Carlton School Board Regular Meeting
Monday, June 15, 2026 7:00 PM Central

Carlton Middle/High School Library
405 School Avenue
Carlton, MN 55718

1. Call Meeting To Order
    1.1. Pledge of Allegiance
    1.2. Roll Call Attendance
2. Approve Meeting Agenda
3. Recognition of Public
    3.1. Notice Regarding Public Comment
    3.2. Public Comments
4. Presentations
5. Congratulations & Commendations
6. Reports
    6.1. Community Education Director, Daisy Rose - attached
    6.2. South Terrace Principal, Kari Solarz - attached
    6.3. MS/HS Principal - Warren Peterson
    6.4. Student Report
    6.5. Food Service Director - Val Dahl
    6.6. American Indian Education Director - Gracie Evans
    6.7. Positive Community Norms Director - Dawn Shoberg
    6.8. Athletic Director - Luke Wargin
    6.9. Superintendent, Mark Messman - attached
    6.10. Board Committee Reports
        6.10.1. Policy Committee
        6.10.2. Facilities Committee
7. Consent Agenda
    7.1. May Payroll, Wires & Finance Checks - attached
    7.2. Approve Previous Month's Meeting Minutes
8. Old Business
    8.1. Consolidation Update
    8.2. Enrollment Report - attached
9. New Business
    9.1. Recommendation to approve the resolution closing the Carlton MS/HS building per MN Statute 123B.51, Subd. 5 -attached
    9.2. Recommendation to approve the resolution transferring the Carlton MS/HS building and property to Carlton County effective Oct. 1, 2026 - attached
    9.3. Recommendation to approve the July 1, 2025 - June 30, 2027 Master Agreement between Carlton ISD 93 and the Carlton Education Association — attached
    9.4. Recommendation to approve the Consolidation Extended Leave of Absence for Tracy Bockbrader — attached
    9.5. Recommendation to approve the Consolidation Extended Leave of Absence for Christy Wolvert — attached
    9.6. Review current CEA contract language, Article VIII Retirement, Section 2. Post-Retirement Benefits and recommend the board authorize those accepting the

Consolidation Extended Leave to maintain eligibility for this local contract language retirement benefit — see description below.

9.7. Recommendation to approve the Severance - Retiree Health Insurance Benefit for Denise Patnaude — attached

10. Policies

11. Personnel

11.1. Recommendation to approve the resignation of Josephine Steller — attached

11.2. Recommendation to approve maternity leave for Ina Crandall — attached

11.3. Acknowledge and accept At-Will Employee Letters of Assignment for Kids Care — attached

11.4. Recommendation to accept a letter of resignation from Graciana Evans - attached

11.5. Recommendation to accept the letter of resignation from Sarah Fruzyna — attached

12. Reminders & Future Meetings

13. Adjourn

Community Education Report-June 2026

1. **ECFE/School Readiness**
    a. The final Early Childhood Family Night of the year was another huge success. There were over 50 people in attendance. They had a picnic, a scavenger hunt and a story stroll through the school forest.
    b. Preschool Graduation was held on Tuesday, June 2, 2026. Another fantastic evening celebrating some of our youngest learners. It is a much-loved and very enjoyed event.

2. **Bulldog Kids Care**
    a. Summer programming is well underway with many families utilizing the program.

3. **Events**
    a. None at this time.

4. **Community Education Classes**
    a. No updates at this time.

5. **Miscellaneous**
    a. Summer Camps- Stem Camp Jr. will be Monday-Tuesday, June 15-16, STEM Camp will be Wednesday-Thursday, June 17-18 and Nature Camp will be Monday-Thursday, June 22-25. Numbers vary from 36-24 participants.

6. **Community News**
    a. No updates.

Submitted June 9, 2026 by Daisy Rose

Otter Creek Elementary
Principal's Board Report: Kari Solarz
June 2026

Transition to Summer & School Preparation

As we transition into summer, preparations for the 2026–2027 school year at Otter Creek Elementary are well underway. A special shout-out goes to our facilities team, who are working tirelessly to prepare the building. From stripping and waxing classroom floors to moving furniture, it has truly been an all-hands-on-deck effort as we ready our spaces to welcome students and staff this fall.

STEM Camp & Building Improvements

Otter Creek Elementary will host STEM Camp from June 15–18, providing exciting summer learning opportunities for students in our building. Additionally, front office construction is scheduled to begin on June 15, marking another important step in preparing and improving our school environment.

Teacher Placement Process

Throughout the month of June, we are finalizing teacher placements for incoming students. Teacher placement letters will be mailed to families at the end of June and will include school supply lists and the 2026–2027 school calendar to help families prepare for the upcoming school year.

Staffing & Systems Preparation

We are continuing to finalize staffing structures, including FTE placements, para schedules, and special education caseloads, to ensure strong systems of support are in place for students and staff.

Looking Ahead

As the summer continues, our work remains focused on finalizing systems, strengthening processes, and continuing the rebranding efforts of Otter Creek Elementary. We look forward to welcoming staff, students, and families and are excited for a strong start to the 2026–2027 school year.

Superintendent report for June 15, 2026

Consolidation and ongoing items to consider:
- MN Statute: Closing a School House, resolution, Oct. 1 transfer
- ARCC: merging databases, SIS, budgets
- Unions: merge contracts and negotiate
- AIPAC staffing, governance and oversight, budget at $69,000
- Welcoming Environment: top priority
- Joint Cabinet Mtgs. June 16 @ Carlton

Cooperative Sports
- Notice sent
- Exploring new partnerships

Personnel
- Potential resignation(s), unofficial
- Potential vacancies and postings

Carlton Faculty, Staff, and Students:
- Unanimous approval of the 2025-2027 Master Agreement
- Class Act, professional, student centered, outstanding collaborative team to work with
- Carlton Admin., Kari & Warren
- Carlton and Wrenshall board members for providing leadership, stability, and effective communication throughout this cumbersome consolidation process

Questions?

