check	1	38650		MADISON NATIONAL LIFE INSURANC	Yes	No	No	10/01/2025	7,857.96
		108507	28344	Check	1	10349		MANGAN JENNIFER	Yes	No	No	10/01/2025	523.46
		108566	28345	Check	1	8009		MARSHAK, DOUGLAS WILLIAM	Yes	No	No	10/01/2025	131.00
		108522	28346	Check	1	11059		MCNEAL GILLIAN	Yes	No	No	10/01/2025	220.00
		108545	28347	Check	1	34186		MENARDS	Yes	No	No	10/01/2025	9.79
		108561	28348	Check	1	7263		MENARDS HERMANTOWN	Yes	No	No	10/01/2025	1,401.31
		108578	28349	Check	1	9271		MENSINGER, ALLEN	Yes	No	No	10/01/2025	136.00
		108542	28350	Check	1	1750		MICHAUD DISTRIBUTING	Yes	No	No	10/01/2025	2,506.50
		108513	28351	Check	1	10807		MILLER BRIAN	Yes	No	No	10/01/2025	212.00
		108585	28352	Check	1	9628		MINNESOTA LIFE INSURANCE COMF	Yes	No	No	10/01/2025	10,248.65
		108531	28353	Check	1	11603		MINNESOTA STATE COMMUNITY ANI	Yes	No	No	10/01/2025	60.00
		108521	28354	Check	1	11057		MUSICFIRST	Yes	No	No	10/01/2025	200.00
		108529	28355	Check	1	11449		NORTHERN OUTDOORS CLUB	Yes	No	No	10/01/2025	180.00
		108509	28356	Check	1	10456		NOVAK JANICE	Yes	No	No	10/01/2025	60.00
		108567	28357	Check	1	8150		OESTREICH, CORY	Yes	No	No	10/01/2025	87.00
		108540	28358	Check	1	1326		PAN O GOLD	Yes	No	No	10/01/2025	2,578.71
		108536	28359	Check	1	11643		PASCONE CHRISTOPHER	Yes	No	No	10/01/2025	154.00
		108506	28360	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	10/01/2025	150.00
		108569	28361	Check	1	8248		PILON, MICHAEL	Yes	No	No	10/01/2025	125.00
		108526	28362	Check	1	11337		POWLESS KEY	Yes	No	No	10/01/2025	154.00
		108560	28363	Check	1	6703		RAYMOND GEDDES CO INC	Yes	No	No	10/01/2025	137.04
		108534	28364	Check	1	11641		RICHIE TAYLOR	Yes	No	No	10/01/2025	87.00
		108549	28365	Check	1	4115		RIESS, PAUL	Yes	No	No	10/01/2025	29.54
		108544	28366	Check	1	2868		SAMS, SHANNON	Yes	No	No	10/01/2025	1,004.25
		108551	28367	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	10/01/2025	109.27
		108572	28368	Check	1	8745		SHELDON, DARREN	Yes	No	No	10/01/2025	130.00
		108537	28369	Check	1	11644		SHOREVIEW NATIVES LLC	Yes	No	No	10/01/2025	2,500.00
		108563	28370	Check	1	7955		SILLANPA, GERALD W	Yes	No	No	10/01/2025	92.00
		108517	28371	Check	1	10926		SOUNDS UNLIMITED	Yes	No	No	10/01/2025	550.00
		108564	28372	Check	1	7966		SULLIVAN, DANIEL	Yes	No	No	10/01/2025	152.00
		108576	28373	Check	1	9241		SUNDQUIST, TREVOR	Yes	No	No	10/01/2025	255.00
		108523	28374	Check	1	11204		TRUSCOTT HUNTER	Yes	No	No	10/01/2025	187.00
		108555	28375	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	10/01/2025	82,838.55
		108535	28376	Check	1	11642		WALDEN GABRIEL	Yes	No	No	10/01/2025	131.00

Cloquet Public Schools

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 10/01/2025-10/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	2	108577	28377	Check	1	9256		WALPOLE, KADE	Yes	No	No	10/01/2025	246.00
		108557	28378	Check	1	57280		WANGEN, DAVID	Yes	No	No	10/01/2025	432.00
		108512	28379	Check	1	10782		WHITTET NIKI	Yes	No	No	10/01/2025	228.51
		108504	28380	Check	1	10082		WICK ANNETTE	Yes	No	No	10/01/2025	84.89
		108580	28381	Check	1	9440		WICK, MICHELLE	Yes	No	No	10/01/2025	541.81
		108554	28382	Check	1	5609		WINBIGLER, MATHEW	Yes	No	No	10/01/2025	203.30
		108538	28383	Check	1	11645		WOOSTER ADAM	Yes	No	No	10/01/2025	60.00
		108527	28384	Check	1	11344		YOUNGBERG SHAWNA	Yes	No	No	10/01/2025	35.89
								Bank Total: 2					$270,791.53
								Report Total:					$270,791.53

Cloquet School District
Treasurer's Report
6/30/2025

General Ledger Cash Balance

Beginning Balance	**5/31/2025**	**$1,522,941.10**	
	Vouchers Paid:	($1,153,660.39)	(A)
	Deposits:	$4,019,359.25	(B)
	Journal Entries:	($1,465,890.35)	(C)
	Payroll:	($2,910,914.23)	(D)
Ending Balance	**5/31/2025**	**$11,835.38**	

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

MSDLAF	CHS	$620,543.86
US Bank Clearing Account	CHS	$0.00
MSDLAF	CMS	$114,722.06
US Bank Clearing Account	CMS	$0.00
MSDLAF	Flex	$4,676.15
US Bank Clearing Account	Flex	$0.00
MSDLAF Liquid Asset	General	$365,433.75
US Bank Disbursements	General	$0.00
US Bank Clearing Account	General	$11,524.50
Total of Accounts that Close to Cash		**$1,116,900.32**

Bank Reconciliation

Bank Balance	$1,116,900.32
Deposits Outstanding	$0.00
Accounts Payable Checks Outstanding	($399,749.06)
Accounts Payable Wires Outstanding	$0.00
Payroll Checks Outstanding	($277.05)
Third Party Payroll Wires Outstanding	($36,785.02)
Adjustments at the Bank but not in SMART	$1,167.17
Adjustments in SMART but not at the Bank	($669,420.98)
Adjustment for Clearing Differences	$0.00
General Ledger Cash Balance 5/31/2025	**$11,835.38**

INVESTMENTS
2024-2025 - FISCAL YEAR

DATE: JUNE 2025

INVESTMENT	INTEREST RATE	BANK		MATURITY DATE	INTEREST TO BE EARNED	MONTHLY INTEREST
$ 9,645,137.10	0.40%	MSDLAF MAX			DAILY	$ 30,114.95
$ 722,149.47	1.69%	MN TRUST	CD	3/19/2021	$ 3,692.31	$ 8.70
$ 8,117.91	1.69%	Ehler's Investment Partners-Debt Service Hold Account				$ 0.68
$ -	0.41%	MN TRUST				$ -
$ 1,733,069.21		Pershing Investments				$ 12,447.56
$ 12,108,473.69	- TOTAL INVESTMENT VALUE					$ 42,571.89
		CHECKING ACCOUNT/MSDLAF LIQUID CLASS INTEREST & FEES				$ 9,026.11
		TOTAL MONTHLY INTEREST				$ 51,598.00

YTD TOTAL INTEREST AS OF 6/30/2025 $ 177,201.02

$ 75,000.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

$ 11,601,691.29 - TOTAL INVESTMENT VALUE 6/30/2024

$ 230,846.07 - 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: JUNE 2025

INVESTMENT	INTEREST RATE	BANK		MATURITY DATE	INTEREST TO BE EARNED	MONTHLY INTEREST
$ -	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			
$ 41,236.89	0.41%	MN TRUST		Dividend Reinvest / Bank Fee		$ 167.53
		MN TRUST		Trade Int-Security Sale/DTC Maturity		$ -
		EHLERS / Ameritrade-LTFM				$ -
$ 5,788,291.95		EHLERS / Pershing Investments-CAP FAC				8,718.02
$ 5,829,528.84	- TOTAL CONSTRUCITON FUND INVESTMENT VALUE					
		TOTAL MONTHLY INTEREST				$ 8,885.55

YTD TOTAL INTEREST AS OF 6/30/2025 $ 118,111.95

$ 25,000.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

$ 5,574,774.97 - TOTAL INVESTMENT VALUE 6/30/2024

$ 46,406.18 - 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: **JUNE 2025**

INVESTMENT	INTEREST RATE	BANK		MATURITY DATE	INTEREST TO BE EARNED	MONTHLY INTEREST
$ 1,663,274.98	1.76%	MN TRUST	CD	6/30/2020	$ 1,058.13	$ -
$ -	1.46%	MN TRUST	CD	6/30/2020	$ 2,030.07	$ -
$ 379,016.84	2.74%	MN TRUST	CD	9/28/2020	$ 26,217.16	$ -
$ -	1.86%	MN TRUST	CD	10/16/2020	$ 13,351.61	$ -
$ -	3.36%	MN TRUST	CD	12/7/2020	$ 15,762.88	$ -
$ -	2.83% - 3.04%	MN TRUST	CD	1/28/2021	$ 27,785.51	$ -
$ -	1.98% - 2.28%	MN TRUST	SEC/DTC			$ 1,842.37
$ -	0.41%	MN TRUST		Dividend Reinvest / Bank Fee		$ -
		MN TRUST		Trade Interest-Security Sale / DTC		$ -
$ 2,691,776.81		ASSOCIATED BANK		Dividend / BankFee / Interest		$ (29,823.35)
$ -		MID AMERICA				$ -

$ 4,734,068.63 - TOTAL INVESTMENT VALUE

TOTAL MONTHLY INTEREST $ (27,980.98)

YTD TOTAL INTEREST AS OF 6/30/2025 $ 103,530.64

$ 100,000.00 2024-2025 BUDGET

2023-2024 - FISCAL YEAR

$ 4,391,524.11 - TOTAL INVESTMENT VALUE 6/30/2024

$ 224,305.49 - TOTAL INTEREST EARNED LAST YEAR THRU THIS MONTH

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

MSDLAF
Minnesota School District Liquid Asset Fund Plus

- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings

CONTACT US

- Secure Contact
- FAQ

CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94

Transfer Submitted

Transfer Amount

$400,000.00

Print Confirmation

Confirmation #	4287661
Transaction Type	Transfer Between Products
Transfer From	600041 - General Fund MSDLAF+ MAX Class
Transfer To	MSDLAF+ Liquid Class
Date Scheduled	Sep 22, 2025

Make Another Transaction | Done

MSDLAF
Minnesota School District Liquid Asset Fund Plus

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MSDLAF
Minnesota School District Liquid Asset Fund Plus

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CONTACT US

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CLOQUET PUBLIC SCHOOLS,

CN

ISD# 94

Transfer Submitted

Transfer Amount

$250,000.00

Print Confirmation

Confirmation #	4291353
Transaction Type	Transfer Between Products
Transfer From	600041 - General Fund MSDLAF+ MAX Class
Transfer To	MSDLAF+ Liquid Class
Date Scheduled	Sep 26, 2025

Make Another Transaction | Done

MSDLAF
Minnesota School District Liquid Asset Fund Plus

- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings

CONTACT US

- Secure Contact
- FAQ

MSDLAF
Minnesota School District Liquid Asset Fund Plus

CLOQUET PUBLIC SCHOOLS, ISD# 94 CN

- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings

CONTACT US

- Secure Contact
- FAQ

Transfer Submitted

Transfer Amount

Print Confirmation

$1,500,000.00

Confirmation #	4294350
Transaction Type	Transfer Between Products
Transfer From	600041 - General Fund MSDLAF+ MAX Class
Transfer To	MSDLAF+ Liquid Class
Date Scheduled	Sep 30, 2025

Make Another Transaction | Done

MEMORANDUM

TO: **Dr. Michael Cary, Superintendent**

FROM: **Erin Bates, Community Education Director**
Abbie Burley, Kids Corner Coordinator

DATE: **October 8th, 2025**

RE: **Resignation of Rianna Ryan from their position as Program Assistant and Program Manager from Kids Corner effective October 8th, 2025**

RATE OF PAY:	**$18.31 Program Assistant& $21.75 Program Manager**
HOURS WORKED:	**up to 40hrs/wk**
START DATE:	**10/13/2023 Kids Corner Program Assistant & 5/13/2024 Kids Corner Program Manager**
END DATE:	**10/08/2025**

MEMORANDUM

TO: **Dr. Michael Cary, Superintendent**

FROM: **Erin Bates, Community Education Director**
Darla Pappas, Li'l Lumberjacks'/Li'l Thunder Coordinator

DATE: **October 7, 2025**

RE: **Resignation of Elexis Anderson - Program Aide for Li'l Lumberjacks**

RATE OF PAY: **$11.63**

HOURS WORKED: **Up to 40 hrs/wk**

START DATE: **4/29/25**

END DATE: **10/20/25**

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http://www.isd94.org

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Jennifer Holm, Churchill Elementary Principal

DATE: September 24, 2025

RE: Recommendation for Employment

I am recommending the employment of Scott Graham to fill the position of 1.0 FTE Licensed School Social Worker posted at Churchill Elementary beginning October 14, 2025.

RATE OF PAY:	MA 30 – Step 5
HOURS TO BE WORKED:	8 hours per day
START DATE:	October 14, 2025 (pending board approval)
LENGTH OF CONTRACT:	Remaining 25-26 SY
BUDGETED CURRENT YEAR:	Yes
RATIONALE FOR HIRE:	Fill Open 1.0 FTE Counselor/Licensed School Support Worker position
STAR CODE:	940700

(Employment is contingent upon Cloquet School Board approval.)

