

Carlton-Wrenshall Consolidated Board Meeting

Tuesday, June 9, 2026 6:00 PM

Wrenshall School Music Room, 207 Pioneer Drive, Wrenshall, MN 55797

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Adoption of Agenda

V. Regular Business

V.A. Approval of Minutes

V.B. Accept Business Office Report

V.C. Approval of Consent Agenda

VI. Informational Items

VI.A. Q Comp Report

VI.B. Superintendent Report

VI.C. Building Transition Update

VI.D. Curriculum Update

VI.E. Carlton High School Building Decommission

VI.F. College in the Schools

VI.G. Board Director or Committee Reports

VI.H. FTE/Class List Assignments

VI.I. Alumni Committee

VII. Action Items

VII.A. Acceptance of Donations

VII.B. Hiring Requests

VII.C. Approve Fiscal Year 27 Budget

VII.D. ARRC Service Contract FY27

VII.E. Authorize Immediate Access to Consolidated Employee and Student Records as Needed for Human Resources and Financial Need Paperwork.

VII.F. Authorize Stacy Godbout Nurse Duties Regarding Consolidated District Student Data

VII.G. Promote Me Agreement

VIII. **Future Meetings**

IX. **Adjournment**

Carlton-Wrenshall Consolidated Board Meeting

June 9, 2026 * 6:00 pm * 5:30 pm – Open Forum * Wrenshall Music Room

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Regular Business
 - a. Approval of Minutes
 - b. Accept Business Office Report
 - c. Approval of Consent Agenda
6. Informational Items
 - a. Q Comp Report
 - b. Superintendent Report
 - c. Building Transition Update
 - d. Curriculum Update
 - e. Carlton HS Building Decommission
 - f. College in the Schools
 - g. Board Director / Committee Reports
 - h. FTE/Class List Assignments
 - i. Alumni Committee
7. Action Items
 - a. Acceptance of Donations
 - b. Hiring Requests
 - c. Approve Fiscal Year 27 Budget
 - d. ARCC Service Contract FY27
 - e. Authorize Immediate Access to Consolidated Employee and Student Records as Needed for HR and Financial Need Paperwork
 - f. Authorize Stacy Godbout Nurse Duties - Consolidated Student Data
8. Future Meetings
9. Adjournment

Carlton-Wrenshall Consolidated Board
Meeting
Tuesday, May 26, 2026 7:00 PM Central

Wrenshall School Music Room
207 Pioneer Drive
Wrenshall, MN 55797

1. Call to Order

Meeting called to order at 7:00pm by Chairperson Eric Ankrum.

2. Pledge of Allegiance

3. Roll Call

Members present: Sam Ojibway, Ashley Laveau, Jon Beck, Eric Ankrum, Mary Carlson, Laura Nilsen, Ryan Leonzal.

4. Adoption of Agenda

Motion by Mary Carlson. Second by Jon Beck. Unanimous approval.

5. Regular Business

5.a. Approval of Minutes

No minutes to approve.

5.b. Accept Business Office Report

5.c. Approval of Consent Agenda

Motion by Larua Nilsen. Second by Mary Carlson. Unanimous approval.

6. Informational Items

6.a. Building Transition Update

Superintendent Schill, Ryan Leonzal, Eric Ankrum, and Jon Beck provided building transition update.

6.b. Curriculum Update

Superintendent Schill discussed curriculum updates.

6.c. Call for Boxes/Moving Materials

Mary Carlson updated board members on progress.

6.d. Carlton High School Building Decommission

Laura Nilsen reported progress with the city and county on the decommissioning of the high school building.

6.e. College in the Schools

Superintendent Schill and Laura Nilsen reported on College in the Schools offerings and opportunities.

6.f. Board Director or Committee Reports

No reports given.

6.g. Fine Arts Offerings for 2026-2027

Superintendent Schill reported that Art, Band & Choir and Muliti Media would be a few of the elective courses offered at the high school level.

6.h. Fiscal Year 27 Budget Update

Beth Peterson provided budget update for fiscal year 27 to the board.

6.i. Communications

Board discussion relating to new branding for the consolidated school district.

6.j. FTE/Class List Assignments

Superintendent Schill discussed teaching assignments for the upcoming school year.

6.k. School Supply List

School supply list should be communicated to parents by July 1, 2026.

7. Action Items

7.a. Acceptance of Donations

No donations.

7.b. Gym Floor Contract

Board discussion occurred. Decision to scale down the project to include floor and end mats, and curtains.

Motion by Mary Carlson. Second by Ryan Leonzal to table the agenda item. Unanimous approval.

7.c. New School Names

Mary Carlson, Laura Nilsen, Ryan Leonzal reported popularity of several names when community was polled for school names.

It was recommended to rename the South Terrace elementary building to Otter Creek Elementary and rename the Wrenshall school building to Silver Creek Secondary. Both names have geographic relevance.

Motion by Laura Nilsen, second by Mary Carlson to approve new school names. Unanimous approval.

7.d. Promote Me Contract

Board discussion on utilizing Promote Me for continued services. Motion by Mary Carlson. Second by Sam Ojibway to approve initial website development. Unanimous approval.