INDEPENDENT SCHOOL DISTRICT 93 CARLTON
PAYROLL INFORMATION
May 2026

Fund	15th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$109,724.66	$38,047.52
FUND 02	FOOD SERVICE	$3,494.71	$1,029.70
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$11,788.18	$1,953.01
FUND 05	CAPITAL	$0.00	$0.00
FUND 45	OPEB	$100.00	$0.00
ALL	TOTAL	$125,107.55	$41,030.23

Wire Transfers	
$12,141.04	MN Teachers Retirement Assoc
$26,628.39	Internal Revenue Service
$4,524.91	MN Department of Revenue
$142.19	MN State Retirement System
$2,094.59	Employee Benefit Consultants
$5,512.59	Public Employees Retirement Assoc
$0.00	
$51,043.71	TOTAL WIRES

Fund	30th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$112,387.58	$41,038.30
FUND 02	FOOD SERVICE	$3,281.30	$1,236.17
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$10,643.68	$1,759.90
FUND 05	CAPITAL	$0.00	$0.00
FUND 45	OPEB	$100.00	$0.00
ALL	TOTAL	$126,412.56	$44,034.37

Wire Transfers	
$13,649.38	MN Teachers Retirement Assoc
$26,612.34	Internal Revenue Service
$4,492.39	MN Department of Revenue
$142.19	MN State Retirement System
$2,094.59	Employee Benefit Consultants
$5,196.83	Public Employees Retirement Assoc
$0.00	VEBA
$52,187.72	TOTAL WIRES

Fund	Total for the Month	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$222,112.24	$79,085.82
FUND 02	FOOD SERVICE	$6,776.01	$2,265.87
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$22,431.86	$3,712.91
FUND 05	CAPITAL	$0.00	$0.00
FUND 45	OPEB	$200.00	$0.00
ALL	TOTAL	$251,520.11	$85,064.60

Total for the Month Wire Transfers	
$25,790.42	MN Teachers Retirement Assoc
$53,240.73	Internal Revenue Service
$9,017.30	MN Department of Revenue
$284.38	MN State Retirement System
$4,189.18	Employee Benefit Consultants
$10,709.42	Public Employees Retirement Assoc
$103,231.43	TOTAL WIRES

$336,584.71 Total Payroll (Salary & Benefits)

Carlton Independent School District 93
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	$51,689.77
02	Food Service Fund	$10,074.77
03	Transportation Fund	$50,095.98
04	Community Service Fund	$2,888.60
05	Capital Outlay Fund	$3,163.54
11	Student Activties	$4,197.77
Report Total		**$122,110.43**

Carlton Independent School District 93

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2026-05.31.2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	1	37149	64615	Check	1	3336	REMIT	ACP CREATIVIT, LLC	Yes	No	No	05/12/2026	773.30
		37151	64616	Check	1	3753		Alaina Leider	Yes	No	No	05/12/2026	246.60
		37140	64617	Check	1	2119	REMIT	AVIBEN BENEFIT PARTNERS, ELEVA	Yes	No	No	05/12/2026	280.96
		37139	64618	Check	1	2053		BEST OIL COMPANY	Yes	No	No	05/12/2026	8,821.30
		37150	64619	Check	1	3415	REMIT	CARLTON BUS SERVICE	Yes	No	No	05/12/2026	44,611.33
		37135	64620	Check	1	15507		CARLTON COUNTY PUBLIC HEALTH	Yes	No	No	05/12/2026	25.00
		37136	64621	Check	1	17200		CITY OF CARLTON	Yes	No	No	05/12/2026	1,387.81
		37148	64622	Check	1	3281		CLOQUET SANITARY SERVICE	Yes	No	No	05/12/2026	1,003.67
		37157	64623	Check	1	4153		Culligan of Cloquet	Yes	No	No	05/12/2026	45.31
		37137	64625	Check	1	1922		Debra Zime	Yes	No	No	05/12/2026	390.00
		37134	64626	Check	1	1049		Denise Patnaude	Yes	No	No	05/12/2026	14.95
		37142	64627	Check	1	28660		FOND DU LAC TRIBAL AND COMMUN	Yes	No	No	05/12/2026	15,000.00
		37160	64628	Check	1	4267		FUSIONTech LLC	Yes	No	No	05/12/2026	1,350.00
		37163	64629	Check	1	4281		Galleria Bicycle Sales, Inc.	Yes	No	No	05/12/2026	3,987.95
		37152	64630	Check	1	3957		GENERAL PARTS LLC (MI10)	Yes	No	No	05/12/2026	551.80
		37162	64631	Check	1	4275		Great Lakes Office Solutions, Inc.	Yes	No	No	05/12/2026	923.34
		37161	64632	Check	1	4274		Guaranteed Network Services Inc	Yes	No	No	05/12/2026	1,077.00
		37165	64633	Check	1	4302		Hope Defoe	Yes	No	No	05/12/2026	88.76
		37154	64634	Check	1	4091		ICS Consulting, LLC-138006	Yes	No	No	05/12/2026	3,000.00
		37166	64635	Check	1	4304		Joi Center	Yes	No	No	05/12/2026	18.00
		37144	64636	Check	1	3091	REMIT	KEMPS LLC-53478000053554	Yes	No	No	05/12/2026	854.85
		37145	64637	Check	1	3133	REMIT	KEMPS LLC-53478000053818	Yes	No	No	05/12/2026	1,687.82
		37168	64638	Check	1	45535	REMIT	L&M SUPPLY INC	Yes	No	No	05/12/2026	670.69
		37167	64639	Check	1	4305		Lake Superior YMCA	Yes	No	No	05/12/2026	107.60
		37159	64640	Check	1	4263		LEAF Capital Funding LLC	Yes	No	No	05/12/2026	836.00
		37141	64641	Check	1	2287	REMIT	MIDWEST SPECIAL INSTRUMENTS	Yes	No	No	05/12/2026	292.00
		37147	64642	Check	1	3217		MINNESOTA GRADUATE SERVICES	Yes	No	No	05/12/2026	61.50
		37169	64643	Check	1	47970		MINNESOTA POWER INC	Yes	No	No	05/12/2026	3,903.02
		37138	64644	Check	1	2017		MINNESOTA TELECOMMUNICATIONS	Yes	No	No	05/12/2026	200.10
		37156	64645	Check	1	4135		Northland Lawn & Sport LLC	Yes	No	No	05/12/2026	463.45
		37164	64646	Check	1	4289		Northspan Group, Inc.	Yes	No	No	05/12/2026	852.50
		37170	64647	Check	1	65905	REMIT	SCHOOL HEALTH CORPORATION	Yes	No	No	05/12/2026	3,081.81
		37143	64648	Check	1	3057		SERTICH ENVIRONMENTAL SERVICE	Yes	No	No	05/12/2026	1,900.00
		37158	64649	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	05/12/2026	5,400.00
		37146	64650	Check	1	31500		THE GREEN HOUSE	Yes	No	No	05/12/2026	1,864.00
		37172	64651	Check	1	76350		UPPER LAKES FOODS INC-127514	Yes	No	No	05/12/2026	3,226.00
		37173	64652	Check	1	76351		UPPER LAKES FOODS INC-127522	Yes	No	No	05/12/2026	3,754.30
		37171	64653	Check	1	75205		US POSTMASTER	Yes	No	No	05/12/2026	370.00
		37153	64654	Check	1	3979		WEX HEALTH, INC.	Yes	No	No	05/12/2026	67.50