JH:mrt

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

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, Cloquet Superintendent
FROM: Barb Mackey, Northern Lights Academy Assistant Special Education Director
DATE: September 22, 2025
RE: Recommendation for Employment

I am recommending the employment of Ms. Kendra Young for one posted paraprofessional positions at Northern Lights Academy Cooperative #6096-52 at the Carlton location for the 2025-2026 school year.

RATE OF PAY:	Step 1 of the Master Agreement
TOTAL COST:	$20.01 per hour
HOURS TO BE WORKED:	6.75 hours/day (Monday-Friday)
START DATE:	October 14th, 2025
LENGTH OF CONTRACT:	On going
BUDGETED CURRENT YEAR:	Yes
POSTED:	Yes, internally and externally.

RATIONALE FOR HIRE:

NLA is recommending Ms. Kendra Young to fill the open paraprofessional positions at the Northern Lights Academy at the Carlton building. Ms. Young has great references and experience. We are excited to have her work with our students!

Ms. Young understands that her hire is contingent on passing scores on the Master Teacher Para Assessments within 30 days.

(Employment is contingent upon Cloquet School Board approval.)

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Tom Brenner, Middle School Principal

DATE: October 6, 2025

RE: Recommendation for Employment

I am recommending the employment of Kaylyn Drickhamer to fill the 6.5 Hours/Day Sped Consistent Support Paraprofessional position.

RATE OF PAY:	Step Two
TOTAL COST:	Contracted
HOURS TO BE WORKED:	6.5 Hours/Day (Monday –Friday)
START DATE:	October 20, 2025
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	CMS would like to recommend Kaylyn for its open paraprofessional positions. Kaylyn has experience working with CMS faculty and students and has always done a professional job.

(Employment is contingent upon Cloquet School Board approval.)

TB:KP

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8 October 2025

To: Dr. Michael Cary, Superintendent

From: Teresa Angell, AIE Program Director

Re: Hire Memo Washington AIE Academic Tutor

For your consideration and approval, I recommend hiring Piper Jaakola for the AIE Academic Tutor position at Washington Elementary to fulfill the vacancy from staff resignation effective September 22, 2025.

Piper brings a warm and welcoming presence and is eager to contribute in a collective team environment. Her educational background aligns well with the responsibilities of a school-based position, and she demonstrates strong communication skills along with a positive, energetic demeanor. The interview team feels she would be a valuable addition to the school community.

Mrs. Mondati is supportive of this hire.

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

Name:	**Piper Jaakola**
Position:	AIE Academic Tutor
Rate of Pay:	6.5hrs/day Step 4 25/26 AIE Tutor Chart
Budgeted Current Year:	Yes 25%-320, 25%-510, 30%-740, 20%-206
Starting date:	October 14, 2025

(Employment contingent upon 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: Robotics Coach

Hi Mary,

Please submit the following name/position for approval at the October 13th school board meeting:

Head Robotics Coach: Jennifer Mangan

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

Thank you,

Paul Riess

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8 October 2025

To: Dr. Michael Cary, Superintendent

From: Teresa Angell, AIE Program Director

Re: Hire Memo for Makoons Club

For your consideration and approval, I recommend the following staffing for the 25/26 Makoons Club. The Makoons Club will provide participants in grades 3 & 4 with Ojibwe literature and corresponding activities through weekly clubs to help develop comprehension and identity.

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

Name:	**Nicole Milewski**
Position:	Makoons Club Curriculum Developer/Instructor (Washington)
Rate of Pay:	$30.00hr up to 5 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Vickie Nordin**
Position:	Makoons Club Instructor (Washington)
Rate of Pay:	$30.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Tara Anderson**
Position:	Makoons Club Site Facilitator (Both Sites)
Rate of Pay:	$25.00hr up to 6 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025

Name:	**Tonia Meyers**
Position:	Makoons Club Instructor (Churchill)
Rate of Pay:	$30.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Kasey Greensky**
Position:	Makoons Club Curriculum Developer/Instructor (Churchill)
Rate of Pay:	$30.00hr up to 5 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Debra Hartwig**
Position:	Makoons Club Program Assistant (Washington)
Rate of Pay:	$25.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Mary Helgeson**
Position:	Makoons Club Program Assistant (Washington)
Rate of Pay:	$25.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Sarah Burger**
Position:	Makoons Club Program Assistant (Washington)
Rate of Pay:	$25.00hr up to 5 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Gail Korich**
Position:	Makoons Club Program Assistant (Churchill)
Rate of Pay:	$25.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025
Name:	**Amy Kettelhut**
Position:	Makoons Club Program Assistant (Churchill)
Rate of Pay:	$25.00hr up to 3 hours/week
Budgeted Current Year:	Yes-MN AI Formula 320/Achievement & Integration 313
Starting date:	October 20, 2025

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23 September 2025

To: Michael Cary, Superintendent

From: Teresa Angell, AIE Director TA

RE: Extra Service Contract for SY25/26 BLT– Achievement Teacher

For your consideration, I am requesting to add Taylor Adamson, Achievement Teacher to the CMS/CHS Building Leadership Team. The additional extra service contract for this commitment aligns with Education MN contract Schedule D, K-12 Department Team Leaders in the amount of $2327.00 for the 2025/2026 school year.

This Extra Service Contract will be 100% paid out of Achievement & Integration revenue 313.

CC: Tom Brenner

Steve Battaglia

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8 October 2025

To: Dr. Michael Cary, Superintendent

From: Teresa Angell, AIE Program Director

Re: Extra Service Contract – A&I Youth Leadership Advisor & Leadership Coach

For your consideration and approval, I am recommending an Extra Service Contract for Wendy Waha and Tracy Ganter to support the following positions needed to fulfill the supporting roles to guide and administer the Achievement & Integration Youth Leadership Development Program.

Name:	Wendy Waha
Position:	A&I Youth Leadership Advisor
Rate of Pay:	$2,461 for 2025-2026
Budgeted Current Year:	Yes – 100% A&I Revenue 313
Starting Date:	October 14, 2025

Name:	Tracy Ganter
Position:	A&I Youth Leadership Coach
Rate of Pay:	$1,200 for 2025-2026
Budgeted Current Year:	Yes – 100% A&I Revenue 313
Starting Date:	October 14, 2025

Wendy brings extensive experience working with young learners and has a proven ability to nurture students' growth and help them reach their full potential. Tracy is known for her passionate and student-centered approach. Their combined strengths will greatly contribute to the overall success of this new initiative.

I can be available at the next school board meeting to present if requested.

To: Superintendent Cary and ISD #94 School Board Members
From: Paul Riess, Activities Director
Date: October 1st 2025
Re: 2025-2026 Winter Extra Service Contracts

Please approve the extra service contracts for the winter season

SPORT	POSITION	NAME	DATES	AMOUNT
Boys bball	Head Varsity Coach	Joe Seymore	11/17/25-3/21/26	$7,045.00
ok	Varsity Assistant Coach	Tom Brenner	11/17/25-3/21/26	$4,932.00
	JV Coach (Grade 10)	Nate Sandman	11/17/25-3/21/26	$4,156.00
	9th Grade Head Coach	Joe Baker	11/17/25-3/21/26	$3,804.00
	8th Grade Head Coach	Kerry Crandall	11/17/25-2/14/26	$3,030.00
	7th Grade head Coach	Kevin Brenner	11/17/25-2/14/26	$3,030.00
Girls bball	Head Varsity Coach	Heather Young	11/10/25-3/14/26	$7,045.00
ok	Varsity Assistant Coach	Katie Hughes	11/10/25-3/14/26	$4,932.00
	JV Coach (Grade 10)	Jessica Youngren	11/10/25-3/14/26	$4,156.00
	9th Grade Head Coach	Maddie Young	11/10/25-3/14/26	$3,804.00
	8th Grade Head Coach	Rachel Schmidt	11/10/25-3/14/26	$3,030.00
	7th Grade Head Coach	Heather Snesrud	11/10/25-3/14/26	$3,030.00
Boys Hockey	Head Coach	Shea Walters	11/10/25-3/7/26	$7,045.00
	Assistant Coach	Jake Boese	11/10/25-3/7/26	$4,932.00
	JV Head Coach	Brian Stevenson	11/10/25-3/7/26	$4,156.00
Girls Hockey	Head Coach	Kennedy Weets	10/27/25-2/21/26	$5,545.00
ok	Head Coach	Ryan Cool	10/27/25-2/21/26	$1,500.00
These 3 coaches are	JV Coach	Kalei Kleive	10/27/25-2/21/26	$3,294.00
splitting the assistant	JV Coach	Kiana Bender	10/27/25-2/21/26	$3,294.00
and JV coach position	Assistant Coach	Elise Lund	10/27/25-2/21/26	$2,500.00
Wrestling	Head Coach	Al Denman	11/17/25-2/28/26	$7,045.00
ok	Assistant Coach	Griffin Fjeld	11/17/25-2/28/26	$4,932.00
Nordic Ski	Head Coach	Ann Gustafson	11/10/25-2/12/26	$4,395.00
These two coaches will	Assistant Coach	Anneliese LaFond	11/10/25-2/12/26	$2,484.00
split the assistant and	Assistant Coach	Glen Sorenson	11/10/25-2/12/26	$2,484.00
middle school position				
ok				
Alpine Ski	Head Coach	Ryan Zimny	11/10/25-2/10/26	$4,395.00
ok	Assistant Coach	Chris White	11/10/25-2/10/26	$3,078.00
Robotics (Robofest-MS)	Head Coach	Cameron Lindner	2/2/26-4/18/26	$2,577.00
ok				
First Robotics	Head Coach	Jennifer Mangan	10/14/25-5/14/26	$5,986.00
ok	Assistant Coach	TBD	10/14/25-5/14/26	$4,189.00
One Act Play	Director	Josh Porter	11/24/25-2/6/26	$2,451.00
ok	Assistant Director	Timber Latvala	11/24/25-2/6/26	$1,445.00

To: Superintendent Cary and ISD #94 School Board Members
From: Paul Riess, Activities Director
Date: October 1st, 2025
Re: 2025-2026 Winter Contracts

Please approve the following coaches/workers for the winter season

SPORT	POSITION	NAME	DATES	AMOUNT
Girls bball	Assistant Coach	Kat Rosetti	11/10/25-3/14/26	$1,500
To be paid out of boys				
bball account				
ok				
Boys Bball	MS assistant	Kari Anne Desjardins	11/17/25-3/21/26	Volunteer
ok				
Boys Hockey	Assistant Coach	Jerry Pickar	11/10/25-3/7/26	$1,500
To be paid from the	Assistant Coach	Tony Huberty	11/10/25-3/7/26	$1,500
boys hockey Blue Line Club				
ok				
Girls Hockey	Assistant Coach	Cora Coz	10/27/25-2/21/26	$2,500
To be paid from girls				
hockey booster club				
ok				
Wrestling	Assistant Coach	Jake Fjeld	11/17/25-2/28/26	Volunteer
ok	Assistant Coach	Jordan Gnerer	11/17/25-2/28/26	Volunteer
paid from wrestling activity	Assistant Coach	Cody Salo	11/17/25-2/28/26	$3,030
account	Assistant Coach	Warren Hietela	11/17/25-2/28/26	$3,804
Nordic Ski	Assistant Coach	Brent Smith	11/10/25-2/12/26	Volunteer
ok	Assistant Coach	Ken Ripp	11/10/25-2/12/26	Volunteer
	Assistant Coach	Nathaniel Lafond	11/10/25-2/12/26	Volunteer
	Assistant Coach	Jason Peterson	11/10/25-2/12/26	Volunteer
	Assistant Coach	James Juntti	11/10/25-2/12/26	Volunteer
	Assistant Coach	Erica Chopskie	11/10/25-2/12/26	Volunteer
	Assistant Coach	Megan Chopskie	11/10/25-2/12/26	Volunteer
	Assistant Coach	Ben Croft	11/10/25-2/12/26	Volunteer
Boys bball/girls bball	Concessions manager	Jamie Baker	11/10/25-3/21/26	$1,200
will be paid out of the				
bball concessions account				
ok				

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: October 6, 2025

Re: Permission to Post for Two (2) 6.75 hrs./day 1:1 Paraprofessional Position

The Northern Lights Academy is requesting permission to post for two (2) 6.75 hrs./day 1:1 paraprofessional position for two (2) students whose IEP state they need a 1:1 paraprofessional.

Please let me know if you have any questions.

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Adam Wooster

DATE: October 13, 2025

RE: Recommendation for Additional Hours/Job Classification

I am recommending an increase in hours and partial job classification change for existing 3 hrs./day position at the Cloquet High to include an additional responsibility of 3 hrs./day at Cook's rate for preparing and serving hot breakfast at CAAEP.

RATE OF PAY:	Blended Rate $19.24 – Cook's Helper Rate $21.70 – Cook Rate
HOURS TO BE WORKED:	3 hrs./day – Cooks Helper 3 hrs./day - Cook
START DATE:	October 14, 2025 (pending board approval)

(Employment is contingent upon Cloquet School Board approval.)

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To: Dr. Michael Cary

From: Dr. Marcia Nelson, CAAEP Principal

Date: October 6, 2025

Reason: Permission to Post

I am requesting permission to post for one homebound teacher for Cloquet Alternative Education Programs (CAAEP). This request is for 5 hours per week of instruction and 1 hour per week of prep for the remainder of the 25-26 school year at a rate of $35.55/hr.

MN:aj

CLOQUET PUBLIC SCHOOLS

Independent School District No. 94
Cloquet, Minnesota 55720

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

To: Dr. Michael Cary

From: Dr. Marcia Nelson, CAAEP Principal

Date: October 6, 2025

Reason: Permission to Post

I am requesting permission to post for one homebased teacher for Cloquet Alternative Education Programs (CAAEP). This request is for 5 hours per week of instruction and 1 hour per week of prep for the remainder of the 25-26 school year at a rate of $35.55/hr.