7.e. Hiring Requests

Motion by Ashley Laveau. Second by Mary Carlson to approve hiring requests. Unanimous approval.

8. Future Meetings

Future consolidated school board meeting set for June 9, 2026 at 6:00pm. Public comment at 5:30pm.

9. Adjournment

Motion by Ryan Leonzal. Second by Mary Carlson to adjourn.

Meeting Adjourned at 9:07pm

Carlton-Wrenshall Organizational
Meeting (Consolidated)
Tuesday, May 26, 2026 6:00 PM Central

Wrenshall School Music Room
207 Pioneer Drive
Wrenshall, MN 55797

1. Call to Order

Meeting called to order by chairperson Mary Carlson at 6:00pm.

2. Administer Oath of Office

Members recited the Oath of Office.

3. Roll Call

Members present: Ryan Leonzal, Mary Carlson, Laura Nilsen, Eric Ankrum, Jon Beck, Ashley Laveau, Sam Ojibway.

4. Adoption of Agenda

Motion by Laura Nilsen, second by Ryan Leonzal to adopt the agenda as presented.

Unanimous approval.

5. Election of Officers for 2026

5.a. Election of Chairperson

Board Chair Carlson called for nominations for board chair. Ryan Leonzal nominated Eric Ankrum as chair. No other nominations.

5.b. Election of Vice-Chairperson

Chairperson Erik Akrum called for nominations for vice-chair. Mary Carlson nominated Laura Nilsen for vice-chair. No other nominations

5.c. Election of Clerk

Chairperson Erik Akrum called for nominations for the Clerk. Ashley Laveau nominated Ryan Leonzal for Clerk. No other nominations

5.d. Election of Treasurer

Chairperson Erik Akrum called for nominations for Treasurer. Laura Nilsen nominated Jon Beck for Treasurer. No other nominations

6. Action Items

6.a. Designate Depositories of Funds

Laura Nilsen motion to approve. Second by Mary Carlson. Unanimous approval.

6.b. Authorize Electronic Fund Transfers

Ruan Leonzal motion to approve. Second by Laura Nilsen. Unanimous approval.

6.c. Designate Official Newspaper

Motion by Ryan Leonzal. Second by Mary Carlson. Unanimous approval.

6.d. Designate Legal Representation

Mary Carlson motion to approve. Second by Ashley Laveau. Unanimous approval.

6.e. Set Board Director Compensation

Motion by Ryan Leonzal to set board member compensation at \$500 from July 1, 2026 to December 31, 2026. Second by Ashley Laveau. Unanimous approval.

6.f. Set Mileage Reimbursement Rate For Official Business

Motion by Mary Carlson. Second by Ryan Leonzal. Unanimous approval.

6.g. Set Meeting Recording Guidelines

Motion by Ryan Leonzal. Second by Ashley Laveau. Unanimous approval.

7. Set Annual Meeting Calendar

Motion by Mary Carlson. Second by Laura Nilsen. Unanimous approval.

8. Appoint Standing Board Committees

Leadership will meet to update committees.

9. Board Discussion

No board discussion.

10. Adjournment

Motion to adjourn by Ashley Laveau. Second by Jon Beck.

Meeting adjourned at 6:37pm



June 9, 2026

Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

Appointments:

Changes of Assignment:

At-Will Agreements:

Leaves of Absence:

- Delaney Knudson, Family and Medical Leave (FMLA) and Minnesota Paid Leave, effective 9/1/2026-11/30/2026.
- Ina-Marie Crandall, Family and Medical Leave (FMLA) and Minnesota Paid Leave, effective approximately 8/14/2026-10/9/2026.

Resignations:

Carlton-Wrenshall

Teacher Development and Evaluation (TDE)

Q Comp





Agenda



TDE and Q Comp

- Background of Law
- Differences & Similarities of TDE and Q Comp

Our Model

- PLCs
- Administrative Evaluations
- Peer Observations/
Peer Coaching
- Mentoring
- SMART Goals



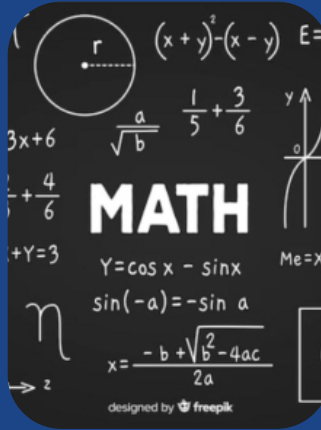
Introductions



QUALITY OVERSIGHT COMMITTEE



MOLLY KIDD



JAIME WOLFE



**THERESA
VERMEERSCH**



Q Comp and TDE Background

2005: Q Comp Established

2011: TDE Legal Mandate Passed

2014: School Districts Required to Have Implemented TDE

2023: Legal Mandate Passed Requiring Local TDE Models to Include Rubrics and Performance Standards That Are Culturally Responsive

2025: Districts Required to Implement Culturally Responsive Models

Q Comp vs. TDE



Similarities

Both require:

- administrative evaluations
- peer reviews such as PLCs, classroom observations by trained leaders, and Individual Growth and Development Plans
- student growth makes up at least 35% of the evaluation
- teaching rubrics to include culturally responsive methodologies
- the district and the local teachers' union to collaboratively develop and implement the plans