Carlton Independent School District 93

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2026-05.31.2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	1	37174	64655	Check	1	1848		PRO SOUND AND LIGHT SHOW	Yes	No	No	05/13/2026	1,399.00
		37175	64656	Check	1	4303		Promoting Me, LLC	Yes	No	No	05/14/2026	3,628.00
		37176	64657	Check	1	4010		THE KITCHI GAMMI CLUB	Yes	No	No	05/14/2026	2,320.87
		37177	64658	Check	1	4010		THE KITCHI GAMMI CLUB	Yes	No	No	05/18/2026	477.90
		37180	64659	Check	1	4036		KITTO JULIAN	Yes	No	No	05/21/2026	500.00
		37181	64660	Check	1	3391		CREATIVEDGE DESIGNS, LLC	Yes	No	No	05/26/2026	94.44
		37182	64661	Check	1	4036		KITTO JULIAN	Yes	No	No	05/28/2026	500.00
								Bank Total: 1					$122,110.43
								Report Total:					$122,110.43

Carlton Independent School District 93
Working Meeting Minutes
Monday, May 11th, 2026

The Board of Education Independent School District 93, Carlton, Minnesota, met for a Working Meeting on May 11th, 2026 in the Carlton Middle/High School Library.

1. Leonzal called the meeting to order at 7:02pm.
    a. Members present: Karp, L. Nilsen, Leonzal, Ojibway, Messman.
    b. Members absent: B.Nilsen, D.Solarz

2. MOTION by L. Nilsen to approve the agenda, SUPPORTED by Karp.

3. Financial Review
    a. No financial review provided at this meeting. Questions for business manager to be brought to the regular meeting scheduled on Thursday, May 14th.
4. Business
    a. Board reviewed potential outcomes and impacts of the May 12th consolidation vote.
    b. Board discussed the offered severance packages.
    c. Board discussed the non-renewals if the May 12th vote is a yes.
    d. Board reviewed the transition period for the superintendent and business manager whether the vote is a yes or a no.
    e. Board discussed CEC options depending on vote outcome.
    f. Board discussed upcoming events.

5. MOTIONED by Karp to adjourn meeting at 7:37pm, with SUPPORT from Leonzal.

Carlton Independent School District 93
Regular Board Meeting Minutes
Thursday, May 14, 2026

The Board of Education Independent School District 93, Carlton, Minnesota, met for a Regular Board Meeting on May 14, 2026in the Carlton Middle/High School Library.

1. Nilsen called the meeting to order at 7:03pm.
    a. Members present: Karp, L. Nilsen, Leonzal, Solarz, Messman.
    b. Members absent: B. Nilsen, Ojibway

2. MOTION by Leonzal to approve the agenda, SUPPORTED by Solarz.

3. Recognition of the Public
    a. No public comment

4. Presentations
    a. No presentations

5. Congratulations & Commendations
    a. Wrenshall Special Election Vote and Community
    b. Carlton Staff for hard work and dedication to our district and the newly consolidated district.
    c. Academic Ceremony senior honor winners.
    d. Thank you to all those who supported our seniors with scholarships and memorials.

6. Reports
    a. Community Education- Report provided by Daisy Rose
    b. ST Principal- Report provided by Principal Kari Solarz.
    c. MS/HS Principal- No report
    d. Student Report-No report
    e. Food Service- No report
    f. AIE-No report
    g. PCN-No report
    h. Athletic Director-No report
    i. Superintendent-Report provided by Mark Messman
    j. Board Committee Reports-Facilities provided brief update.

7. Consent Agenda
    a. MOTION by Solarz to Approve the Consent Agenda.
        i. Student enrollment report reviewed

        ii. Approve the February payroll for a total of $369,771.92 and wires summative at $117,147.38
        iii. Approve the February finance checks in the amount of $51,498.33
    b. MOTION was supported by Leonzal.
        i. MOTION passes with an affirmative vote of 4-0.

8. Old Business
    a. Consolidation Update: Consolidation passes for July 1st, 2026.
    b. Beginning to solidify and make formal plans for consolidated district.
    c. Many upcoming consolidated meetings/committees and cabinet meetings.
    d. Work on finalized plan for decommissioning the Carlton High School Building.

9. New Business
    a. Discussion regarding exploration of cooperative athletic partnerships.
    b. Motion to approve the resolution of non-renewal notices for 2026-2027 school year.
        i. Morgan Ward Resolution non renewing probationary teacher.
            1. Motion by Leonzal, Seconded by Solarz-Roll Call vote;
                a. Solarz-Y, Leonzal-Y, Karp-Y, L.Nilsen-Y
            2. Motion by Nilsen Seconded by Leonzal-Roll Call vote;
                a. Solarz-Y, Leonzal-Y, Karp-Y, L.Nilsen-Y

10. Policy
    a. No policies to review.

11. Personnel
    a. Acknowledge the retirement of Denise Patnuade. Recognized for her 24 years of service at Carlton School District.

12. Adjourn
    a. MOTION by Solarz to adjourn the meeting at 9:03PM. SUPPORTED by Leonzal.

Carlton Independent School District 93
Working Meeting Minutes
Monday, April 20, 2026

The Board of Education Independent School District 93, Carlton, Minnesota, met for a Working Meeting on April 20, 2026 in the Carlton Middle/High School Library.