MN:aj

CLOQUET PUBLIC SCHOOLS ISD94

2025-2026 Student Enrollment Report

5/30/2025	Dates	9/4	9/18	10/8																
	CHURCHILL																			
19	Early Five/Dev Kindgarten	11	12	12																
61	Kindergarten - All Day	65	61	61																
67	First Grade	61	61	61																
65	Second Grade	73	73	73																
79	Third Grade	72	72	72																
55	Fourth Grade	81	81	81																
346	**TOTAL CHURCHILL**	363	360	360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	WASHINGTON																			
95	Kindergarten - All Day	88	86	84																
102	First Grade	92	91	91																
107	Second Grade	99	98	96																
105	Third Grade	104	103	102																
84	Fourth Grade	108	107	106																
493	**TOTAL WASHINGTON**	491	485	479	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
839	**TOTAL ELEMENTARY**	**854**	**845**	**839**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Open Enrollment-Elementary																			
	MIDDLE SCHOOL																			
186	Fifth Grade	145	143	142																
181	Sixth Grade	194	194	192																
174	Seventh Grade	188	186	184																
193	Eighth Grade	183	183	182																
734	**TOTAL MIDDLE SCHOOL**	**710**	**706**	**700**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Open Enrollment-CMS																			
	HIGH SCHOOL																			
184	Ninth Grade	208	208	204																
196	Tenth Grade	182	184	182																
175	Eleventh Grade	197	198	196																
173	Twelfth Grade	179	179	179																
728	**TOTAL HIGH SCHOOL**	**766**	**769**	**761**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Open Enrollment-CHS																			
2301	**TOTAL HK-12**	**2330**	**2320**	**2300**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	TOTAL OPEN ENROLLMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CAAEP- FULL-TIME																			
61	High School (grades 9-12)	75	74	70																
10	Junior High (grades 6-8)	3	4	4																
71	**TOTAL CAAEP-Full-Time**	**78**	**78**	**74**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	**** CAAEP - PART-TIME**																			
	EDHS																			
	Extended Programming																			
	Targeted Services																			
2372	**GRAND TOTAL**	**2408**	**2398**	**2374**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

***12th grade reflects their last day of school**

**** NOT included in totals.**

Cloquet School District

Non-Certified Administrative Support Association Contract

July 1, 2025 – June 30, 2027

Board Approved October 13, 2025

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ARTICLE I
RECOGNITION

Section 1. Exclusive Bargaining Agency: The Independent School District No. 94 School Board hereby recognizes as the exclusive and sole bargaining representative for non-certified administrative support whether under contract, on leave, on a per diem basis, employed or to be employed by the School Board. The term "member" when used hereinafter in this Agreement, shall include the Non-Certified Administrative Support members employed by Independent School District No. 94. This Agreement shall exclude all members of any and all other Independent School District No. 94 bargaining units. Terms not defined in the Agreement shall have those meanings as defined in the Public Employees Labor Relations Act of 1971, as amended.

Section 2. Sole Agent: The School Board agrees not to negotiate with any non-certified administrative support organization other than the Cloquet Non-Certified Administrative Support Association as the exclusive bargaining agent.

Subd. 1. Parties: This Agreement, entered into between the School Board of Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the "School Board", and the Cloquet Non-Certified Administrative Support Association (certified by the Director of the Bureau of Mediation Services as the exclusive representative), hereinafter referred to as the "Association", pursuant to and in compliance with the Minnesota Public Employees Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., is to provide the terms and conditions of employment for all Association members for the term of this Agreement.

Subd. 2. Recognition: In accordance with P.E.L.R.A., the School Board recognizes the Association as the exclusive representative of non-certified administrative support personnel employed by the School Board of Independent School District No. 94, which exclusive representative shall have those rights and responsibilities as prescribed by the P.E.L.R.A. and as described in this agreement.

Section 3. Rights of Members of the Association:

Subd. 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any Association member or the representative of an Association member to the expression or communication of a view, complaint or opinion on any matter, so long as such action does not interfere with the performance of the duties of employment as prescribed in this Agreement or circumvent the rights of the exclusive representative.

Subd. 2. Right to Join: Association members shall have the right to join employee organizations and shall have the right not to form and join such organizations.

Subd. 3. Right to Exclusive Representation: Association members in an appropriate unit shall have the right to designate an exclusive representative for the purpose of negotiating the terms and conditions of employment and grievance procedure for such members as provided in the P.E.L.R.A.

Section 4. Board of Education Rights:

Subd. 1. Inherent Managerial Rights: The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas as discretion or policy as the functions and programs of the employer, its overall budget, use of technology, the organization structure, and selection, direction, and number of personnel, and that all management functions not expressly delegated in the Agreement are reserved to the School Board, subject to the right of the exclusive representative to meet and confer as provided in the P.E.L.R.A.

Subd. 2. Management Responsibilities: The parties recognize the right and obligation of the School Board to manage and efficiently conduct the operation of the school district within its legal limitations and consistent with its primary obligation to provide educational opportunities for the students of the school district.

Subd. 3. Effect of Laws, Rules and Regulations: The parties recognize that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board. The parties also recognize the right, obligation, and duty of the School Board and its duly designated officials to promulgate reasonable rules, regulations, directives, and orders as deemed necessary, insofar as such reasonable rules and regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to state and federal law, rules and regulations of the State Board of Education and valid rules, regulations, and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Section 5. Negotiation Procedures:

Subd. 1. In any negotiations described in the Article, each party shall have complete control over the selection of the negotiating or bargaining representative of its own party.

Subd. 2. The matters contained in this Agreement are not subject to further negotiations between the parties during the term of this Agreement.

ARTICLE II
RIGHTS OF ASSOCIATION MEMBERS

Section 1. No Restriction or Denial of Member's Rights: Nothing contained herein shall be construed to deny or restrict any rights a member may have under federal law or the statutes of Minnesota (or other applicable laws and regulations).

ARTICLE III
ADMINISTRATIVE SUPPORT SALARIES

Section 1. Payment of Salaries: Salaries of members will be paid in accordance with the following guidelines (please refer to Attachment A – Salary Schedule). Employees hired prior to January 1 will receive credit for the full year. The members will be paid according to District Policy 424.14, amended March 25, 2013.

Subd. 1. Longevity Pay: Non-Certified Administrative Support Association members shall receive longevity pay according to the following table. Years listed in the table are for current year of service. For instance, employees will be eligible for longevity pay beginning their 16th year of service.

Years of Service	Longevity Pay
10 to 14 Years	$1,000
15 to 19 Years	$1,500
20+ Years	$2,000

Subd. 2. Auxiliary Pay:
Employees shall receive stipends for work above and beyond the normal duties and time expected on the job. These stipends are specified below. Work qualifying for a stipend must be approved, in advance, by the superintendent or business manager, except for rare circumstances when the superintendent or business manager determine that prior approval was not possible and that the extra work should qualify for a stipend. The decisions of the superintendent or business manager regarding qualification for a stipend are final.

Effective July 1, 2015, employees shall receive pay or compensatory time for work performed beyond the normal workday and be calculated on a one and one-half (1.5) hourly basis. Pay or compensatory time shall be calculated by dividing the annual salary by the annual hours of the position.

Subpart 1. Food Service Director:
The Food Service Director shall receive pay or compensatory time for extra duties performed beyond the normal scope of his/her duties. These duties would include such things as providing supervision and food service for fundraisers or special dinners.

Subpart 2. Executive Administrative Assistant:
The Executive Administrative Assistant shall receive pay or compensatory time for extra duties performed beyond the normal scope of his/her duties. It is expected that normal duties shall include up to two board meetings per month. Meeting requirements that go beyond 4:00 p.m. may qualify for the stipend.

Subpart 3. Other Administrative Support Members:
Recognition for the extra effort put in by salaried employees going above and beyond normal expectations may be reviewed for payment and/or compensatory time, upon supervisor approval.

Subd. 3. Committee Pay:

Committee Members: Shall receive one (1) day of pay for each eight (8) hours served on a committee after 4:00 p.m., or during non-workdays. Committee hours must be verified by the Committee Chair and will be paid at the end of the school year.

Committee Chair: Committee Chairs shall receive the same pay rate as the Committee Member pay specified above. Additionally, the Committee Chair shall receive a $600.00 stipend. Committee hours must be verified by the superintendent and will be paid at the end of the school year.

In order to be eligible for committee pay, the superintendent must designate the committee as an active committee eligible for additional pay. The superintendent must give pre-approval for any committee pay that will go over three (3) days of pay. No committee member shall receive committee pay unless the committee member meets for a total of eight hours or more during the school year after 4:00 p.m. or during non-workdays. Committee pay begins July 1, 2014.

Subd. 4. Stipend for Working Regular Board Meetings:

Non-Certified Administrative Support Association members who are assigned to work and take minutes at the 22 regularly scheduled school board meetings shall receive an annual stipend of $1,496.50. This pay is in addition to any auxiliary pay the employee may be entitled to for other than the 22 regularly scheduled school board meetings. Rate shall increase yearly with salary schedule increase percentage.

Subd. 5. Summer Food Service Director

Summer Food Service (30 days) shall be paid at the same daily rate as the school year food service position. In the event the district cannot find a summer food service director, the school year food service director must fill the position.

Subd. 6. Stipend for Education Beyond the Requirements for the Position in the Area of Specialty
The District Accountant shall earn a stipend of $3,265.09 per year when holding a CPA and master's degree. Rate shall increase yearly with salary schedule increase percentage.

ARTICLE IV
RETIREMENT INSURANCE BENEFITS and 403(b)

Section 1. 403(b) Employer Matching Plan:

Subd.1. Eligibility: Full time 46-52-week employees whose positions have been defined as regular employees who are scheduled to work forty (40) hours per week.

Subd.2. Cap: There shall be a lifetime cap of $50,000 on District contributions.

Subd.3 Match: Effective July 1, 2016, employees who are eligible to participate in the District's 403(b) Plan will receive the yearly maximum matching amounts as listed below.

YEARS OF SERVICE	MAXIMUM ANNUAL MATCH
1 – 3	No match
4 – 6	$900
7 – 10	$1,400
11 – 15	$1,900
16+	$2,400

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

Subd.4. Plan Year: The plan year shall be from July 1 through June 30.

Subd.5. Participation: An eligible member must make application for participation by July 1 of each school year. Once an eligible member elects to participate in the plan, said election is irrevocable for that school year and will continue each subsequent school year unless modified by the member by the July 1 deadline. This provision relates to an eligible member's willingness to participate in the plan and in setting the monetary amount of participation in the plan. Once the election is made, the member must participate in the program at the same rate for that school year unless the member is granted an unpaid leave or a sabbatical leave, in which case he/she may not participate in the matching program until the member returns.

Section 2. Retirement Benefits:

Subd.1. Retirement Benefit

Benefits provided in Article V, Sec II of this agreement shall be provided to eligible employees who retire from employment with the school district. This section no longer applies to any current or future members as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Section 3. Medical Insurance: Upon retirement, eligible employees shall be provided with the insurance benefits described below: This section no longer applies to any current or future members as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Subd.1. Eligibility for Retirement Insurance Benefits:

a. Has been employed as a full-time employee (as defined in Article V, Section I) in Cloquet School District, ISD #94 for ten (10) consecutive years prior to retirement.

b. Employee is 55 years of age.

Subd.2. Retirement Benefits:

Subpart 1. Health Insurance Cost: 54

a. Initial insurance benefits provided to the employee shall be the same as stated in Article V, Sec II, thereafter, future premium cost increases for both the dependent and single policy rates shall be shared equally by the district and retired employee. This benefit shall be in effect until the employee reaches Medicare age.

b. The application of the premium to be paid by the school district shall be for the employee's coverage, which was in effect at the time of retirement (i.e., individual coverage or family coverage). If the retired employee from the age of 55 until they qualify for Medicare changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

Section 4. Eligibility for Post-Retirement Health Care Savings Plan: Non-certified Administrative Support employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan.

Subd.1. Eligibility: Full-time employees, as defined in Article V, Sec I, whose first day of service was on or after July 1, 2010, shall not be eligible for the retirement medical insurance benefits specified in Article IV, Sec II and III. They will be eligible for an annual District contribution to a personal account in the Post- Retirement Health Care Savings Plan, hereinafter referred to as the PRHCSP, managed by the Minnesota State Retirement System (MSRS). Employees hired prior to July 1, 2010, are not eligible for this benefit.

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

Subd.3. Cap: There shall be a lifetime per employee cap of $40,000 on District contributions.

Subd.4. Amount of the District's Contribution: Effective beginning with the 2010-2011 school year, the District will make an annual contribution to an employee's account in the Post-Employment Health Care Savings Plan (PEHCSP) managed by the Minnesota State Retirement System (MSRS) in an amount based on their years of service to the Cloquet School District in accordance with the following chart:

Maximum of $40,000 lifetime contribution:

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

Example of interpreting the above chart:
Beginning their fourth (4) year with the school district, employees will be eligible for a $500 benefit.

Death of Employee: – upon an employee's death contributions owed but not yet paid to the HCSP will be paid to the beneficiary.

Section 5. Dental Insurance: Dental insurance premiums shall be 100% paid by the retired employee.

Section 6. Life Insurance: Life insurance premiums shall be 100% paid by the retired employee.

ARTICLE V
BENEFITS - QUALIFICATION FOR EMPLOYEE BENEFITS

Section 1. Full-Time Employees:

Subd.1. Full-Time Forty-Six to Fifty-Two (46-52) Week Employees: Employees whose positions have been defined as regular employees who are scheduled to work forty (40) hours per week. Full-time employees shall receive the following benefits:

a. Vacation (Article VI, Sec I).

b. Sick leave, emergency leave, bereavement leave, personal leave, and approved leaves of absence as specified in (Article VI, Sec III, IV, V, VI, VII, and VIII).

c. Health, Life, Dental, and Long-Term Disability Insurances (Article V).

d. Holidays (Article VI, Sec II).

e. Retirement Benefits (Article IV and Article V, Sec II).