Q Comp vs. TDE



Differences

- TDE is mandatory and Q Comp is voluntary
- TDE is an unfunded mandate and Q Comp is funded
- Q Comp requires districts time in the contract day for Q Comp purposes, and TDE does not
- Q Comp pays for teachers to be teacher leaders such as the Quality Oversight Committee, Data Analyst, PLC Leaders/Peer Coaches, and Mentors



Purpose of PLCs

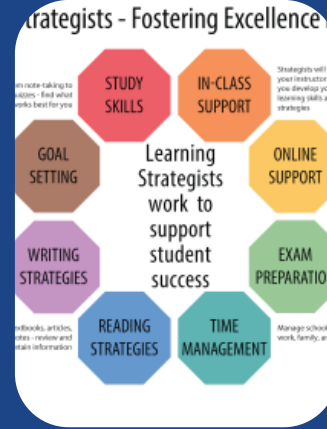
Professional Learning Communities



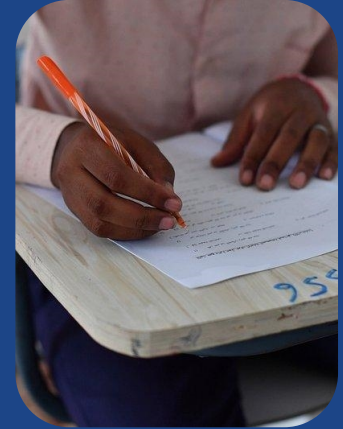
**Create a
Collaborative Culture
With Teacher
Professionals**



**Align
Curriculum
to State
Standards**



**Research
Evidence-Based
Instructional
Strategies**



**Use Student
Achievement
Data to Guide
Instruction**

Administrative Evaluations

All Teachers

- At least 35% of the evaluation must be on student growth data
- Scored on a rubric
- Teachers will complete a pre- and post-reflection
- Teachers should conference with administrator



Administrative Evaluations

Probationary Teachers

- Must have three per year
- First one must be in the first 90 days
- Average score must be 2-3 (Basic to Proficient)

Continuing Contract Teachers

- Formal evaluation every three years
- Average score must be 3-4 (Proficient to Distinguished)





Peer Observations



All Teachers

- Observations performed by *trained* teacher leaders
 - Inter-rater Reliability Training
 - Bias Training
- Each teacher is observed twice per year
- Teachers will complete and pre- and post-reflection and conference with their observer
- Does *not* count as a formal evaluation



Mentoring



For All Probationary Teachers

Mentors:

- Provide informal feedback without judgement
- Guide the new teacher to reflect on their practices
- Help boost confidence of the new teacher by introducing them to routines and practices in the building
- Help the new teacher avoid burnout



SMART Goals



Individual Growth and Development Plan (IGDP)

- Focused on the improvement of the adult

Student Learning Goal (SLG)

- A measurable, long-term academic growth target
- Demonstrates a teacher's impact on student learning
- Based upon baseline data gathered at the beginning of the course



SMART Goals



Schoolwide Goals 2025-2026

Elementary Goal

Wrenshall School will raise the median NWEA MAP Math percentile for all students in grades K-6 from the 47th percentile in fall 2025 to the 49th percentile in spring 2026.

High School Goal

Wrenshall School will raise the median NWEA MAP Math percentile for all students in grades 7-10 from the 55th percentile in fall 2025 to the 57th percentile in spring 2026.



Fall to Spring Comparison



School	Fall Median Percentile	Spring Median Percentile
Elementary	47	54
Secondary	55	54
District	49	54

We expect the median percentiles to be at or near the 50th percentile in both the fall and spring. We expect the median percentile to hold steady, so when the median percentile increases, it means that students grew more than expected over the school year. Overall, the district is **at or slightly above** national norms.



Elementary

Goal Met!



Grade	Fall Median Percentile	Spring Median Percentile
K	49	48
1	37	52
2	50	60
3	40	57
4	50	50
5	45	44
6	62	62
All Elementary	47	54

The median percentile increased in 3 of 7 grades and held steady in the other grades.



High School

Goal Fell Short



Grade	Fall Median Percentile	Spring Median Percentile
7	61	61
8	64	57
9	39	43
10	61	60
All Secondary	55	54

Administering the MAP assessment in the high school this spring was challenging due to students not having buy in, student athletic absences, and timing. The median percentile held steady in the high school (which is typical).

Carlton-Wrenshall



Why Q Comp?

In many districts, Q-Comp acts as a funded enhancement of the required TDE system, using the same framework to meet both laws simultaneously.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

HIGH SCHOOL ELA TEACHER

CARLTON-WRENSHALL SCHOOL DISTRICT

Carlton-Wrenshall School District has an opening for a 1.0 FTE High School English Teacher for the 2026-2027 school year. We are seeking a passionate and dedicated educator who holds a current English/Language Arts teaching license through PELSB and is committed to fostering strong literacy skills, critical thinking, and a love of language arts in all students.

Salary: The salary for this position will be in accordance with the salary schedule in the Education Minnesota-Wrenshall Teacher's Master Agreement.