1. Leonzal called the meeting to order at 7:03pm.
    a. Members present: Karp, L. Nilsen, R. Leonzal, B. Nilsen, D. Solarz, B. Ojibway, Messman.
    b. Members absent:

2. MOTION by Solarz to approve the agenda, SUPPORTED by B. Nilsen
3. Financial Review
    a. District financials reviewed. Questions for business manager were directed to superintendent to follow up for regular board meeting.

4. Business and Updates:
   Discussions were had regarding both consolidation and non-consolidation outcomes.

5. MOTIONED by Ojibway to adjourn meeting at 8:04 pm, with SUPPORTED from Lezonal.

Carlton Independent School District 93
Regular Board Meeting Minutes
Monday, April 27, 2026

The Board of Education Independent School District 93, Carlton, Minnesota, met for a Regular Board Meeting on April 27, 2026 in the Carlton Middle/High School Library.

1. Nilsen called the meeting to order at 7:01 pm.
    a. Members present: Karp, L. Nilsen, Leonzal, B. Nilsen, D.Solarz, S. Ojibway, Messman. Absent:

2. MOTION by Lezonal to approve the agenda, SUPPORTED by Solarz.

3. Recognition of the Public
    a. No public comment

4. Presentations
    a. No presentations

5. Congratulations & Commendations

6. Reports
    a. Community Education- Report provided by Daisy Rose
    b. ST Principal- Report provided by Principal Kari Solarz.
    c. MS/HS Principal-No report
    d. Student Report-No report
    e. Food Service- No report
    f. AIE-No report
    g. PCN-Report Attached.
    h. Athletic Director-No report
    i. Superintendent-Report provided by Mark Messman
    j. Board Committee Reports-Facilities provided brief update.

7. Consent Agenda
    a. MOTION by Leonzal to Approve the Consent Agenda.
        i. Student enrollment report reviewed
        ii. Approve the April payroll for a total of $369,771.92 and wires summative at $117,147.38
        iii. Approve the April finance checks in the amount of $51,498.33
    b. MOTION was supported by B. Nilsen
        i. MOTION passes with an affirmative vote of 6-0.
    c. Meeting Minutes from prior month.

8. Donation resolutions.
    a. Motion by L. Nilsen to approve the resolution accepting donations SUPPORTED by Leonzal. Roll call vote followed: Nilsen-Yea, Leonzal-Yea, Ojibway-Yea, B. Nilsen-Yea, Karp-Yea, Solarz-Yea. MOTION passes 6-0

9. Old Business
    a. Consolidation Update
    b. Enrollment report

10. New Business
    a. Revised budget FY26 presented by Angela Lind Business Manager.
    b. Resolution for approving the budget reductions for FY 2026-2027
        i. Motion by L. Nilsen to approve the resolution accepting the non-renewal for Rebecca Davidson. SUPPORTED by Leonzal. Roll call vote followed: Nilsen-Yea, Leonzal-Yea, Ojibway-Yea, B. Nilsen-Yea, Karp-Yea, Solarz-Yea. MOTION passes 6-0

11. Policy
    a. No Policies to review

12. Personnel
    a. Acknowledge letter of resignation from Dezmond Letexier.

13. Adjourn
    a. MOTION by L. Nilsen to adjourn the meeting at 8:25pm. SUPPORTED by Leonzal.

Carlton School District #93
2025-2026 Enrollment

Grade/Month	Aug.	Sept. 10	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
ECSE/ECFE	NA	3	4	4	4	2	7	7	6	7	7
School Readiness	NA	33	34	34	34	34	33	33	33	33	33
EC/SR Total		**36**	**38**	**38**	**38**	**36**	**40**	**40**	**39**	**40**	**40**
K	16	16	16	17	17	16	17	17	17	17	17
1	24	25	24	24	24	23	23	23	23	22	23
2	20	17	18	19	18	18	18	18	18	18	18
3	14	12	12	13	13	14	14	14	14	14	14
4	29	28	29	29	28	28	28	28	27	27	27
5	32	33	33	33	32	33	33	32	32	32	32
6	23	22	22	22	21	21	21	21	22	22	22
Elem. Total	**158**	**153**	**154**	**157**	**153**	**153**	**154**	**153**	**153**	**152**	**153**
7	12	9	10	11	10	9	10	10	11	11	11
8	20	19	18	17	17	17	17	16	16	16	16
9	10	8	9	11	10	10	11	12	12	11	12
10	26	25	24	25	24	24	25	25	24	24	24
11	22	22	21	21	21	21	21	21	21	21	21
12	21	21	20	20	20	20	20	20	20	20	20
Sec. Total	**111**	**104**	**102**	**105**	**102**	**101**	**104**	**104**	**104**	**103**	**104**
District Total	**269**	**257**	**256**	**262**	**255**	**254**	**258**	**257**	**257**	**255**	**257**

Member __________ introduced the following Resolution and moved its adoption:

RESOLUTION TO CLOSE THE
CARLTON MIDDLE /HIGH SCHOOL

WHEREAS, pursuant to Minnesota Statutes, section 123B.51, subdivision 5, and after publication of due notice, the School Board held a public hearing, at 7:00 pm on June 8, 2026, on the proposed closing of Carlton Middle/High School, located at 405 School Avenue, Carlton, MN;

WHEREAS, the public hearing was conducted by the School Board;

WHEREAS, during the public hearing the Administration of the School District presented a proposal to close Carlton Middle/ High School because there is no current or foreseeable educational need for the existing schoolhouse due to consolidation with Wrenshall School District, there is an available, adequate and safer school building and space with more modern equipment at Wrenshall High School that will provide enhanced instructional services to students of the schoolhouse, the large and costly facility and safety projects required for the schoolhouse, and the cost savings to the school district from closing the schoolhouse;

WHEREAS, before, during and after the public hearing, the public was invited to provide testimony for and against the proposed closing of Carlton Middle/High School; and

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 93 as follows:

1. The attached Findings and Conclusions regarding the closing of Carlton Middle/High School are hereby adopted.

2. The closing of Carlton Middle/High School is necessary and proper.

3. Carlton Middle/High School shall be closed, effective July 1, 2026 or as soon thereafter as practicable.

4. The Superintendent shall immediately provide written notice of termination of any Lease Agreement, pursuant to the terms of any applicable lease, to all tenants at Carlton Middle/ High School and that the building will be closed and is to be vacated, effective July 1, 2026 or as soon thereafter as practicable.