Section 2. Health Insurance Benefits for Employees and Retirees:

The portions of this section which apply to employees hired prior to July 1, 2010, will no longer apply as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Subd.1. Purpose: To define medical insurance benefits that is available for eligible retirees and eligible employees. If any part of this plan conflicts with or becomes in conflict with state or federal law, those laws will take precedence over this plan document.

Subd.2. Eligible Employee/Retiree: Eligible employees/retirees are those employees qualified to receive health insurance benefits and/or retirement health insurance benefits as defined in Article IV and V. "Eligible employee" will be used, when referring to retirement insurance benefits and when referring to qualifying for employee insurance benefits.

Subd. 3. Retirement Insurance Benefits: Employees who are eligible to receive retirement health insurance benefits shall receive those benefits according to the following guidelines:

a. Term: Eligible retirees shall receive their specified benefits until they qualify for Medicare.

b. Initial Amount of Benefit: Eligible retirees shall receive, upon retirement, a dollar amount paid toward their medical insurance plan that is equivalent to the dollar amount of benefit contribution they received during their last year of employment. This dollar amount of benefit includes District contributions to their insurance premium and District contributions to their HRAs or HSAs. This does not include amounts paid to the PRHSCP administered by the MSRS. Any increases or decreases in premium after retirement shall be split equally between the District and the employee. Employees who retire prior to September 1, 2011, do not have an HRA or HSA benefit paid by the District.

Subd.4. Coordination of Coverage: Any employee who retires after January 1, 2008, or their spouse, will be required to select a supplemental medical insurance plan that has been offered by the District (i.e., Health Partners Freedom Plan) when they reach Medicare age if they wish to continue to participate in the District's group health insurance plan. Medicare age is defined in accordance with Minn. Stat. §471.611, Subd. 2 (2010) as amended. This will include any supplemental plan offered through the District's carrier, such as the Freedom Plan, or outside the District.

Subd.5. Changing Plans: Employees wanting to make changes after retirement may do so under the limitations listed below:

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

a. If retired employees change insurance coverage from individual to family, they shall pay one hundred percent (100%) of the dependent premium.

b. Retirees may choose to change from family to single coverage within the same plan option at any time.

c. If a retiree does make a change to their coverage, the application of the premium to be paid by the District shall be for the employee's coverage that was in effect at the time of retirement. For example, a retiree on the family High Deductible Health Plan (HDHP) 1,250/2,500 plan could choose the single 3,000/6,000 HDHP plan. If that becomes the case, the benefit paid by the District shall be calculated to be as if the retiree had retired on the single 3,000 High Deductible Health Plan (HDHP) plan. Future increases or decreases in premium shall be shared equally by the retiree and the District.

d. This section applies only to retirees who retired prior to September 1, 2011. They will have a one (1) time option to change their plan to a higher deductible plan. That choice has to be made effective September 1, 2011. Thereafter, retirees can only change coverage from family to single within that plan or move to a supplement such as the Freedom plan when they are Medicare eligible. If that choice is made to go to a higher deductible, the employee shall take their current amount of paid benefit for which they would have qualified for under the Choice 500 plan, had they chosen to stay with that plan or their amount of benefit qualified for at retirement, whichever is greater. Thereafter, increases/decreases in premium costs shall be borne equally between the retiree and the District.

e. Retirees who retired after the 2013-2014 school year will have a one (1) time option to change plans. An example of changing a plan would be to go from the HDHP 1,250/2,500 to the HDHP 3,000/6,000. If an employee changes plans, the amount of benefit paid by the District, including HRA/HSA contributions, will be the same as if the retiree had retired with that plan change and had realized all of that plan's corresponding benefits adjustments and changes in employee's financial responsibility since retirement. For retired members from the age of fifty-five (55), until qualifying for Medicare, the District will provide health insurance benefits at the same District premium and HRA or HSA contributions as per this contract stated in Article V, Sec II, Subd. 7. Future premium costs and increases exceeding the individual and the dependent rate, the District and the retired employee shall share the premium increase equally until the member qualifies for Medicare. The application of the premium to be paid by the District shall be for the member's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired member changes insurance coverage from individual to family, the member shall pay one hundred percent (100%) of the dependent premium.

f. Beginning with the 2014-2015 school year, during the health insurance open enrollment period just prior to their retirement, retirees may choose to go to a lower cost plan than their current coverage if that plan was part of the District's insurance offerings during their last year of employment. Future increases in premiums will be split 50/50 from the level of benefit that was in effect for their new plan during their last year of employment. Some examples follow. An employee on the Choice 500/1000 family plan or single plan could elect to take a single HDHP 1250/2500 single plan. If that person was

on the Choice 500 single plan, he/she could not enroll in the family 1250/2500 HDHP plan without paying the full cost of the dependent premium. If the retired member changes insurance coverage from individual to family, the member shall pay one hundred percent (100%) of the dependent premium.

Miscellaneous Questions and Answers:

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

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

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

A: You have a one (1) time option to change to a lower cost plan. This must occur during an open enrollment period or because of a life event. If you change plans during the open enrollment period of your last year, this does not count as a change.

Q: Does changing my status from family to single count towards my one (1) time option after retirement?

A: Not if you stay with the same plan.

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

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

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

A: No.

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

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

Q: After my retirement, if I change my status from family to single and change my plan from Choice 500 to HDHP 1,250, does that count as my one-time option?

A: Yes.

Subd. 6. Employee Medical Insurance Benefits:

Subpart 1. Employee/School District Premium Share: Effective July 1, 2013 hospitalization, medical and surgical benefits will be provided by the District for all eligible employees with the District bearing the costs as listed in Attachment B – Health Insurance Costs.

Subpart 2. Premium Increase/Decrease: In the event the single or dependent premium increases/decreases from the September 1, 2011 premiums, the District and the employee will share in the insurance plan increases/decreases as follows:

a. Dependent Coverage: The District and employee will share the increases or decreases in premiums equally.

b. Single Coverage: For any amount of premium over $8,000, increases or decreases in the premium shall be 80% District responsibility and 20% employee responsibility.

Subpart 3. Opt for Alternate Plan: Employees may opt for different plan coverage during the open enrollment period each year.

Subpart 4. Dependent Benefit Coordination: The following section will be administered in accordance with applicable rules and regulations governing coordination of benefits. If an employee's dependent is entitled or would be entitled if enrolled, to have any part of the cost of eligible medical-surgical, hospital, major-medical, and dental services, and supplies paid by the dependent's fully employer-paid insurance plan, even though the dependent does not enroll in the plan or waives or fails to claim benefits under the plan, the Cloquet School District insurance plan will provide secondary coverage only. The amount furnished under this article shall be reduced so that the total amount paid under this contract and the dependent's

fully employer-paid insurance entitlement does not exceed the total charges for covered benefits.

Subpart 5. Dependents: An employee with a dependent is eligible for coverage of the dependent provided the dependent is a dependent defined by Code § 152 or an "adult child" as defined by Code § 152(f) (1) and is not an employee of another employer receiving insurance benefits from said employer as follows:

a. Cash instead of health insurance, or

b. Some type of credit toward the purchase of some other employee benefit instead of health insurance, or

c. Cash in addition to selecting health insurance with a deductible of $750.00 or more instead of a plan with a smaller deductible.

Subpart 6. Eligible Spouse: If a married couple both work for the District and are both eligible for District health insurance coverage the contract language will match EM-C contract: Article X – Benefits, Section 2, Subd. 6. Eligible Spouse.

Subd. 7. Health Reimbursement Account (HRA)/Health Savings Account (HSA):

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

Eligible employees who enroll in the HDHP, Employer and Employee shall share in the costs of the plans as listed in Attachment B – Health Insurance Costs.

Section 3. Dental Insurance for Full-Time Employees: Effective July 1, 2013, dental benefits will be paid by the school district at a premium rate of $28.65 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of $49.28 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay the additional costs of premiums. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Section 4. Life Insurance for Full-Time Employees: Full-time employees (as defined in Article V, Sec I) shall also receive term life insurance in an amount of $50,000 at District expense.

Section 5. Long-Term Disability Benefits: Full-Time employees (as defined in Article V, Sec I) shall receive long-term disability benefits up to 66 2/3% of the employee's basic salary to a maximum benefit of $3,000.00 per month. There shall be an elimination period of 60 working days.

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

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

Section 6. Claims Against the School District: It is understood that the District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Minnesota State Post-Retirement Health Care Savings (MSPRHCS): Non-certified Administrative Support employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement

System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan.

Full-Time employees (as defined in Article V, Sec I) eligible to receive group insurance benefits and either choose single coverage or waive coverage, shall receive $75.00 per month into a PRHCSP managed by the MSRS.

Death of Employee: – upon an employee's death contributions owed but not yet paid to the HCSP will be paid to the beneficiary.

ARTICLE VI
LEAVES OF ABSENCE

Section 1. Vacation for Full-Time 46-52 Week Employees:

Subd. 1. Vacation Benefits:
Minimum vacation benefits are defined below. The employer may grant an employee more vacation than the minimum required benefit. Vacation days earned in the current year will be prorated based on the month of resignation or retirement.

Vacation time and years of continuous service shall be computed as of July 1 of each year.

a. If a full-time employee is first employed after July 1 in any one year, vacation shall be granted at the rate of one and one seven tenths (1.7) days per month of service from the time of employment to July 1, but not to exceed seventeen (17) days. For example, an employee employed on March 1 would be allowed six (6) days of vacation.

b. Seventeen (17) days of vacation time shall be allocated on July 1st for the current year until such time the years of service dictate a greater amount. For employees hired after July 1st of the year, vacation allocation will be credited on their first day of employment and will be based on the calculation in part (a) of this subdivision. Employees, who before July 1, 2021, negotiated a greater amount of vacation time shall retain their negotiated number of days.

c. Food Service Director shall receive 88% of vacation allocation for regular 46-week contract plus 12% of vacation allocation if working the summer food service contract.

d. After ten (10) years of continuous service, full-time employees shall receive twenty-two (22) days of vacation.

e. After fifteen (15) years of continuous service, full-time employees shall receive twenty-seven (27) days of vacation.

f. In the event of separation before July 1, vacation time shall be computed at the rate of one and one seven tenths (1.7) days per month, but not to exceed seventeen (17) days. Employees whose longevity entitles them to more than seventeen (17) days yearly vacation shall have vacation time prorated from July 1 to the separation date.

g. Personnel shall be given reasonable and practical choice of vacation periods possible, pending supervisor's approval.

h. An employee may take vacation time anytime during the fiscal year (July 1 through June 30) upon request and agreement from the employee's supervisor. Members may carry over twelve (12) days of unused vacation to the next year. Carry over days must be used within the next fiscal year.

i. Upon becoming a full-time employee eligible for vacation, employees may be eligible for credit for their years of part-time service with the Cloquet School District if they have worked a minimum of thirty (30) hours per week for the full school year and if their employment has been continuous. When calculating vacation time, one (1) year of service (up to a minimum of five (5) years) will be credited for each two (2) years of continuous part-time service. The additional credit of service is only applicable in calculating the years of service for qualifying for seventeen (17) days of vacation after the employee has fulfilled two (2) years of full-time continuous service. After qualifying for seventeen (17) days of vacation, only full-time years of continuous service will apply towards additional vacation time.

Subd.2. Termination or Death: Upon termination of employment or death of employee, all earned and unused vacation will be paid to the employee or his/her beneficiary at their daily rate of pay accumulated according to Subdivision 2, Paragraph F. Association members must designate a beneficiary in order for the beneficiary to receive these benefits.

Section 2. Holiday for Full-Time 46-52 Week Employees:

Subd1. Benefits: The following paid holidays shall be granted to full-time 46-52-week employees. However, employees will not be granted paid holiday time unless their work year or scheduled work time includes the dates of a particular holiday listed below:

• New Year's Day	Two (2) days
• President's Day	One (1) day
• Good Friday	One (1) day
• Memorial Day	One (1) day
• Juneteenth	One (1) day
• July 3, 4, or 5	Two (2) days
• Labor Day	One (1) day
• Thanksgiving	Two (2) days
• Christmas	Two (2) days
Total:	Thirteen (13) paid holidays

If work is required on a holiday, the employee shall be allowed to flex their holiday.

Section 3. Emergency Leave: Three (3) working days per year may be granted with the approval of the superintendent. Emergency leave will not be deducted from sick leave. With approval of the superintendent, the employee may use emergency days when due to a school cancellation.

Section 4. Sick Leave:

a. Effective July 1, 2019, members shall earn sick leave at a rate of 13 days per year.

b. Employees employed after July 1 shall be allowed one and one-half (1½) days of sick leave for each month of continuous employment during the first year, but not to exceed 13 days.

Example: An employee employed on November 1 will immediately be credited with twelve (12) days of sick leave, which is one and one-half (1½) days per month for an eight (8) month period.

c. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, grandchildren, foster children, or parent.

d. As of July 1, 2014, sick leave accumulation will be unlimited.

Note: The 2013 Legislature amended a sick leave law which will take precedence over the language in this contract as long as this law is in place. This law allows for 160 hours or 20 days of available sick leave in any 12-month period to be used for absences due to an illness of or injury to an employee's adult child, spouse, sibling, parent, grandparent, or stepparent.

Subd. 1. Sick Leave Incentive: Non-Certified Administrative Support Association members who use three or fewer sick leave days in a year (July 1 – June 30) shall receive an additional personal leave day the following year. That personal leave day must be used the following year, or the employee will lose the day. There will be no cash compensation for not using this personal leave day.