How to Apply: Interested candidates should send a letter of interest, resume, copies of college transcripts and current licensure, as well as three letters of recommendation to:
rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

SECONDARY SCIENCE TEACHER

Carlton-Wrenshall School District has an opening for a 1.0 FTE Secondary Science Teacher for the 2026-2027 school year.

We are seeking an energetic educator who can inspire curiosity, encourage hands-on learning, and foster a love of science in students.

The ideal candidate will:

- Use a variety of instructional strategies to create an engaging classroom environment where students are encouraged to explore, problem solve, and grow as learners.
- Collaborate with colleagues to support student success.

Requires valid Minnesota teaching license in science. Extra-curricular opportunities available throughout the school year. Interested candidates should send a letter of interest, resume, copies of college transcripts and current licensure, as well as three letters of recommendation to: rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

MIDDLE SCHOOL/HIGH SCHOOL BAND TEACHER

Carlton-Wrenshall School District is seeking a Middle School/High School Band Teacher for one hour per school day for the 2026-2027 school year. Must possess Instrumental Music and General Music MN licensure. The ideal applicant will be a team player, well organized, a strong communicator, and a skilled musician.

Extra-curricular opportunities available throughout the school year.

Qualified applicants may send a letter of interest, resume, three letters of recommendation, teaching license, and transcripts to: rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

LONG TERM SUBSTITUTE SPECIAL EDUCATION TEACHER

The Carlton-Wrenshall School District has a 1.0 FTE Long Term Substitute Special Education Teacher position available for the 2026-2027 school year from August 31, 2026, through November 29, 2026. This position requires a valid MN teaching license in Learning Disabilities (LD) or Academic Behavior Strategist (ABS) or other cross categorical special education teaching license.

Salary: The salary for this position will be in accordance with the salary schedule in the Education Minnesota-Wrenshall Teacher's Master Agreement.

How to Apply: Interested candidates should send a letter of interest, resume, copies of college transcripts and current licensure, as well as three letters of recommendation to:
rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

K-12 GUIDANCE COUNSELOR

The Carlton-Wrenshall School District, located near Minnesota's Jay Cooke State Park, seeks a K-12 GUIDANCE COUNSELOR beginning School Year 2026-2027. This is a 1.0 FTE position in a K-12 school environment.

The K-12 School Counselor supports the academic, social, emotional, and career exploration needs of the student body.

- Reports to: Superintendent and Principal of Carlton-Wrenshall School
- Budget: Guidance Office
- Clientele: District students, teachers, administration, and others

Work Environment:

A K-12 school counselor works in a dynamic, student-focused environment that is both rewarding and demanding. Their days involve a mix of individual counseling, small group sessions, and classroom lessons while also responding to unexpected crises or student needs. They collaborate closely with teachers, administrators, families, and outside resources to support students' academic, social, emotional, and career development. The work is fast paced with frequent interruptions, requiring flexibility, empathy, and strong organizational skills. While the role can be emotionally challenging, it is deeply meaningful in helping students succeed and thrive.

Principle responsibilities, tasks, and performance indicators:

- Day-to-day K-12 student support and short term counseling.
- Works collaboratively with the principal, MARSS Coordinator and the K-12 scheduling process.
- Completes scheduling for all 7-12 grade levels.
- Coordinates student needs with the Carlton County Family School Support Worker.
- Participates in attendance monitoring protocols.
- Coordinates and facilitates Social-Emotional Learning programming for K-6 using the *Second Step* Curriculum.
- Coordinates and analyzes the ACT and ASVAB assessments.
- *Minnesota Career Information System* (MCIS) trained and able to assist students on post-secondary options.
- Works with students to explore and pursue scholarship options.
- Attend weekly K-12 CST and SST meetings as planned.
- Attend all district faculty meetings.
- Attend IEP meetings as directed.
- Arranges and attends area college and career fairs with secondary students.
- Military and post-secondary education contact person.
- Coordinates and presents at the Senior Awards Ceremony, as well as participates in the graduation ceremony.
- Coordinates referrals for student mental health needs; school linked mental health advocate.
- Assesses student preparedness for College in the Schools (CIS), Honors Online, and On-Campus PSEO programming.

- Referrals to credit recovery programs as needed for students.
- Calculates and communicates credit counts for secondary students.
- Actively participate in Professional Learning Communities (PLCs) by collaborating with colleagues to analyze student data, share best practices, and develop strategies that support academic achievement, social-emotional growth, and overall student success.
- Other duties as assigned by the superintendent.

Work Day:

Duty Hours: 7:30-8:00 a.m. start / 3:30-4:00 p.m. end, 30 minute duty free lunch.

Salary and Benefits:

Per Teachers Master Agreement

To Apply:

Please send letter of interest, resume, copies of college transcripts, current licensure, along with three letters of recommendation to rbradley@isd100.org **or** send to:

Attn:

Rosy Bradley, District Office

ISD 100 Wrenshall District

207 Pioneer Drive

Wrenshall, MN 55797

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

CARLTON-WRENSHALL SCHOOL VAN DRIVERS

The Carlton-Wrenshall School District is seeking van drivers for Monday through Friday school day morning routes and afternoon routes for the upcoming 2026-2027 school year.

Salary: Per the AFSCME Contract the Special Education run (Type III Vehicle) shall be paid at the rate of \$0.94 per mile.