5. The Superintendent is directed to make all necessary arrangements to close and secure Carlton Middle/High School and to transfer present programs, extracurricular activities, work sites, records, salvageable equipment and materials to other locations as deemed appropriate.

6. In complying with the directive to transfer extracurricular activities, the Superintendent shall consult with the Activities Director and pertinent coaching staff to achieve the most practicable and expedient transition that is in the best interests of School District students and the community.

Member ______________ seconded the foregoing Resolution and upon vote being taken thereon, the following voted in favor thereof: _______________.

And the following voted against the same: _______________.

And the following were absent: ____________________.

Whereupon said Resolution was declared duly passed and adopted.

INDEPENDENT SCHOOL DISTRICT NO. 93
Carlton Public Schools

In the Matter of the Proposed Closing Of Carlton Middle / High School	**FINDINGS AND CONCLUSIONS**

A public hearing on the proposed closing of Carlton Middle/High School (“Carlton”) by Independent School District No. 93, Carlton School District (“School District”) was held on June 8, 2026.

The hearing was conducted pursuant to Minnesota Statutes Section 123B.51, subdivision 5. Information regarding the proposed school closing was presented by School District Administration. All individuals wishing to speak and offer evidence in favor of, or in opposition to, the proposed closing were given the opportunity to testify during the hearings.

FINDINGS

1. Carlton Middle/High School, located at 405 School Avenue, Carlton, MN in Carlton, Minnesota, sits on an approximate 12.19-acre site. Carlton MS/HS is a 75,000 square foot building built in 1915, 1917, 1954, 1969.

2. Carlton Middle/High School is currently configured as a 7th-12th grade building.

3. Carlton Middle/High School has a current enrollment of 105 students in grades 7-12.

4. The School District has a history of studying and planning for its facility needs, including maintenance and energy improvement projects.

5. The funding available for maintenance projects is inadequate to keep the Carlton Middle/High School building in good working order.

6. Closing Carlton Middle/High School and transferring 6th through 12th grades to the Wrenshall School Building is fiscally responsible and cost effective.

7. The educational benefits of closing Carlton Middle/High School include moving students to an adequate, renovated, and safer school building and space with more modern equipment.

8. The School District published notice of the school closing hearing in the official newspaper for two weeks before the hearing.

9. At the hearing, the School District administration presented documentary evidence regarding the proposed closures of Carlton Middle/High School. Specifically, the following documents were referenced and provided at the June 8th Public Hearing:

    a. Leadership recommendations when faced with difficult decisions
    b. 02.25.2026 Joint meeting recommendations
    c. 12.22.25 Ehlers documentation
    d. 12.23.25 Revised plat and supporting statement from Carlton Co.
    e. Asbestos survey and proposed cost
    f. MS/HS facility and needed maintenance repairs and cost
    g. Estimated cost for demo – Veit
    h. Necessity and Practicability of Closing
    i. MDE square footage formula for efficiency ratings

10. The School Board has fully considered this evidence prior to reaching any conclusion or adopting any resolution regarding the closure of Carlton Middle/High School.

11. At the hearing, members of the public were allowed to present testimony for and against the proposed school closures. The School Board has considered all comments by members of the public prior to reaching any conclusion or adopting any resolution regarding the closure of Carlton Middle/High School.

CONCLUSIONS

1. The closure of Carlton Middle/High School is necessary and practicable.

2. The School District has complied with the procedural requirements of Minnesota Statutes, section 123B.51, subdivision 5, for the purpose of closing Carlton Middle/High School.

Member __________________ introduced the following Resolution and moved its adoption:

RESOLUTION AUTHORIZING SALE OF SCHOOL PROPERTY TO CARLTON COUNTY

WHEREAS, due to the pending consolidation of this District with Independent School District No. 100, Wrenshall, the school campus in Carlton consisting of the Middle School, High School and bus barn (the Property) will no longer be utilized, and therefore is no longer needed for educational purposes; and

WHEREAS, the Middle School / High School buildings are formally closing due to the consolidation; and

WHEREAS, the District, City of Carlton and Carlton County discussed future uses for the Property and determined that redevelopment of the Property is the best use of the site; and

WHEREAS, the County and City will pursue said redevelopment if the District transfers the Property to the County; and

WHEREAS, it is in the District's best interest to transfer the Property to the County; and

WHEREAS, a nominal sale price is appropriate given the age of the buildings, the known existence of asbestos that must be abated, and the high cost of demolition.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 93, Carlton, as follows:

1. District administration is authorized to enter into a purchase agreement with Carlton County for sale of the Property on the following terms:
    a. Sale price of $1.00.
    b. Property is sold "as is" without warranty.
    c. County is responsible for all asbestos abatement as well as demolition costs.
    d. District to provide a title commitment but no survey.
2. District administration is authorized to close on the sale transaction and undertake all necessary actions to transfer title.

The motion for the adoption of the foregoing resolution was duly seconded by Member ________________________ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

PURCHASE AGREEMENT

This Agreement is entered into by and between **Independent School District No. 93,** a Minnesota public corporation ("Seller"), and **Carlton County**, a Minnesota political subdivision ("Buyer").

In consideration of the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is July 1, 2026 (the "Effective Date").

2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the Property with a street address of 405 School Avenue, Carlton, MN 55718-0310 and as legally described and depicted in Exhibit A.

3. **PURCHASE PRICE.** The purchase price for the Property is $1.00 (the "Purchase Price").

4. **EARNEST MONEY.** No earnest money is required.

5. **SURVEY.** Buyer may, at Buyer's expense, obtain a survey.