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

Section 6. Leave of Absence: An employee may be granted a leave of absence at the school board's discretion. A leave of absence, when granted, may be for educational leave, personal illness, illness or death in the family requiring one's assistance, or pregnancy. Such leave of absence shall be without compensation expense allowance from District funds. Consecutive years of service would not be interrupted due to the leave of absence in counting consecutive years of employment to qualify for a benefit.

Section 7. Personal Leave: Qualified employees shall be allowed three (3) days per year with pay, non-cumulative, for personal reasons. Unused personal days shall be reimbursed at a rate of $140/day.

Section 8. Association Leave Days: Absences or leave time will not be assessed to employees who participate in negotiations or other Association activities approved by the District's administration.

ARTICLE VII
SUPPLEMENTAL BENEFITS

Section 1. Membership Dues: The District shall pay the state and national membership dues in the designated professional organizations for the members with superintendent approval.

Section 2. Conferences, Workshops and Meetings: Members shall be allowed to attend their respective state and national conferences as well as relevant workshops and meetings pending superintendent approval. Expenses will be paid as per District policy.

Section 3. Automobile: The District shall compensate member for business use of member's private vehicle at the federal mileage rate.

The American Indian Education Director, Food Service Director and Community Education Director shall receive $60.00 per month for travel within the District. Travel outside the district shall be reimbursed when proper documentation is submitted on district forms.

Section 4. Indemnification and Provision of Counsel: In the event that an action or claim is made against the member arising out of, or in connection with, member's employment while member is acting within the scope of member's

employment with the District, the District shall indemnify and defend member to the extent permitted by law, and subject to the terms and conditions as provided by the policy of insurance in effect at the time of such claim with the relevant insurance carrier for the District, and subject to any limitations as provided in Minnesota Statute Chapter 466. Indemnification and defense of any actions or claims shall not be provided for any such actions or claims arising out of member's malfeasance, or intentional, willful or wanton acts or neglect of duties, or any actions brought against member by the District in which the District is successful.

ARTICLE VIII
PROBATIONARY PERIOD

Section 1. Probationary Period: Members shall serve a one-year (1) year probationary period from the start of employment in an Association position.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. Definition of Terms and Interpretations

Subd. 1. Grievance: A "grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms of any contract required by the P.E.L.R.A. of 1971 between Independent School District No. 94 and the authorized representative. A "grievance" relating to a policy of the school district will be carried through level three (3) of the procedure.

Subd. 2 Aggrieved: Any person or group of persons within the appropriate unit having a grievance.

Subd. 3. Administrative Supervisor: The immediate supervisor to whom the aggrieved is responsible.

Subd. 4. Grievance Committee: The committee appointed by the exclusive representative.

Subd. 5. Disposed: A settlement of a grievance, reduced to writing, to the satisfaction of both parties.

Subd. 6. Extension: Time limits specified in this procedure may be extended by mutual agreement.

Subd. 7. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 8. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 9. Filing and Postmark: The filing or serving of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

Section 2. Representative: The aggrieved or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Time Limitations and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter shall constitute a waiver of the grievance.

Section 4. Informal Discussion: In the event that an individual or group of individuals believes that there is a basis for a grievance, the alleged grievance shall first be discussed with the administrative supervisor, either privately or accompanied by a representative of the grievance committee, without having reduced the grievance to writing.

Section 5. Adjustment of Grievance: The School Board and the aggrieved shall attempt to adjust all grievances which may arise during the course of employment of any member of the exclusive representative in the following manner:

Subd. 1. Level I: The aggrieved shall file a grievance on the appropriate district form, with his/her administrative supervisor within twenty (20) working days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) working days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not disposed of in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) working days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) working days after receipt of the appeal. Within ten (10) working days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing, in the form herein provided, within five (5) working days after receipt of the decision in Level II. If a grievance is so appealed to the Clerk of the School Board, the School Board shall set a time to hear the grievance twenty (20) working days after receipt of the appeal. Within twenty (20) working days after the meeting, the School Board shall issue its decision in writing, to the parties involved. At the option of the School Board, a committee of the Board may be designated by the Board to hear the appeal at this level and to report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board, or its representative notifies the parties of its intentions within ten (10) working days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision. Such notification by the School Board automatically advances the grievance to Level III.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the aggrieved may appeal it to the next level.

Section 8. Level II Initiation: A grievance that affects a group of members of the exclusive representative, involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level II.

Section 9. Arbitration Procedures: In the event that the aggrieved and the School Board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the Office of the Superintendent within ten (10) working days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator unless such grievance has been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure,

the parties shall, within ten (10) working days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the PERB to appoint an arbitrator, pursuant to M.S. 179.70, Subd. 4, providing such request are made within twenty (20) working days after request for arbitration. The request shall ask the appointment to be made within thirty (30) working days after the receipt of said request. Failure to agree upon an arbitrator and the subsequent failure to request an arbitrator from the PERB within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The hearing before the arbitrator shall be a hearing *denovo.*

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) working days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A. of 1971.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript of recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript of recording, if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been

submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and organization structure, and selection, direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School Board to manage and conduct efficiently its operation within the legal limitations surrounding the financing of such operations.

Section 10. Timeline Extension: The timeline specified in this article may be extended at any step of the process by mutual agreement between the Association and the Superintendent or School Board.

ARTICLE X
DURATION

Section 1. Term and Re-Opening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend the Agreement, it shall give written notice of such intent no later than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the School Board and the exclusive representative representing the Association members of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. In the event the

Affordable Health Care Act or some other federal or state regulation regarding insurance benefits for employees negatively affects the Non-Certified Administrative Support contract or District, the parties agree that this contract may be re-opened for negotiation.

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

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

Section 5. Notification: In the event that neither party gives notice to the other of its intention to modify or amend this Agreement at least ninety (90) calendar days prior to the expiration date, the Agreement shall automatically be extended on the same terms for another year, and similarly, from year to year thereafter with the same notification requirements each year.

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

For: Cloquet Non-Certified Administrative Support Association	For: Independent School District No. 94
Name of Organizational Representatives:	Name of Organizational Representatives:
_____ Teresa Angell, President	_____ Nate Sandman, School Board Chair
_____ Mary Marciniak, Secretary	_____ Melissa Juntunen, School Board Clerk
_____ Adrienne Strickland, Treasurer	_____ Dr. Michael Cary, Superintendent

ATTACHMENT A
SALARY
SCHEDULES

2025-2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Stipend
District Accountant	$61,281.34	$62,917.19	$64,596.71	$66,321.05	$68,091.43	$69,909.06	$71,775.22	$73,641.38	$3,265.09
Executive Assistant	$63,269.51	$64,958.43	$66,692.43	$68,472.72	$70,300.54	$72,177.15	$74,103.84	$76,083.06	$1,496.50
Food Service Director	$66,875.91	$68,661.10	$70,493.93	$72,375.70	$74,307.71	$76,291.28	$78,327.80	$80,418.69	$10,489.39
Indian Ed Director	$64,809.59	$66,539.62	$68,315.84	$70,139.46	$72,011.76	$73,934.05	$76,150.19	$77,828.60	
Community Ed Director	$87,793.76	$90,137.33	$92,544.37	$94,950.51	$97,419.22	$99,952.13	$102,550.89	$105,217.21	

2026-2027*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Stipend
District Accountant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Executive Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Food Service Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Indian Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
Community Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	

*** Salary schedule increase by the same percentage as Education Minnesota - Cloquet for the 2026-2027 contract year**

ATTACHMENT B HEALTH INSURANCE COSTS

INSURANCE INFORMATION - NEW HIRES

2025-2026 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	$12,699	$11,759	$940	$500* (Only HRA Available)	$500	$1,000
1,000 Family	$35,371	$20,846	$14,525		$1,000	$1,000 per person/ $2,000 per Family
$500/$1,000 Plans - On a Single plan the deductible is $500 and then 80/20 up to ab $1,000 out of pocket max. On a Family plan the deductible is $1,000 and then 80/20 up to a $2,000 out of pocket max.						
HDHP 1,650 Single	$11,442	$10,753	$688	$1,200	$1,650	$1,650
HDHP 3,300 Family	$31,868	$19,931	$11,937		$3,500	$3,500
$1,650/$3,300 HDHP Plans - This deductible is $1,650 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of $3,300. Note, individuals on the family plan could account for more than $1,650 until the family $3,300 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.						
HDHP 3,500 Single	$10,006	$9,605	$401	$2,100	$3,500	$3,500
HDHP 7,000 Family	$27,870	$19,037	$8,833		$7,000	$3,500 per person/ $7,000 per Family
$3,500/$7,000 HDHP Plans - This deductible is $3,500 per person/$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $3,500 deductible per person. If it's a family plan, the family will pay no more than the $7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 5,000 Single	$9,149	$8,919	$230	$3,000	$5,000	$5,000
HDHP 10,000 Family	$25,591	$19,293	$6,298		$10,000	$5,000 per person/ $10,000 per Family
$5,000/$10,000 HDHP Plans - This deductible is $5,000 per person/$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $5,000 deductible per person. If it's a family plan, the family will pay no more than the $10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 6,750 Single	$8,339	$0	$8,339		$6,750	$6,750
HDHP 13,500 Family	$23,226	$0	$23,226		$13,500	$6,750 per person/ $13,500 per Family
$6,750/$13,500 HDHP Plans - This deductible is $6,750 per person/$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $6,750 deductible per person. If it's a family plan, the family will pay no more than the $13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						

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

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

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

	Benefit Year Start Date	
$500/$1000 Plans	September 1st	
$1650/$3300 Plans	September 1st	
$3500/$7000 Plans	September 1st	
$5000/$10000 Plans	September 1st	
$6750/$13500 Plans	September 1st	

Cloquet School District

Non-Certified Administrative Support Association Contract

July 1, 2025~~3~~ – June 30, 2027~~5~~

Board Approved October 13, 2025~~October 23, 2023~~

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ARTICLE I
RECOGNITION

Section 1. Exclusive Bargaining Agency: The Independent School District No. 94 School Board hereby recognizes as the exclusive and sole bargaining representative for non-certified administrative support whether under contract, on leave, on a per diem basis, employed or to be employed by the School Board. The term "member" when used hereinafter in this Agreement, shall include the Non-Certified Administrative Support members employed by Independent School District No. 94. This Agreement shall exclude all members of any and all other Independent School District No. 94 bargaining units. Terms not defined in the Agreement shall have those meanings as defined in the Public Employees Labor Relations Act of 1971, as amended.

Section 2. Sole Agent: The School Board agrees not to negotiate with any non-certified administrative support organization other than the Cloquet Non-Certified Administrative Support Association as the exclusive bargaining agent.

Subd. 1. Parties: This Agreement, entered into between the School Board of Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the "School Board", and the Cloquet Non-Certified Administrative Support Association (certified by the Director of the Bureau of Mediation Services as the exclusive representative), hereinafter referred to as the "Association", pursuant to and in compliance with the Minnesota Public Employees Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., is to provide the terms and conditions of employment for all Association members for the term of this Agreement.

Subd. 2. Recognition: In accordance with P.E.L.R.A., the School Board recognizes the Association as the exclusive representative of non-certified administrative support personnel employed by the School Board of Independent School District No. 94, which exclusive representative shall have those rights and responsibilities as prescribed by the P.E.L.R.A. and as described in this agreement.

Section 3. Rights of Members of the Association:

Subd. 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any Association member or the representative of an Association member to the expression or communication of a view, complaint or opinion on any matter, so long as such action does not interfere with the performance of the duties of employment as prescribed in this Agreement or circumvent the rights of the exclusive representative.

Subd. 2. Right to Join: Association members shall have the right to join employee organizations and shall have the right not to form and join such organizations.

Subd. 3. Right to Exclusive Representation: Association members in an appropriate unit shall have the right to designate an exclusive representative for the purpose of negotiating the terms and conditions of employment and grievance procedure for such members as provided in the P.E.L.R.A.

Section 4. Board of Education Rights:

Subd. 1. Inherent Managerial Rights: The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas as discretion or policy as the functions and programs of the employer, its overall budget, use of technology, the organization structure, and selection, direction, and number of personnel, and that all management functions not expressly delegated in the Agreement are reserved to the School Board, subject to the right of the exclusive representative to meet and confer as provided in the P.E.L.R.A.

Subd. 2. Management Responsibilities: The parties recognize the right and obligation of the School Board to manage and efficiently conduct the operation of the school district within its legal limitations and consistent with its primary obligation to provide educational opportunities for the students of the school district.

Subd. 3. Effect of Laws, Rules and Regulations: The parties recognize that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board. The parties also recognize the right, obligation, and duty of the School Board and its duly designated officials to promulgate reasonable rules, regulations, directives, and orders as deemed necessary, insofar as such reasonable rules and regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to state and federal law, rules and regulations of the State Board of Education and valid rules, regulations, and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Section 5. Negotiation Procedures:

Subd. 1. In any negotiations described in the Article, each party shall have complete control over the selection of the negotiating or bargaining representative of its own party.

Subd. 2. The matters contained in this Agreement are not subject to further negotiations between the parties during the term of this Agreement.

ARTICLE II
RIGHTS OF ASSOCIATION MEMBERS

Section 1. No Restriction or Denial of Member's Rights: Nothing contained herein shall be construed to deny or restrict any rights a member may have under federal law or the statutes of Minnesota (or other applicable laws and regulations).

ARTICLE III
ADMINISTRATIVE SUPPORT SALARIES

Section 1. Payment of Salaries: Salaries of members will be paid in accordance with the following guidelines (please refer to Attachment A – Salary Schedule). Employees hired prior to January 1 will receive credit for the full year. The members will be paid according to District Policy 424.14, amended March 25, 2013.