Applicants must have a Valid Class D license. They must pass a background check, drug screening, and DOT Physical.

How to Apply: An employment application may be found on our school website www.isd100.org and can be submitted to: rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

CARLTON-WRENSHALL SCHOOL BUS DRIVERS

The Carlton-Wrenshall School District has bus driver openings beginning in school year 2026-2027. This is an AFSCME union position paying \$30.54/hr and is 3 hrs/day (1.5 hour AM route and 1.5 hour PM route).

There is also an opportunity for extracurricular trips at \$20.00/hour.

Drivers are required to obtain a Class B License with School Bus Endorsement and must pass a background check, drug screening, and DOT physical.

An employment application may be found on our school website www.isd100.org and can be submitted to: rbradley@isd100.org.

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

SPECIAL EDUCATION PARAPROFESSIONAL

The Carlton-Wrenshall School district has an opening for a Special Education Paraprofessional.

Position Purpose: Special education paraprofessionals assist students with special needs under the direction of a certified teacher. Paraprofessionals generally work in an inclusionary setting (i.e. least restrictive environment).

The special education paraprofessional assists the classroom teacher in general daily classroom activities, helps special needs students, and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.

Job Qualifications:

- High School Diploma required
- A minimum of an associate's degree or at least 60 semester credits (90 quarter credits) from an accredited college and demonstrate competency to assist in reading, writing and math OR a passing score on the ParaPro Assessment (Minnesota set the passing score at 460 or above).

Essential Duties (included but not limited to):

1. Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers.
2. Working with students who may be aggressive or disruptive in class
3. Personal care when needed
4. Consultation and collaboration with Special Education and Regular Education Teachers as well as related service staff
5. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
6. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
7. Work with other professionals, such as speech therapists, social workers, occupational and physical therapists.
8. Assist classroom teachers with maintaining student records.
9. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
10. Any additional duties as may be assigned per the school district Superintendent.

Salary: This is a full time 9-month Class 5 position in the Education Minnesota-Wrenshall (SSP) contract starting at \$17.40 / hour.

Schedule: 7 hours per day on student contact days from 7:45 a.m. to 3:15 p.m.

How to Apply: Interested candidates should send a letter of interest and resume to: rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

HEAD GIRLS VOLLEYBALL COACH - CARLTON-WRENSHALL RAPTORS

Between newly consolidated Carlton-Wrenshall School District

Job Type: Part-Time/Stipend Position

Reports To: Athletic Director

Application Deadline: June 9, 2026

Position Summary

The Carlton-Wrenshall School District is seeking a highly motivated, experienced, and dedicated Head Girls Volleyball Coach. The Head Coach will be responsible for leading all aspects of the Raptors girls volleyball program, fostering a positive and competitive environment, and developing student-athletes both on and off the court. This individual will embody the cooperative spirit of the two districts, promoting teamwork, sportsmanship, and academic excellence.

Key Responsibilities

- **Program Leadership:**
 - Oversee and manage all aspects of the high school girls volleyball program, including varsity, junior varsity, and C-squad levels (as applicable).
 - Develop and implement a comprehensive coaching philosophy and system that aligns with district values.
 - Establish clear goals and expectations for the program, coaches, and student-athletes.
 - Coordinate practice schedules, game plans, and team travel.
 - Ensure compliance with all Minnesota State High School League (MSHSL) rules and regulations, as well as district policies.
- **Coaching & Player Development:**
 - Design and execute effective practice sessions focused on fundamental skills (serving, passing, setting, hitting, blocking, digging), strategy (offense, defense, rotation), physical conditioning, and teamwork.
 - Provide expert instruction in volleyball techniques and tactics.
 - Identify and develop the individual talents and abilities of each student-athlete.
 - Foster a positive team culture emphasizing respect, discipline, accountability, and sportsmanship.
 - Prioritize student-athlete safety and well-being, including injury prevention and proper concussion protocols.
- **Staff Management:**
 - Recruit, select, and mentor assistant coaches, clearly defining their roles and responsibilities.
 - Provide ongoing training, support, and evaluation for coaching staff.
 - Promote a collaborative and professional coaching environment.

- **Communication & Community Engagement:**
 - Maintain open and effective communication with student-athletes, parents, assistant coaches, athletic directors, school administration, and faculty.
 - Act as a positive ambassador for the Raptors girls volleyball program within district communities and the wider public.
 - Organize and participate in parent meetings, booster club activities, and fundraising efforts.
 - Promote academic achievement and good citizenship among student-athletes.
- **Administrative Duties:**
 - Manage equipment inventory (e.g., balls, nets, uniforms), maintenance, and ordering within budget constraints.
 - Assist athletic directors with scheduling, eligibility verification, and record-keeping.
 - Attend all required MSHSL, conference, and district meetings.