6. **TITLE COMMITMENT.**

   a. Seller makes no representations or warranties with respect to the status of title to the Property. Seller shall, within 14 days after the Effective Date, at Seller's expense, obtain a title commitment to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment"). Seller shall provide a copy of the Title Commitment and copies of, or internet access to, all recorded documents referenced in the Title Commitment to Buyer.

   b. Buyer shall have until the date ten business days after the receipt of the Title Commitment and the Survey (collectively, "**Title/Survey**") (if obtained) to review Title/Survey and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a "**Permitted Exception**." Within three (3) business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions ("**Seller's Title Notice**"). If Seller's Title Notice indicates that Seller unconditionally agrees to make Seller's title to the Property marketable on or before the closing date established pursuant to Section 15, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not unconditionally agree to make Seller's Title to the Property marketable on or before the closing date established in Section 11, Buyer may, at any time with three (3) business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated and Escrow Agent must disburse any Earnest Money (other than Earnest Money that Escrow Agent has disbursed to Seller pursuant to Sections 4(b) and (c)) ("**Buyer's Title Termination Notice**"). If Buyer does not deliver a Buyer's Title Termination Notice to Seller within the three (3) business days after Buyer's receipt of Seller's Title Notice, than Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

7. **RIGHT OF ENTRY.** At all times before the expiration of the Inspection Period (as defined in Section 9), Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and survey work, subject to the following conditions:

   a. Upon the earlier of the date one week after Buyer's completion of its activities on the Property or the date one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.

   b. Buyer must comply with and shall cause its employees, agents, and contractors to comply with all applicable laws, while on the Property.

   c. Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.

   d. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.

   e. The cost of any test or additional survey work will be borne solely by Buyer.

8. **PROPERTY SOLD AS IS.** Subject to Buyer's right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with

"ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:

a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);

b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees, with respect to the condition or value of the Property;

c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and

d. The condition of the Property is fit for Buyer's intended use.

9. INSPECTION PERIOD.

a. Except as otherwise provided in Section 6, Buyer shall have 30 days from the Effective Date (the "**Inspection Period**") to investigate the Property and determine, in Buyer's sole judgment, whether (i) the condition of the Property is suitable to Buyer's intended use; and (ii) Buyer will be able to obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties regarding Buyer's ability to obtain governmental approvals from the City or County of Carlton or any other governmental entity.

b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer's determination, in Buyer's sole and absolute discretion, that the condition of the Property is not suitable for Buyer's intended use or that Buyer may not be able to obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer's intention to proceed (a "**Notice to Proceed**") to Seller.

10. DEFINITIONS. As used in this Agreement:

"**Claim**" or "**Claims**" means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

"**Environmental Law**" means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and

Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

"**Hazardous Substance**" or "**Hazardous Substances**" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

11. **NOTICES.** Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail, fax or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if delivered in any other manner, when the party to whom the notice is directed actually receives the notice. If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller:	Independent School District No. 93 405 School Avenue, P.O. Box 310 Carlton, MN 55718-0310
Buyer:	Carlton County 1307 Cloquet Avenue Cloquet, MN 55720

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

12. **CLOSING.** This transaction shall close within 14 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement. The Closing shall take place at a mutually agreeable location. At the option of either Party, the executed closing documents, Purchase Price and closing costs may be deposited with an escrow agent to avoid the necessity for a Closing at which the Parties are present.

a. **<u>Seller's Obligations at Closing</u>.** At Closing, Seller must deliver to Buyer:

   i. A warranty deed, duly executed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; (B) Building, Subdivision and Zoning Ordinances; (C) matters that would be disclosed by an accurate survey of the Property; and (D) matters that constitute Permitted Exceptions pursuant to Section 6;

ii. Documentation from Seller sufficient to demonstrate Seller's decision to sell the Property and to authorize execution of the deed and all closing documents; and

iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by an escrow agent.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

i. Pay the Purchase Price and any amounts Buyer must pay, less amounts received pursuant to Section 12(c) and the rest of this Agreement and the Settlement Statement;

ii. Documentation sufficient to demonstrate authority to purchase the Property.

iii. File or cause to file an Electronic Certificate of Real Estate Value.

c. **Closing Costs.**

i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:

1. Seller's portion of the prorated property taxes.
2. Cost of obtaining a Title Commitment.

ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:

1. Buyer's portion of prorated property taxes.
2. State Deed Tax.
3. All closing fees.
4. Documentary and recording fees for the deed(s).
5. The cost of the owner's title insurance policy if Buyer elects to purchase an Owner's title insurance policy.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

13. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction. Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

14. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party.

15. **THIRD PARTY BENEFICIARY.** There are no third-party beneficiaries of this Agreement, intended or otherwise.

16. **JOINT VENTURE.** Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint venturers or partners.

17. **CAPTIONS.** The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

18. **ENTIRE AGREEMENT / MODIFICATION.** This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

19. **BINDING EFFECT.** This Agreement binds and benefits the Parties and their successors and assigns.

20. **CONTROLLING LAW.** This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

21. **REMEDIES.**

a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, unless Buyer defaults under Section 7 or 13 of this Agreement, in which case Seller may suspend the performance of its obligations under this Agreement and commence an action in Carlton County District Court to recover its actual damages arising from the default.

b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated or, in the alternative, Buyer may have this Agreement specifically enforced. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

22. **WAIVER.** Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

23. **SURVIVAL OF TERMS AND CONDITIONS.** The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed and shall not be deemed to have merged therein.

24. **SEVERABILITY.** Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

25. **CONSTRUCTION.** The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

26. **COUNTERPARTS; DIGITAL COPIES.** This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

[Signatures on the following page.]

SELLER: Independent School District No. 93

By: ________________________________ Dated: __________________, 2026
Laura Nilsen, Board Chair

By: ________________________________
Sue Karp, Board Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF CARLTON)

This instrument was acknowledged before me on ______ day of _____________, 2026 by Laura Nilsen and Sue Karp, Board Chair and Board Clerk, respectively, of Independent School District No. 93.

____
Notary Public

BUYER: Carlton County

By: _____________________________ Dated: ____________________, 2026
Thomas R. Proulx, Chair

By: _____________________________
Dennis Genereau, County Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CARLTON)

This instrument was acknowledged before me on ______ day of _____________, 2026 by Thomas R. Proulx and Dennis Genereau, Board Chair and County Administrator, respectively, of Carlton County.