Subd. 1. Longevity Pay: Non-Certified Administrative Support Association members shall receive longevity pay according to the following table. Years listed in the table are for current year of service. For instance, employees will be eligible for longevity pay beginning their 16th year of service.

Years of Service	Longevity Pay
10 to 145 Years	$1,000780
156 to 1920 Years	$1,5001080
20+1 to 25 Years	$2,0001380
26 to 30 Years	$1680
31 +	$1980

Subd. 2. Auxiliary Pay:
Employees shall receive stipends for work above and beyond the normal duties and time expected on the job. These stipends are specified below. Work qualifying for a stipend must be approved, in advance, by the superintendent or business manager, except for rare circumstances when the superintendent or business manager determine that prior approval was not possible and that the extra work should qualify for a stipend. The decisions of the superintendent or business manager regarding qualification for a stipend are final.

Effective July 1, 2015, employees shall receive pay or compensatory time for work performed beyond the normal workday and be calculated on a one and one-half (1.5) hourly basis. Pay or compensatory time shall be calculated by dividing the annual salary by the annual hours of the position.

Subpart 1. Food Service Director:
The Food Service Director shall receive pay or compensatory time for extra duties performed beyond the normal scope of his/her duties. These duties would include such things as providing supervision and food service for fundraisers or special dinners.

Subpart 2. Executive Administrative Assistant:
The Executive Administrative Assistant shall receive pay or compensatory time for extra duties performed beyond the normal scope of his/her duties. It is expected that normal duties shall include up to two board meetings per month. Meeting requirements that go beyond 4:00 p.m. may qualify for the stipend.

Subpart 3. Other Administrative Support Members:
Recognition for the extra effort put in by salaried employees going above and beyond normal expectations may be reviewed for payment and/or compensatory time, upon supervisor approval.

Subd. 3. Committee Pay:

Committee Members: Shall receive one (1) day of pay for each eight (8) hours served on a committee after 4:00 p.m., or during non-workdays. Committee hours must be verified by the Committee Chair and will be paid at the end of the school year.

Committee Chair: Committee Chairs shall receive the same pay rate as the Committee Member pay specified above. Additionally, the Committee Chair shall receive a $600.00 stipend. Committee hours must be verified by the superintendent and will be paid at the end of the school year.

In order to be eligible for committee pay, the superintendent must designate the committee as an active committee eligible for additional pay. The superintendent must give pre-approval for any committee pay that will go over three (3) days of pay. No committee member shall receive committee pay unless the committee member meets for a total of eight hours or more during the school year after 4:00 p.m. or during non-workdays. Committee pay begins July 1, 2014.

Subd. 4. Stipend for Working Regular Board Meetings:

Non-Certified Administrative Support Association members who are assigned to work and take minutes at the 22 regularly scheduled school board meetings shall receive an annual stipend of $1,496.50~~1375~~. This pay is in addition to any auxiliary pay the employee may be entitled to for other than the 22 regularly scheduled school board meetings. Rate shall increase yearly with salary schedule increase percentage.

Subd. 5. Summer Food Service Director

Summer Food Service (30 days) shall be paid at the same daily rate as the school year food service position. In the event the district cannot find a summer food service director, the school year food service director must fill the position.

Subd. 6. Stipend for Education Beyond the Requirements for the Position in the Area of Specialty

The District Accountant shall earn a stipend of $3,265.09~~000~~ per year when holding a CPA and master's degree. Rate shall increase yearly with salary schedule increase percentage.

ARTICLE IV
RETIREMENT INSURANCE BENEFITS and 403(b)

Section 1. 403(b) Employer Matching Plan:

Subd.1. Eligibility: Full time 46-52-week employees whose positions have been defined as regular employees who are scheduled to work forty (40) hours per week.

Subd.2. Cap: There shall be a lifetime cap of $50,000 on District contributions.

Subd.3 Match: Effective July 1, 2016, employees who are eligible to participate in the District's 403(b) Plan will receive the yearly maximum matching amounts as listed below.

YEARS OF SERVICE	MAXIMUM ANNUAL MATCH
1 – 3	No match
4 – 6	$900
7 – 10	$1,400
11 – 15	$1,900
16+	$2,400

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

Subd.4. Plan Year: The plan year shall be from July 1 through June 30.

Subd.5. Participation: An eligible member must make application for participation by July 1 of each school year. Once an eligible member elects to participate in the plan, said election is irrevocable for that school year and will continue each subsequent school year unless modified by the member by the July 1 deadline. This provision relates to an eligible member's willingness to participate in the plan and in setting the monetary amount of participation in the plan. Once the election is made, the member must participate in the program at the same rate for that school year unless the member is granted an unpaid leave or a sabbatical leave, in which case he/she may not participate in the matching program until the member returns.

Section 2. Retirement Benefits:

Subd.1. Retirement Benefit

Benefits provided in Article V, Sec II of this agreement shall be provided to eligible employees who retire from employment with the school district. This section no longer applies to any current or future members as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Section 3. Medical Insurance: Upon retirement, eligible employees shall be provided with the insurance benefits described below: This section no longer applies to any current or future members as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Subd.1. Eligibility for Retirement Insurance Benefits:

a. Has been employed as a full-time employee (as defined in Article V, Section I) in Cloquet School District, ISD #94 for ten (10) consecutive years prior to retirement.

b. Employee is 55 years of age.

Subd.2. Retirement Benefits:

Subpart 1. Health Insurance Cost:

a. Initial insurance benefits provided to the employee shall be the same as stated in Article V, Sec II, thereafter, future premium cost increases for both the dependent and single policy rates shall be shared equally by the district and retired employee. This benefit shall be in effect until the employee reaches Medicare age.

b. The application of the premium to be paid by the school district shall be for the employee's coverage, which was in effect at the time of retirement (i.e., individual coverage or family coverage). If the retired employee from the age of 55 until they qualify for Medicare changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

Section 4. Eligibility for Post-Retirement Health Care Savings Plan: Non-certified Administrative Support employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan.

Subd.1. Eligibility: Full-time employees, as defined in Article V, Sec I, whose first day of service was on or after July 1, 2010, shall not be eligible for the retirement medical insurance benefits specified in Article IV, Sec II and III. They will be eligible for an annual District contribution to a personal account in the Post- Retirement Health Care Savings Plan, hereinafter referred to as the PRHCSP, managed by the Minnesota State Retirement System (MSRS). Employees hired prior to July 1, 2010, are not eligible for this benefit.

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

Subd.3. Cap: There shall be a lifetime per employee cap of $40,000 on District contributions.

Subd.4. Amount of the District's Contribution: Effective beginning with the 2010-2011 school year, the District will make an annual contribution to an employee's account in the Post-Employment Health Care Savings Plan (PEHCSP) managed by the Minnesota State Retirement System (MSRS) in an amount based on their years of service to the Cloquet School District in accordance with the following chart:

Maximum of $40,000 lifetime contribution:

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

Example of interpreting the above chart:
Beginning their fourth (4) year with the school district, employees will be eligible for a $500 benefit.

Death of Employee: – upon an employee's death contributions owed but not yet paid to the HCSP will be paid

to the beneficiary.

Section 5. Dental Insurance: Dental insurance premiums shall be 100% paid by the retired employee.

Section 6. Life Insurance: Life insurance premiums shall be 100% paid by the retired employee.

ARTICLE V
BENEFITS - QUALIFICATION FOR EMPLOYEE BENEFITS

Section 1. Full-Time Employees:

Subd.1. Full-Time Forty-Six to Fifty-Two (46-52) Week Employees: Employees whose positions have been defined as regular employees who are scheduled to work forty (40) hours per week. Full-time employees shall receive the following benefits:

a. Vacation (Article VI, Sec I).

b. Sick leave, emergency leave, bereavement leave, personal leave, and approved leaves of absence as specified in (Article VI, Sec III, IV, V, VI, VII, and VIII).

c. Health, Life, Dental, and Long-Term Disability Insurances (Article V).

d. Holidays (Article VI, Sec II).

e. Retirement Benefits (Article IV and Article V, Sec II).

Section 2. Health Insurance Benefits for Employees and Retirees:

The portions of this section which apply to employees hired prior to July 1, 2010, will no longer apply as of July 1, 2026, and should be stricken for the 2027 contract and beyond.

Subd.1. Purpose: To define medical insurance benefits that is available for eligible retirees and eligible employees. If any part of this plan conflicts with or becomes in conflict with state or federal law, those laws will take precedence over this plan document.

Subd.2. Eligible Employee/Retiree: Eligible employees/retirees are those employees qualified to receive health insurance benefits and/or retirement health insurance benefits as defined in Article IV and V. "Eligible employee" will be used, when referring to retirement insurance benefits and when referring to qualifying for employee insurance benefits.

Subd. 3. Retirement Insurance Benefits: Employees who are eligible to receive retirement health insurance benefits shall receive those benefits according to the following guidelines:

a. Term: Eligible retirees shall receive their specified benefits until they qualify for Medicare.

b. Initial Amount of Benefit: Eligible retirees shall receive, upon retirement, a dollar amount paid toward their medical insurance plan that is equivalent to the dollar amount of benefit contribution they received during their last year of employment. This dollar amount of benefit includes District contributions to their insurance premium and District contributions to their HRAs or HSAs. This does not include amounts paid to the PRHSCP administered by the MSRS. Any increases or decreases in premium after retirement shall be split equally between the District and the employee. Employees who retire prior to September 1, 2011, do not have an HRA or HSA benefit paid by the District.

Subd.4. Coordination of Coverage: Any employee who retires after January 1, 2008, or their spouse, will be required to select a supplemental medical insurance plan that has been offered by the District (i.e., Health Partners Freedom Plan) when they reach Medicare age if they wish to continue to participate in the District's group health insurance plan. Medicare age is defined in accordance with Minn. Stat. §471.611, Subd. 2 (2010) as amended. This will include any supplemental plan offered through the District's carrier, such as the Freedom Plan, or outside the District.

Subd.5. Changing Plans: Employees wanting to make changes after retirement may do so under the limitations listed below:

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

a. If retired employees change insurance coverage from individual to family, they shall pay one hundred percent (100%) of the dependent premium.

b. Retirees may choose to change from family to single coverage within the same plan option at any time.

c. If a retiree does make a change to their coverage, the application of the premium to be paid by the District shall be for the employee's coverage that was in effect at the time of retirement. For example, a retiree on the family High Deductible Health Plan (HDHP) 1,250/2,500 plan could choose the single 3,000/6,000 HDHP plan. If that becomes the case, the benefit paid by the District shall be calculated to be as if the retiree had retired on the single 3,000 High Deductible Health Plan (HDHP) plan. Future increases or decreases in premium shall be shared equally by the retiree and the District.

d. This section applies only to retirees who retired prior to September 1, 2011. They will have a one (1) time option to change their plan to a higher deductible plan. That choice has to be made effective September 1, 2011. Thereafter, retirees can only change coverage from family to single within that plan or move to a supplement such as the Freedom plan when they are Medicare eligible. If that choice is made to go to a higher deductible, the employee shall take their current amount of paid benefit for which they would have qualified for under the Choice 500 plan, had they chosen to stay with that plan or their amount of benefit qualified for at retirement, whichever is greater. Thereafter, increases/decreases in premium costs shall be borne equally between the retiree and the District.

e. Retirees who retired after the 2013-2014 school year will have a one (1) time option to change plans. An example of changing a plan would be to go from the HDHP 1,250/2,500 to the HDHP 3,000/6,000. If an employee changes plans, the amount of benefit paid by the District, including HRA/HSA contributions, will be the same as if the retiree had retired with that plan change and had realized all of that plan's corresponding benefits adjustments and changes in employee's financial responsibility since retirement. For retired members from the age of fifty-five (55), until qualifying for Medicare, the District will provide health insurance benefits at the same District premium and HRA or HSA contributions as per this contract stated in Article V, Sec II, Subd. 7. Future premium costs and increases exceeding the individual and the dependent rate, the District and the retired employee shall share the premium increase equally until the member qualifies for Medicare. The application of the premium to be paid by the District shall be for the member's coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired member changes insurance coverage from individual to family, the member shall pay one hundred percent (100%) of the dependent premium.

f. Beginning with the 2014-2015 school year, during the health insurance open enrollment period just prior to their retirement, retirees may choose to go to a lower cost plan than their current coverage if that plan was part of the District's insurance offerings during their last year of employment. Future increases in premiums will be split 50/50 from the level of benefit that was in effect for their new plan

during their last year of employment. Some examples follow. An employee on the Choice 500/1000 family plan or single plan could elect to take a single HDHP 1250/2500 single plan. If that person was

on the Choice 500 single plan, he/she could not enroll in the family 1250/2500 HDHP plan without paying the full cost of the dependent premium. If the retired member changes insurance coverage from individual to family, the member shall pay one hundred percent (100%) of the dependent premium.

Miscellaneous Questions and Answers:

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

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

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

A: You have a one (1) time option to change to a lower cost plan. This must occur during an open enrollment period or because of a life event. If you change plans during the open enrollment period of your last year, this does not count as a change.

Q: Does changing my status from family to single count towards my one (1) time option after retirement?

A: Not if you stay with the same plan.

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

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

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

A: No.

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

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

Q: After my retirement, if I change my status from family to single and change my plan from Choice 500 to HDHP 1,250, does that count as my one-time option?

A: Yes.

Subd. 6. Employee Medical Insurance Benefits:

Subpart 1. Employee/School District Premium Share: Effective July 1, 2013 hospitalization, medical and surgical benefits will be provided by the District for all eligible employees with the District bearing the costs as listed in Attachment B – Health Insurance Costs.