Qualifications

- **Education:** Bachelor's degree preferred.
- **Experience:**
 - Previous experience as a head girls volleyball coach at the high school level is highly preferred.
 - Significant experience as an assistant girls volleyball coach or collegiate player will be considered.
 - Demonstrated experience in player development, program building, and staff management.
- **Certifications/Knowledge:**
 - Valid coaching certification as required by MSHSL.
 - Current certification in First Aid, CPR, and AED.
 - Knowledge of MSHSL rules and regulations pertaining to volleyball.
 - Successful completion of concussion protocol training (e.g., NFHS).
- **Skills & Abilities:**
 - Strong leadership, organizational, and communication skills.
 - Ability to motivate and inspire student-athletes from diverse backgrounds.
 - Commitment to fostering academic success and character development.
 - Ability to work collaboratively with staff, parents, and community members.
 - Strong understanding of volleyball strategy, game management, and player safety.
 - Ability to maintain composure and professionalism under pressure.
- **Background Check:** Successful completion of a criminal background check is required.

Application Process

Interested candidates should submit the following:

1. Letter of Interest
2. Current Resume
3. Three (3) Professional References (contact information required)

Coaches who have previously coached for the Raptors Sports Cooperative may submit just a letter of interest.

Please send application materials to: Rosy Bradley - rbradley@isd100.org

Carlton-Wrenshall School District is an Equal Opportunity Employer.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

ASSISTANT FOOTBALL COACH – RAPTORS ATHLETICS

Carlton-Wrenshall School District

Job Type: Part-time/Stipend Position

Reports to: Athletic Director and Head Varsity Football Coach

Application Deadline: June 9, 2026

The Carlton-Wrenshall School District is seeking a motivated and experienced Assistant Football Coach. The Assistant Coach is responsible for assisting the head coach with the Raptors Football program, fostering a positive and competitive environment, and developing student-athletes both on and off the field. This individual will promote teamwork, sportsmanship, and academic excellence. Current certification in First Aid, CPR, completion of concussion protocol training and AED as well as knowledge of MSHSL rules and regulations. Ability to maintain composure and professionalism under pressure. Successful completion of criminal background check is required.

Interested candidates should submit a letter of interest, current resume, and three professional references with contact information to: rbradley@isd100.org

Carlton-Wrenshall School District is an Equal Opportunity Employer.

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

CROSS COUNTRY ASSISTANT COACH

Carlton-Wrenshall School District has an opening for a dedicated and experienced cross country assistant coach specializing in the instruction and development of high school athletes while promoting teamwork, sportsmanship, and academic excellence.

- Proven ability to teach proper training technique, build strength and endurance for performance and injury prevention, and foster competitive mindsets.
- Focused on safe progression, application of appropriate training theory, and helping athletes achieve personal bests and postseason success.
- Passionate about mentoring students both on and off the course, with a track record of developing beginners into competitive team members in compliance with MSHSL rules and regulations.
- Assist with varsity coaching; reports to Raptors cross country varsity coach and the athletic director.
- Assist with meet entries, eligibility verification, and record-keeping.
- Maintain open communication with student athletes and their families.

Send letter of interest, resume, and three letters of recommendation to Rosy Bradley:
rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

JUNIOR HIGH FOOTBALL COACH

Carlton-Wrenshall School District has an opening for a dedicated and experienced junior high football coach specializing in the instruction and development of high school athletes while promoting teamwork, sportsmanship, and academic excellence.

- Proven ability to teach proper technique, build strength and explosiveness, and foster competitive mindsets.
- Focused on safety, skill progression, and helping athletes achieve personal bests and postseason success.
- Passionate about mentoring students both on and off the field, with a track record of developing beginners into competitive team members in compliance with MSHSL rules and regulations.
- Assist with varsity coaching; reports to varsity football coach and the athletic director.
- Assist with game commitments, eligibility verification, and record-keeping.
- Maintain open communication with student athletes and their families.

Send letter of interest, resume, and three letters of recommendation to Rosy Bradley:
rbradley@isd100.org

Position is open until filled.



CARLTON-WRENSHALL SCHOOL DISTRICT **JOB POSTING**

JV GIRLS' BASKETBALL COACH

Carlton-Wrenshall School District has an opening for a dedicated and experienced junior varsity girls' basketball coach specializing in the instruction and development of athletes while promoting teamwork, sportsmanship, and academic excellence.

- Proven ability to teach proper technique, build strength and explosiveness, and foster competitive mindsets.
- Focused on safety, skill progression, and helping athletes achieve their personal best.
- Passionate about mentoring students both on and off the court, with a track record of developing beginners into competitive team members in compliance with MSHSL rules and regulations.
- Assist with varsity coaching; reports to Raptors varsity girls' basketball coach and the athletic director.
- Assist with game commitments, eligibility verification, and record-keeping.
- Maintain open communication with student athletes and their families.

Send letter of interest, resume, and three letters of recommendation to Rosy Bradley:
rbradley@isd100.org

Position is open until filled.