____
Notary Public

EXHIBIT A
TO PURCHASE AGREEMENT

Legal Description

[All legal descriptions to be verified.]

PID 15-050-0020

Lots 1 through 5, Bradleys Addition, Carlton County, Minnesota.

PID 15-180-0120

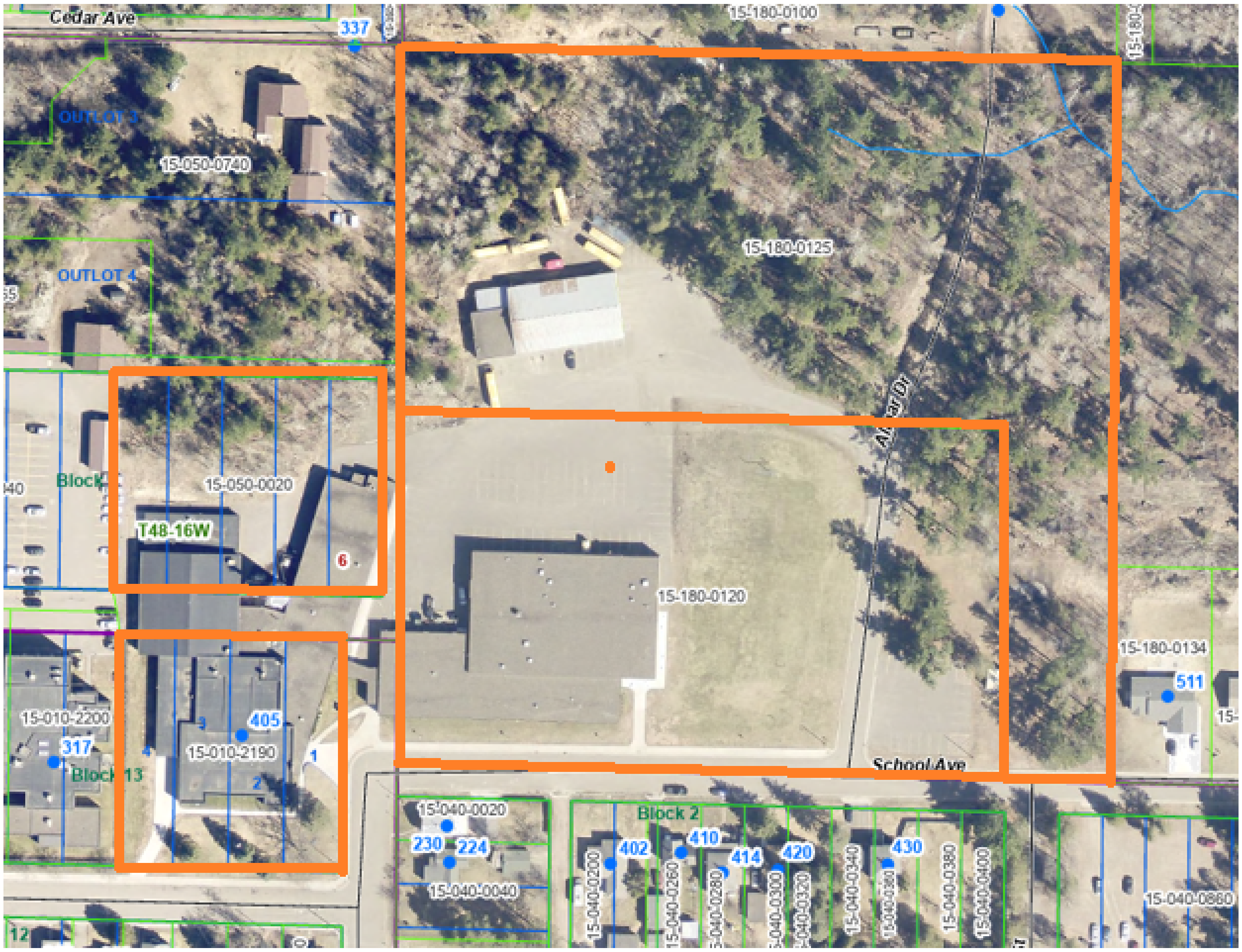
The west ½ of the north ½ of the southeast ¼ of the southwest ¼, Section 6, Township 48, Range 16, Carlton County, Minnesota, except the north 330 feet and the east 100 feet lying south of the north 330 feet thereof.

PID 15-180-0125

The north 330 feet and the east 100 feet lying south of the north 330 feet of the west ½ of the north ½ of the southeast ¼ of the southwest ¼, Section 6, Township 48, Range 16, Carlton County, Minnesota.

PID 15-010-2190

Lots 1 through 4, City of Carlton Original Plat, Carlton County, Minnesota.


Cedar Ave
337
15-180-0100
OUTLOT 3
15-050-0740
OUTLOT 4
15-180-0125
15-050-0020
T48-16W
6
15-180-0120
15-180-0134
511
15-010-2200
317
Block 13
405
3
4
15-010-2190
1
2
School Ave
15-040-0020
230
224
15-040-0040
Block 2
402
410
414
420
430
15-040-0200
15-040-0340
15-040-0380
15-040-0400
15-040-0880

Master Agreement

between

Carlton Independent School District 93
Carlton, MN

And

Carlton Education Association

July 1, 2025 – June 30, 2027

INDEX TO CONTENTS

AGREEMENT

ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is entered into between Independent School District 93 (hereinafter referred to as the "District"), Carlton, Minnesota, and Carlton Education Association, EM-C (hereinafter referred to as the "Association"), as exclusive representative pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 (P.E.L.R.A.), as amended, to provide the terms and conditions of employment for teachers during the duration of the Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with P.E.L.R.A., the District recognizes the Association as the exclusive representative of Teachers employed by the school board of the District, with exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the District as defined in this Agreement and in said Act.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and employer personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of the District. "Terms and conditions of employment" is subject to the provisions of P.E.L.R.A.

Section 2. Teacher: The term "Teacher" shall mean all persons in the appropriate unit employed by the school board in a position for which the person must be licensed by the State of Minnesota; but shall not include superintendent, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, and supervisory employees.

Subd. 1. Full time Teacher: A Full Time Teacher shall be defined as a teacher employed by the school district to do basic teaching duties as defined in Article XI.