Subpart 2. Premium Increase/Decrease: In the event the single or dependent premium increases/decreases from the September 1, 2011 premiums, the District and the employee will share in the insurance plan increases/decreases as follows:

a. Dependent Coverage: The District and employee will share the increases or decreases in premiums equally.

b. Single Coverage: For any amount of premium over $8,000, increases or decreases in the premium shall be 80% District responsibility and 20% employee responsibility.

Subpart 3. Opt for Alternate Plan: Employees may opt for different plan coverage during the open enrollment period each year.

Subpart 4. Dependent Benefit Coordination: The following section will be administered in accordance with applicable rules and regulations governing coordination of benefits. If an employee's dependent is entitled

or would be entitled if enrolled, to have any part of the cost of eligible medical-surgical, hospital, major-medical, and dental services, and supplies paid by the dependent's fully employer-paid insurance plan, even though the dependent does not enroll in the plan or waives or fails to claim benefits under the plan, the Cloquet School District insurance plan will provide secondary coverage only. The amount furnished under this article shall be reduced so that the total amount paid under this contract and the dependent's fully employer-paid insurance entitlement does not exceed the total charges for covered benefits.
Subpart 5. Dependents: An employee with a dependent is eligible for coverage of the dependent provided the dependent is a dependent defined by Code § 152 or an "adult child" as defined by Code § 152(f) (1) and is not an employee of another employer receiving insurance benefits from said employer as follows:

a. Cash instead of health insurance, or

b. Some type of credit toward the purchase of some other employee benefit instead of health insurance, or

c. Cash in addition to selecting health insurance with a deductible of $750.00 or more instead of a plan with a smaller deductible.

Subpart 6. Eligible Spouse: If a married couple both work for the District and are both eligible for District health insurance coverage the contract language will match EM-C contract: Article X – Benefits, Section 2, Subd. 6. Eligible Spouse.

Subd. 7. Health Reimbursement Account (HRA)/Health Savings Account (HSA):

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

Eligible employees who enroll in the HDHP, Employer and Employee shall share in the costs of the plans as listed in Attachment B – Health Insurance Costs.

Section 3. Dental Insurance for Full-Time Employees: Effective July 1, 2013, dental benefits will be paid by the school district at a premium rate of $28.65 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at the premium rate of $49.28 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay the additional costs of premiums. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

Section 4. Life Insurance for Full-Time Employees: Full-time employees (as defined in Article V, Sec I) shall also receive term life insurance in an amount of $50,000 at District expense.

Section 5. Long-Term Disability Benefits: Full-Time employees (as defined in Article V, Sec I) shall receive long-term disability benefits up to 66 2/3% of the employee's basic salary to a maximum benefit of $3,000.00 per month. There shall be an elimination period of 60 working days.

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

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

Section 6. Claims Against the School District: It is understood that the District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Minnesota State Post-Retirement Health Care Savings (MSPRHCS): Non-certified Administrative Support employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan.

Full-Time employees (as defined in Article V, Sec I) eligible to receive group insurance benefits and either choose single coverage or waive coverage, shall receive $75.00 per month into a PRHCSP managed by the MSRS.

Death of Employee: – upon an employee's death contributions owed but not yet paid to the HCSP will be paid to the beneficiary.

ARTICLE VI
LEAVES OF ABSENCE

Section 1. Vacation for Full-Time 46-52 Week Employees:

Subd. 1. Vacation Benefits:
Minimum vacation benefits are defined below. The employer may grant an employee more vacation than the minimum required benefit. Vacation days earned in the current year will be prorated based on the month of resignation or retirement.

Vacation time and years of continuous service shall be computed as of July 1 of each year.

a. If a full-time employee is first employed after July 1 in any one year, vacation shall be granted at the rate of one and one seven tenths~~half~~ (1.75) days per month of service from the time of employment to July 1, but not to exceed seventeen~~fifteen~~ (175) days. For example, an employee employed on March 1 would be allowed six (6) days of vacation.

b. Seventeen~~Fifteen~~ (175) days of vacation time shall be allocated on July 1st for the current year until such time the years of service dictate a greater amount. For employees hired after July 1st of the year, vacation allocation will be credited on their first day of employment and will be based on the calculation in part (a) of this subdivision. Employees, who before July 1, 2021, negotiated a greater amount of vacation time shall retain their negotiated number of days.

c. Food Service Director shall receive 88% of vacation allocation for regular 46-week contract plus 12% of vacation allocation if working the summer food service contract.

d. After ten (10) years of continuous service, full-time employees shall receive twenty-two (220) days of vacation.

e. After fifteen (15) years of continuous service, full-time employees shall receive twenty-seven~~five~~ (275) days of vacation.

f. In the event of separation before July 1, vacation time shall be computed at the rate of one and one

seven tenths~~half~~ (1.75) days per month, but not to exceed seventeen~~fifteen~~ (175) days. Employees whose longevity entitles them to more than seventeen~~fifteen~~ (175) days yearly vacation shall have vacation time prorated from July 1 to the separation date.

g. Personnel shall be given reasonable and practical choice of vacation periods possible, pending supervisor's approval.

h. An employee may take vacation time anytime during the fiscal year (July 1 through June 30) upon request and agreement from the employee's supervisor. Members may carry over twelve~~en~~ (120) days of unused vacation to the next year. Carry over days must be used within the next fiscal year.

i. Upon becoming a full-time employee eligible for vacation, employees may be eligible for credit for their years of part-time service with the Cloquet School District if they have worked a minimum of thirty (30) hours per week for the full school year and if their employment has been continuous. When calculating vacation time, one (1) year of service (up to a minimum of five (5) years) will be credited for each two (2) years of continuous part-time service. The additional credit of service is only applicable in calculating the years of service for qualifying for seventeen~~fifteen~~ (175) days of vacation after the employee has fulfilled two (2) years of full-time continuous service. After qualifying for seventeen ~~fifteen~~ (175) days of vacation, only full-time years of continuous service will apply towards additional vacation time.

Subd.2. Termination or Death: Upon termination of employment or death of employee, all earned and unused vacation will be paid to the employee or his/her beneficiary at their daily rate of pay accumulated according to Subdivision 2, Paragraph F. Association members must designate a beneficiary in order for the beneficiary to receive these benefits.

Section 2. Holiday for Full-Time 46-52 Week Employees:

Subd1. Benefits: The following paid holidays shall be granted to full-time 46-52-week employees. However, employees will not be granted paid holiday time unless their work year or scheduled work time includes the dates of a particular holiday listed below:

• New Year's Day	Two (2) days
• President's Day	One (1) day
• Good Friday	One (1) day
• Memorial Day	One (1) day
• Juneteenth	One (1) day
• July 3, 4, or 5	Two (2) days
• Labor Day	One (1) day
• Thanksgiving	Two (2) days
• Christmas	Two (2) days
Total:	Thirteen (13) paid holidays

If work is required on a holiday, the employee shall be allowed to flex their holiday.

Section 3. Emergency Leave: Three (3) working days per year may be granted with the approval of the superintendent. Emergency leave will not be deducted from sick leave. With approval of the superintendent, the employee may use emergency days when due to a school cancellation.

Section 4. Sick Leave:

a. Effective July 1, 2019, members shall earn sick leave at a rate of 13 days per year.

b. Employees employed after July 1 shall be allowed one and one-half (1½) days of sick leave for each month of continuous employment during the first year, but not to exceed 13 days.

Example: An employee employed on November 1 will immediately be credited with twelve (12) days of sick leave, which is one and one-half (1½) days per month for an eight (8) month period.

c. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee's absence is due to the serious illness and/or the temporary disability of the employee's spouse, adult children, grandchildren, foster children, or parent.

d. As of July 1, 2014, sick leave accumulation will be unlimited.

Note: The 2013 Legislature amended a sick leave law which will take precedence over the language in this contract as long as this law is in place. This law allows for 160 hours or 20 days of available sick leave in any 12-month period to be used for absences due to an illness of or injury to an employee's adult child, spouse, sibling, parent, grandparent, or stepparent.

Subd. 1. Sick Leave Incentive: Non-Certified Administrative Support Association members who use three or fewer sick leave days in a year (July 1 – June 30) shall receive an additional personal leave day the following year. That personal leave day must be used the following year, or the employee will lose the day. There will be no cash compensation for not using this personal leave day.

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

Section 6. Leave of Absence: An employee may be granted a leave of absence at the school board's discretion. A leave of absence, when granted, may be for educational leave, personal illness, illness or death in the family requiring one's assistance, or pregnancy. Such leave of absence shall be without compensation expense allowance from District funds. Consecutive years of service would not be interrupted due to the leave of absence in counting consecutive years of employment to qualify for a benefit.

Section 7. Personal Leave: Qualified employees shall be allowed three (3) days per year with pay, non-cumulative, for personal reasons. Unused personal days shall be reimbursed at a rate of $140/day.

Section 8. Association Leave Days: Absences or leave time will not be assessed to employees who participate in negotiations or other Association activities approved by the District's administration.

ARTICLE VII
SUPPLEMENTAL BENEFITS

Section 1. Membership Dues: The District shall pay the state and national membership dues in the designated professional organizations for the members with superintendent approval.

Section 2. Conferences, Workshops and Meetings: Members shall be allowed to attend their respective state and

national conferences as well as relevant workshops and meetings pending superintendent approval. Expenses will be paid as per District policy.

Section 3. Automobile: The District shall compensate member for business use of member's private vehicle at the federal mileage rate.

The American Indian Education Director, Food Service Director and Community Education Director shall receive $60.00 per month for travel within the District. Travel outside the district shall be reimbursed when proper documentation is submitted on district forms.

Section 4. Indemnification and Provision of Counsel: In the event that an action or claim is made against the member arising out of, or in connection with, member's employment while member is acting within the scope of member's employment with the District, the District shall indemnify and defend member to the extent permitted by law, and subject to the terms and conditions as provided by the policy of insurance in effect at the time of such claim with the relevant insurance carrier for the District, and subject to any limitations as provided in Minnesota Statute Chapter 466. Indemnification and defense of any actions or claims shall not be provided for any such actions or claims arising out of member's malfeasance, or intentional, willful or wanton acts or neglect of duties, or any actions brought against member by the District in which the District is successful.

ARTICLE VIII
PROBATIONARY PERIOD

Section 1. Probationary Period: Members shall serve a one-year (1) year probationary period from the start of employment in an Association position.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. Definition of Terms and Interpretations

Subd. 1. Grievance: A "grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms of any contract required by the P.E.L.R.A. of 1971 between Independent School District No. 94 and the authorized representative. A "grievance" relating to a policy of the school district will be carried through level three (3) of the procedure.

Subd. 2 Aggrieved: Any person or group of persons within the appropriate unit having a grievance.

Subd. 3. Administrative Supervisor: The immediate supervisor to whom the aggrieved is responsible.

Subd. 4. Grievance Committee: The committee appointed by the exclusive representative.

Subd. 5. Disposed: A settlement of a grievance, reduced to writing, to the satisfaction of both parties.

Subd. 6. Extension: Time limits specified in this procedure may be extended by mutual agreement.

Subd. 7. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 8. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 9. Filing and Postmark: The filing or serving of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

Section 2. Representative: The aggrieved or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Time Limitations and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter shall constitute a waiver of the grievance.

Section 4. Informal Discussion: In the event that an individual or group of individuals believes that there is a basis for a grievance, the alleged grievance shall first be discussed with the administrative supervisor, either privately or accompanied by a representative of the grievance committee, without having reduced the grievance to writing.

Section 5. Adjustment of Grievance: The School Board and the aggrieved shall attempt to adjust all grievances which may arise during the course of employment of any member of the exclusive representative in the following manner:

Subd. 1. Level I: The aggrieved shall file a grievance on the appropriate district form, with his/her administrative supervisor within twenty (20) working days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) working days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not disposed of in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) working days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) working days after receipt of the appeal. Within ten (10) working days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing, in the form herein provided, within five (5) working days after receipt of the decision in Level II. If a grievance is so appealed to the Clerk of the School Board, the School Board shall set a time to hear the grievance twenty (20) working days after receipt of the appeal. Within twenty (20) working days after the meeting, the School Board shall issue its decision in writing, to the parties involved. At the option of the School Board, a committee of the Board may be designated by the Board to hear the appeal at this level and to report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board, or its representative notifies the parties of its intentions within ten (10) working days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision. Such notification by the School Board automatically advances the grievance to Level III.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the aggrieved may appeal it to the next level.

Section 8. Level II Initiation: A grievance that affects a group of members of the exclusive representative, involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level II.

Section 9. Arbitration Procedures: In the event that the aggrieved and the School Board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the Office of the Superintendent within ten (10) working days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator unless such grievance has been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) working days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the PERB to appoint an arbitrator, pursuant to M.S. 179.70, Subd. 4, providing such request are made within twenty (20) working days after request for arbitration. The request shall ask the appointment to be made within thirty (30) working days after the receipt of said request. Failure to agree upon an arbitrator and the subsequent failure to request an arbitrator from the PERB within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The hearing before the arbitrator shall be a hearing *denovo.*

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) working days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A. of 1971.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript of recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript of recording, if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been

submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and organization structure, and selection, direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School Board to manage and conduct efficiently its operation within the legal limitations surrounding the financing of such operations.

Section 10. Timeline Extension: The timeline specified in this article may be extended at any step of the process by mutual agreement between the Association and the Superintendent or School Board.

ARTICLE X
DURATION

Section 1. Term and Re-Opening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025~~3~~ through June 30, 2027~~5~~, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend the Agreement, it shall give written notice of such intent no later than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the School Board and the exclusive representative representing the Association members of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. In the event the Affordable Health Care Act or some other federal or state regulation regarding insurance benefits for employees negatively affects the Non-Certified Administrative Support contract or District, the parties agree that this contract may be re-opened for negotiation.