Carlton-Wrenshall Cabinet Meeting Agenda for June 16, 2026 - Carlton @ 10:00 AM

Future Cabinet Mtgs. will take place each Tuesday of the week at 10:00 AM at alternate sites

1. Welcome Cabinet Members
2. Collaborate on calendar updates/notices
3. Admin. Assistant updates - Ina, Josey, Rosey, Danielle (dismiss when needed)
4. Community Ed. - Daisy
5. Transportation - Kirk
 - Summer routes & Merritt Creek
6. Nursing Services - Stacie
 - Access to records
7. Food Service - Renae
 - July bids
8. Finance, Budget, and Business Office - Beth
9. Buildings and Grounds - Scott & Josiah
10. Secondary level updates - Warren & Michelle
 - Vacancies, postings, hires
11. Elementary level updates - Kari
 - Elem. Spec. Staffing & Schedules
12. District level updates - Mark & Frank
 - Consolidation and transition updates
 - FTEs, contracts, unions
 - Cooperative sports and partnerships
 - Statute "Closing a School Building" June 15th Resolution
 - School board updates
 - AIE staff and Liaison
 - PO Box and timeline
 - Comm. Ed. Newsletter
 - Questions
13. Other ?

10:00 AM Consolidated Cabinet Meeting Schedule

- June 16th @ Carlton
- June 23rd @ Wrenshall

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Adopted: December 10, 2024

ISD 100 Wrenshall Policy 902.1

Reviewed: April 2025

902.1 Community Use of School Facilities

The Wrenshall Board of Education believes that the public schools are owned and operated by and for their patrons, and that the schools become an integral part of the community in terms of the community's intellectual, social expression and development. To this end, the Wrenshall Board of Education encourages the public use of school facilities.

Authorization for the use of school facilities shall not be considered as an endorsement or approval of the activity group or organization nor the purposes they represent.

The following rules must be observed during any use of school facilities and the group leader will be held responsible for compliance. Students must be supervised at all times. Adults, children and students must always follow all school rules.

1. There will be a penalty determined by the Community Education Coordinator and the Superintendent for groups/individuals using the school facilities without having obtained a Facility Use Contract.
2. Use Permits will be issued only for the dates, hours, areas and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
3. All activities must be under competent adult supervision with the organization using the facilities assuming full responsibility to include (but not limited to) paying for any damage to equipment or facilities. Supervision must be in place before any participants arrive and until all participants have left the facilities.
4. Groups will provide responsible supervision of the entrance area of the building for their activities at the beginning and end of all scheduled events. At the conclusion of the event, the group is responsible for making sure the building is secure. Groups will be charged a fee to be determined by the Community Education Coordinator if the building is left unsecure.
5. Permit users and participants are not allowed to access other areas of the building. Failure to comply with this will result in the group being charged for any additional spaces that were used.
6. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to the school district and sent to the Community Education office upon receipt of the invoice. Custodial overtime will be added when necessary (this includes groups that fall in Categories I and II).
7. The use of tobacco in any form is prohibited in school district facilities and grounds.
8. Possession or consumption of intoxicating beverages, THC or illegal drugs in any form in or on school premises is prohibited.
9. Disorderly conduct is prohibited and punishable by ejection from school premises.
10. Food and drink may not be used in classrooms, gyms or the library without written permission from the Community Education Coordinator. Food and beverage will be allowed in the gym for fans that purchase their beverage from the concession stand. Water is exempt from rule.
11. Buildings must be vacated by the time indicated on the permit or additional charges may be assessed.
12. All legal ordinances pertaining to public assemblies must be adhered to and will be

enforced.

13. Rooms and areas used must be left in an orderly fashion. Please clean up after the events. Close all windows, place garbage cans in the hall, turn off lights and close all doors. All equipment must be returned to its original location.
14. The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$500,000 combined single limit coverage.
15. Groups or individuals that do not follow this policy may face sanctions which could include, but is not limited to, loss of privileges to use the facility, fines, and student discipline outlined to the Student Handbook.
16. The signing party must familiarize themselves with the Wrenshall Crisis plan and be ready to enact it during their event. A copy of the plan will be provided by the school district.

The Community Education Coordinator, Principal and or/Superintendent may cancel a permit effective immediately if, in his or her judgment, a continuation would be potentially harmful and/or dangerous because the program and/or its participants' actions are not following the rules set forth in this policy.

General Guidelines

- The building is open for use from 6:00 a.m. to 9 p.m.
- The building is not open for facility use on any holiday recognized by the district or days adjacent to holidays should the request provide scheduling issues for the custodial department.
- Facility requests for youth sports organizations will run through one contact person who works on behalf of the entire youth organization. The person organizing the event will disperse the information in this policy to the entire organization.
- No activities will be scheduled in the cafeteria, library and commons with flying objects. No sports utilizing balls will be permitted in these areas.
- No activities will be scheduled in the gym using bats, clubs or sticks. Absolutely no batting may take place inside the building.
- All requests for facility use must be made at least 72 hours prior to the event.
- Categories III and IV must pay a \$25 processing fee for each facility use request.
- A \$10 fee will be charged to any permit holder that is changed after it has been processed by the Community Education Coordinator.
- Payment for the event must be received at least one business day prior to the start of the event. Failure to pay will result in the cancellation of the permit.

Fee Guidelines

The following categories indicate priority for building use and which organizations will be required to pay for building use.

Category I

All regular Pre-K through grade 12 school activities and extracurricular activities such as musical events, athletic events (that are listed in the Wrenshall/Carlton Raptors Cooperative Agreement or under MSHSL), sports practices, staff meetings, school activities, board meetings, parent advisory meetings, staff development, special hearings, administrative meetings, community education programs and PIE.