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

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

Section 5. Notification: In the event that neither party gives notice to the other of its intention to modify or amend this Agreement at least ninety (90) calendar days prior to the expiration date, the Agreement shall automatically be extended on the same terms for another year, and similarly, from year to year thereafter with the same notification requirements each year.

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

For:
Cloquet Non-Certified Administrative Support Association

Name of Organizational Representatives:

_____
Teresa Angell, President

_____
Mary Marciniak, Secretary

_____
Adrienne Strickland, Treasurer

For:
Independent School District No. 94

Name of Organizational Representatives:

_____
Nate Sandman, School Board Chair

_____
Melissa Juntunen, School Board Clerk

_____
Dr. Michael Cary, Superintendent

ATTACHMENT A
SALARY
SCHEDULES

2023-2024*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
District Accountant	$56,306.00	$57,809.04	$59,352.20	$60,936.55	$62,563.19	$64,233.25	$65,947.90	$67,662.55
Executive Assistant	$58,132.76	$59,684.56	$61,277.78	$62,913.53	$64,592.95	$66,317.20	$68,087.47	$69,906.00
Food Service Director	$61,446.36	$63,086.61	$64,770.64	$66,499.63	$68,274.78	$70,097.31	$71,968.49	$73,889.62
Indian Ed Director	$59,547.80	$61,137.37	$62,769.38	$64,444.95	$66,165.24	$67,931.46	$69,967.68	$71,509.82
Community Ed Director	$80,665.92	$82,819.22	$85,030.84	$87,241.63	$89,509.91	$91,837.17	$94,224.94	$96,674.79

2024-2025*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
District Accountant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Executive Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Food Service Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Indian Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Community Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

*** Salary Schedule will increase by the same percentage as Education Minnesota - Cloquet for each year of the contract**

2025-2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Stipend
District Accountant	$61,281.34	$62,917.19	$64,596.71	$66,321.05	$68,091.43	$69,909.06	$71,775.22	$73,641.38	$3,265.09
Executive Assistant	$63,269.51	$64,958.43	$66,692.43	$68,472.72	$70,300.54	$72,177.15	$74,103.84	$76,083.06	$1,496.50
Food Service Director	$66,875.91	$68,661.10	$70,493.93	$72,375.70	$74,307.71	$76,291.28	$78,327.80	$80,418.69	$10,489.39
Indian Ed Director	$64,809.59	$66,539.62	$68,315.84	$70,139.46	$72,011.76	$73,934.05	$76,150.19	$77,828.60	
Community Ed Director	$87,793.76	$90,137.33	$92,544.37	$94,950.51	$97,419.22	$99,952.13	$102,550.89	$105,217.21	

2026-2027*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Stipend
District Accountant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Executive Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Food Service Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Indian Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
Community Ed Director	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	

*** Salary schedule increase by the same percentage as Education Minnesota - Cloquet for the 2026-2027 contract year**

ATTACHMENT B HEALTH INSURANCE COSTS

INSURANCE INFORMATION - NEW HIRES

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

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

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

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

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

INSURANCE INFORMATION - NEW HIRES

2025-2026 Health Ins Costs	Annual Premium	District Pays/Year	Employee Pays/Year	District Paid HRA/HSA	Annual Deductible	Annual Out of Pocket Max
500 Single	$12,699	$11,759	$940	$500* (Only HRA Available)	$500	$1,000
1,000 Family	$35,371	$20,846	$14,525		$1,000	$1,000 per person/ $2,000 per Family
$500/$1,000 Plans - On a Single plan the deductible is $500 and then 80/20 up to ab $1,000 out of pocket max. On a Family plan the deductible is $1,000 and then 80/20 up to a $2,000 out of pocket max.						
HDHP 1,650 Single	$11,442	$10,753	$688	$1,200	$1,650	$1,650
HDHP 3,300 Family	$31,868	$19,931	$11,937		$3,500	$3,500
$1,650/$3,300 HDHP Plans - This deductible is $1,650 per individual on a single plan. If the plan is a family plan, the family must pay the deductible of $3,300. Note, individuals on the family plan could account for more than $1,650 until the family $3,300 deductible is met. On this plan, once the deductible is met whether single or family, all other expenses are paid at 100%.						
HDHP 3,500 Single	$10,006	$9,605	$401	$2,100	$3,500	$3,500
HDHP 7,000 Family	$27,870	$19,037	$8,833		$7,000	$3,500 per person/ $7,000 per Family
$3,500/$7,000 HDHP Plans - This deductible is $3,500 per person/$7,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $3,500 deductible per person. If it's a family plan, the family will pay no more than the $7,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 5,000 Single	$9,149	$8,919	$230	$3,000	$5,000	$5,000
HDHP 10,000 Family	$25,591	$19,293	$6,298		$10,000	$5,000 per person/ $10,000 per Family
$5,000/$10,000 HDHP Plans - This deductible is $5,000 per person/$10,000 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $5,000 deductible per person. If it's a family plan, the family will pay no more than the $10,000 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						
HDHP 6,750 Single	$8,339	$0	$8,339		$6,750	$6,750
HDHP 13,500 Family	$23,226	$0	$23,226		$13,500	$6,750 per person/ $13,500 per Family
$6,750/$13,500 HDHP Plans - This deductible is $6,750 per person/$13,500 per family. Under this plan, no individual whether on a single or family plan, will pay more than the $6,750 deductible per person. If it's a family plan, the family will pay no more than the $13,500 deductible. On this plan, once the deductible is met, whether single or family, all other expenses are paid at 100%.						

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

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

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

	Benefit Year Start Date	
$500/$1000 Plans	September 1st	
$1650/$3300 Plans	September 1st	
$3500/$7000 Plans	September 1st	
$5000/$10000 Plans	September 1st	
$6750/$13500 Plans	September 1st	

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

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

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

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

Thanks,

PR

FORM A

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

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

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

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

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

Nathan Sandman
October 13, 2025

_____
Board Chair

Melissa Juntunen
October 13, 2025

_____
Board Clerk

FORM B

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING

FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

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

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

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

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

Nathan Sandman
October 13, 2025 _____
Board Chair

Melissa Juntunen
October 13, 2025 _____
Board Clerk

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

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

There is an opportunity for the Cloquet School District to apply for funds through the Minnesota State High School League Foundation and their Form B grants. These funds would be used for health and safety. We would use this money to help purchase replacement AED's as well as purchase replacement batteries and pads for these machines should they need it.

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

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

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

Thanks,

PR

Cloquet Educational Foundation Grant Awards

October 7, 2025

Letter	Description	Submitter	Previously Funded	Amount Requested	Amount Granted
A.	Canoemobile 2025	Matt Winbigler/Amy Hexum	New	$2,500	$2,500
B.	Title One/AIE Family Event	Jennifer Kolodge	New	$1,575	$1,575
C.	Bringing Color/Beginning & Ending	Andrea Cacek	New	$700	$1,200
D.	2026 GAPP Trip to Germany	Cara Jago	$2,550	$4,500	$3,000
E.	CMS E-Sports Team	Tom Lenarz/Mike Bushey	$3,700	$3,000	$3,000
F.	Student Council - CMS	J. Jazdzewski/V. Green	New	$3,150	$3,000
G.	All-Night Grad Party 2026	Lindsay Smith	$5,000	$5,000	$5,000
H.	Student Council - CHS	Nicole Sandman	$1,950	$3,795	$3,000
I.	CHS Outdoor Storage Bld/Shed	Paul Riess	$2,000	$2,000	$2,000
J.	Comfort & Care	Misha Alaspa/Abbi Sewell	$500	$500	$500
K.	CMS Science Research/Monarch/Insec	C. Welsh, F. Grimm	$2,000	$2,093	$2,093
L.	Band Commission - Tonya Wind Sing	K. Huseth	New	$4,000	$4,000
M.	Broadway Tickets - NYC 2026	R. Card & K. Huseth	New	$10,000	$4,200
N.	J. Midas/L. Berube	BRIDGE Fall Event	New	$1,020	$1,020
O.	Jeanna Aldridge	World Foods	New	$388	$388
P.	Joli Bilden	Odds & Ends for After Scho	New	$776	$776
Q.	Jennifer Misquadace	Incentive Rewards	New	$1,000	$750
R.	Katelyn LaPorte/Alexis Sorenson	TI84 Calculators for 8th	$2,704	$2,900	$2,900
S.	Niki Whittet	Safe & Strong Child Present	$?	$350	$350
T.	Niki Whittet	Kindness Program	$300	$650	$650
U.	Rachel Hill	Knowledge Bowl Comp	$4,680	$4,630	$4,630
V.	Rachel Hill	Spelling Bee	$415	$514	$514
W.	Nicole Milewski/Robbi Mondati	Family Literacy Nights	$500	$500	$500
Check number *869 and *879 voided					
				Total $55,541	**$47,546**

Amount Available for grants, October 7, 2025 = $53,414

MEMORANDUM

TO: **Dr. Michael Cary, Superintendent**

DATE: **September 25, 2025**

FROM: **Erin Bates, Community Education Director**

RE: **I am requesting that the Board accept the following grants and donations for the Cloquet Pep Squad to purchase uniforms and for other expenses:**

Cloquet Eagles Aerie 1163	**$500**
YAF	**$3000**
Northwoods Credit Union	**$200**
V.F.W. Hebert-Kennedy Post	**$100**

"Employment is subject to Cloquet School Board Approval"

September 15, 2025

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

Once again, we are in the planning stages of the 2026 All Night Graduation Party. This event will take place on Friday, May 22, 2026, and will continue into the morning hours of Saturday, May 23, 2025.

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

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

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

Thank you for your time and consideration!

Sincerely,

Lindsay Smith
2026 All Night Graduation Party Co-Chair

Amanda Moench
2026 All Night Graduation Party Co-Chair


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Upcoming:

- **Oct. 1—** Kindness in Chalk
- **Oct. 3 —** October Birthday Lunch
- **Oct. 8 —** Walk or Bike to School Day
- **Oct. 13 —** Indigenous Peoples' Day (school is closed)
- **Oct. 14-15 —** Fire Safety
- **Oct. 14-15 —** Safe & Strong Lessons
- **Oct. 14 —** PBIS Spirit Week: Student Choice Day—TBD
- **Oct. 14 —** PIE Meeting @ 6:30pm in the Washington Library
- **Oct. 15 —** PBIS Spirit Week: Unity Day—Wear Orange
- **Oct. 16-17 —** MEA Break (no school for students or staff)
- **Oct. 21 —** Picture Retake Day
- **Oct. 24 —** Fall Ball 6:00-8:00 pm
- **Oct. 27 —** Makoons Club begins
- **Oct. 27-28 —** Safe & Strong Lessons
- **Oct. 30 —** 4th Grade Music Program 6:30 pm

Washington News – October '25

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

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

Washington Elementary has a PAWS room—a space designed to allow children the opportunity to take a "pause" when they need to calm down, regroup or take a break. The space is available to all students. Visits to the PAWS room help students increase their self-regulation skills and improve success in the classroom and at school! We welcome our Interns, Miss E, Miss Johnson, and Miss Folkestad, who are available for PAWS breaks.

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

Attendance Matters!

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

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

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

Wild Rice Cultural Lessons






Back to School Bash!









Many thanks to PIE for organizing this amazing event, and Many thanks to all our sponsors, including:

Premier Level Sponsors:

Irving Community Association

Community Memorial Hospital

Gold Level Sponsor:

Reliable Insurance



Notes from the Office:

- **School hours** are 8:00am-2:55pm and on Wednesdays 8:00am-2:25pm. **The playground "opens" for morning recess at 7:45am. Please have your child to school in time to get to class by 8:15am. After that time students are considered late.**

- **End of Day Communications:** Reminder, PLEASE no transportation changes after 2:00pm to ensure we have time to relay changes and ensure student safety.

- **Early Pick-Ups:** If you are picking your child up early, please notify the office and teacher of the time so your child can be ready when you arrive. Please **do not come earlier than the time you communicated** as doing so creates another interruption to classrooms and learning for all students, not just your child! We are unable to change end-of-day plans based on a student's word, and must have communication directly from a guardian. Thank you.

- **When your child is ill** please call the school and let the secretaries/nurse know or leave a message on the attendance line. Messages can be left 24/7 @ 218-879-3369.

- **The Weather is changing.** Please send your children with appropriate clothes and layers so they are warm, safe, and comfortable. **Dress for the weather, and please label your child's gear/sweatshirts!**



Counselor's Corner

Welcome Back to another school year. Each year I have the opportunity to go into your child's classroom, one day out of our eight day cycle. This year will look a little different for students as we are combining each classroom with a partner classroom for lesson time. This brings some exciting opportunities for your child to collaborate with more students and also learn more about their friends in their grade level. Topics for October will be very similar to other years — listening skills and respect/empathy. October is also our Bullying Awareness/Kindness Month where we will focus on showing empathy and respect to others. Our Kindness in Chalk day is October 1st, and students will decorate our side-walks with kind messages and pictures to show our community that we show everyone kindness and respect here at Washington Elementary!

Washington is very fortunate to have resources available to all families. North Homes Children and Family Services are stationed right here at the school, and they offer CTSS (Children's Therapeutic Services & Supports) skills based sessions along with therapy. Additionally, we have a therapist through the Fond du Lac Human Services Center serving students. We also have our Family School Support Worker, Mrs. Peterson, through the county, and she is available to work directly with families who may need any additional support throughout the year.

We are very lucky to have our Backpack Program, through Second Harvest Northland. Each Friday, students may receive a bag of non-perishable food items to help them through the weekend. We have resources to purchase warm clothing for students during the cold months as well.

Please feel free to contact me any time throughout the school year if your child or family is interested in learning more about these resources and supports.

~Mrs. Sewell 218-879-3369 X5074 asewell@isd94.org