Category I is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category II

Tax supported public agencies operating within District 100 that are non-fee based. This would include public hearings, candidate forums for the school board, police and fire departments and non-fee based recreational activities. Boy Scouts, Girl Scouts and Raptors Elementary Basketball are included in this category. Category II groups will be scheduled after Category I groups have been scheduled.

Category II is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category III

Youth sports organizations not listed in Categories I and II which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility. Category III permits must be scheduled by one representative from the youth sports organization. Requests for facility use will be considered after all Priority I and Priority II groups are scheduled. The district is not obliged to meet all requests from this category.

Category III events will pay fees according to All category III events must have an event manager onsite that is paid for by the organization renting the space.

Category III will pay fees listed on the following pages.

Category IV

All other groups, businesses and private events. Requests for facility use will be considered after all Priority I, Priority II and Priority III groups are scheduled.

Category IV will pay fees listed on the following pages.

Facility Rental Fee Schedule

Categories I and II do not pay according to this schedule, but may be required to pay staff overtime, event manager fees or fees determined by the Community Education Coordinator at the time the Facility Use Contract is signed.

Wrenshall Facility Use Fees

Facility	Hourly Fee	Daily Fee (8 Hours)	Additional Requirements
Family and Consumer Science Room	\$30	\$120	
Library	\$50	\$200	The use of computers is not included in the rental.
Cafeteria	\$50	\$200	

Multi-Purpose Room	\$50	\$200	
Main Gym	\$70	\$280	The scoreboard and sound system may be used by the organization so long as it is used by someone trained in using the system. If the school must provide a person to run these systems, additional fees will be assessed.
Commons	\$50	\$200	
Kitchen	\$40	\$160	Must have a district kitchen staff member present. Paid for by the organization.
Football Field	\$40	\$280	

Event Manager

The district reserves the right to hire an event supervisor for any of the priority groups. The Event Manager will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Security

The district reserves the right to hire event security for any of the categories. The security will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Miscellaneous

- Setup and/or takedown fees will be charged if custodial or other staff is required to set up equipment within the facility for the permit holder. Setup services will be a minimum charge of \$25. Setup and/or takedown fees are in addition to custodial services.
- Event rates will be put on the facility use agreement and all additional charges (including, but not limited to, Event Manager, security and setup/teardown fees) will be listed on the contract prior to signing.
- Additional charges may be levied for any damage to the building or equipment after the event.
- Wrenshall does not rent or borrow its tables or chairs for events off school grounds.

Schedule Conflicts

- It is imperative that all coaches and advisors be aware of the importance of scheduling school facilities through the Community Education Coordinator. School personnel who reserve space should make every effort to use the facility as requested or notify the district that the event has been canceled. Failure to follow these guidelines may result in the denial of future requests.
- The activity venues contained in the school facility were designed and built for specific uses. Schedule conflicts should be resolved with this objective in mind.

- Schedule priorities are in order of category groups: category I being scheduled first and category IV being scheduled last.
- In the event of a scheduling conflict, the Community Education Coordinator will resolve the conflict (using the priority list) with the intent of supporting all groups.

Concession Guidelines

- The concession stand will be run by the school district.
- The senior class is responsible for the operation and maintenance of the concession stand.
- The senior class has the right to sell concessions at all events taking place within the school facilities.
- If the senior class does not wish to operate the concession stand during a facility rental, the permit holder may request to sell concessions as a fundraiser. This must be approved by the principal at least one business day before the event.
- Permit holders approved to sell concessions may not use the concession stand. Instead, they may sell concessions on a tiled surface outside of the school's designated concession stand. No items may require cooking. The group is responsible for the cleanup of any mess created by their concessions, which includes the cleanup of popcorn on floors. Any exceptions to this rule must be approved in writing by the Community Education Coordinator in advance.
- School beverage machines will not be turned off during events and sales from the machines cannot be prohibited during events.



June 9, 2026

Hiring Requests

1. Junior High Volleyball Coach
2. Junior High Football Coach
3. Assistant Girls Basketball Coach
4. Head Boys Basketball Coach
5. Assistant Boys Basketball Coach
6. Junior High Boys Basketball Coach
7. Assistant Softball Coach
8. ECFE Parent Educator

Fund	Combined			
	Revenue	Non-Payroll Expense	Payroll Expense	Total
General Fund	(9,923,927.11)	2,742,973.00	6,604,620.54	(576,333.57)
Food Service Fund	(396,200.00)	196,200.00	200,000.00	0.00
Community Service Fund	(453,925.05)	81,077.00	398,230.00	25,381.95
Debt Service Fund	(1,393,700.53)	1,270,535.00	0.00	(123,165.53)
TOTAL	<u>(12,167,752.69)</u>	<u>4,290,785.00</u>	<u>7,202,850.54</u>	<u>(674,117.15)</u>

Notes

495 ADM/538 Pupil Units- 85% of current enrollment

Includes \$403,224 Consolidation Transition Revenue (\$424 * 951 Resident Pupil Units)

Includes \$154,310.06 for buyout offers that would be levied in subsequent year

Non-Payroll Expense reduced for savings related to closing Carlton High School (Carlton utilities and insurance budgets reduced 50%)

Cooperative sports revenues and expenses have been removed