Subd. 2. Part Time Teacher: A Part Time Teacher shall be defined as a teacher employed by the school district specifying basic teaching duties that are less than those of a Full Time Teacher as defined above.

Subd. 3. Casual Substitute: A Casual Substitute shall be defined as a teacher employed by the school district on a day-to-day basis.

Subd. 4. Long Term Substitute: A Long-Term Substitute shall be defined as a substitute teacher employed by the school district for more than thirty (30) consecutive work days.

Section 3. School District: For the purpose of administering this agreement the term "School District" shall mean the school board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall be defined by P.E.L.R.A.

ARTICLE IV
DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services related to their teaching duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by school district rules, regulations, directives and orders, issued by properly designated officials of the School District.

Section 4. Assignments:

Sub. 1. Teachers are appointed to the Carlton faculty as an education system and not as members of a specified unit within the system. Therefore, instructors may be requested to teach in more than one unit or be transferred to a department if the Teacher's licensure warrants such assignment. (This does not apply to daily or hourly substitutes/coverage.) Teachers shall, upon request, be given tentative assignments relating to subject matter areas at the end of the school year. Notification shall be given of any changes in tentative schedules before the opening of the school year to the extent possible.

Sub. 2. Teachers shall be appointed, assigned and dismissed by the school district.

Section 5. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school district.

ARTICLE V
ASSOCIATION RIGHTS

Section 1. Right to Views: Pursuant to P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any Teacher or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions of compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the right of the exclusive representative if there be one; nor shall it be construed to require any Teacher to perform labor or services against his/her will.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the school district of such unit.

Section 3. Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the Teacher involved, the school district will deduct from the Teacher's pay check the dues that the Teacher has agreed to pay to the teacher organization during the period provided in said authorization.

Section 4. Personnel Files: All evaluations and files generated within the school district relating to each individual Teacher shall be available during regular hours to each individual Teacher upon his/her written request to the superintendent. The Teacher shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein. Documented evaluation reports shall be initialed by both parties and placed in the personnel file. Each Teacher, within a reasonable period of time, shall be furnished with a copy of all evaluations and disciplinary entries into their personnel file.

Section 5. Copy of Master Agreement: The School District shall make available to all newly employed teachers a copy of this Master Agreement on or before their first day of employment.

ARTICLE VI
BASIC SCHEDULE AND RATE OF PAY

Section 1. Basic Compensation:

Subd. 1. 2025-26 Rates of Pay: The wages and salaries reflected in Schedule A, attached hereto, shall be effective only for the 2025-26 school year, and Teachers shall advance one increment on the salary schedule.

Subd. 2. 2026-27 Rates of Pay: The wages and salaries reflected in Schedule B, attached hereto, shall be effective only for the 2026-27 school year, and Teachers shall advance one increment on the salary schedule.

Section 2. Annual Increment: Annual increment shall be contingent upon completed service in the classroom as well as satisfactory teacher evaluation.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a Teacher on the appropriate salary schedule.

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the School District.

Subd. 2. Graduate Credit: To apply on the salary schedule all credits beyond the bachelor degree should be graduate credit or equal approved by the superintendent. All credits beyond the bachelor's degree must have a cumulative average grade point of B, or better, and be acceptable for an advanced degree to apply on the salary schedule.

Credits to apply to lanes beyond the master's degree must be earned subsequent to the earning of the master's degree and be taken at an accredited college or university or an equal approved by the superintendent.

Subd. 3. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the superintendent in writing prior to the taking of the course.

Subd. 4. Effective Dates: Individual contracts will be modified to reflect qualified lane changes twice each year effective at the beginning of the school year providing a transcript of qualified credits (a semester credit shall equal 1.5 quarter credits) is submitted to the superintendent's office no later than September 7, for the beginning of the school year change; and December 15, for the January 1, change. Credits submitted by transcript after December 15, even though otherwise qualifying, shall not be considered until the following school year. If a transcript is not available by December 15, other satisfactory evidence of successful completion of the course will be accepted pending receipt of the official transcript. A Teacher shall not advance more than two (2) lane changes in one year. At the beginning of the school year and

December 15, deadlines apply to Teachers taking advantage of more than one (1) change in one (1) year. The degree must be germane to the teaching field. The January 1, lane change will be prorated at 50% of the lane increment for the remainder of the current school year. (For example, if the lane is $1000 the teacher will receive $500 divided equally among the remainder of the pay periods.) The following school year the salary will be 100% of the lane and step due the employee based on the most recent lane change.

Subd. 5. Advanced Degree Program: A teacher shall be paid on the master's degree lane or higher degree lane only if the degree program is germane to the teaching assignment as approved by the school district.

Subd. 6. Payments of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any Teacher of any salary schedule placement already recognized and actually being paid for the current school year.

Subd. 7. Prior Experience: Prior experience will be granted on an individual basis with mutual consent of the Teacher and the School District

Subd. 8. Step Advancement: Teachers shall receive step advancements based on either A, B , or C below, whichever applies:

A. Teachers employed at least 135 actual teaching days (7.75 hours/day) in a school year:

1) Shall receive a salary step advancement only at the beginning of the next school year. Step advancement to be reflected on the September 15 payroll.

2) A Teacher may receive only one step advancement per year.

B. Teachers not qualifying for (A) above:

1) Shall qualify for a salary step advancement if his/her annual teaching contract was issued for a minimum of 1046 hours of teaching service in any given school year. The step advancement will take effect at the beginning of the school year immediately following the completion of the school year in which the annual teaching contract was issued for a minimum of 1046 hours.

2) Part-time employees will move to the next step and be paid a pro-rated share of the step based on the percent of the contract.

3) Shall receive a salary step advancement only at the beginning of the next school year. Step advancement to be reflected on the September 15, payroll.

4) A Teacher may receive only one step advancement per year.

C. Teachers may be advanced in the event there is a proven shortage of Licensed Teachers in a specific area. The District and the exclusive bargaining agent may negotiate a one-time step advancement of up to six (6) steps on the salary schedule.

Subd. 9. Staff Development: The Association and the School District agree to implement M.S. 122A.60 and establish a Staff Development Committee. The School District agrees to provide staff development funds pursuant to M.S. 122A.61, and School District policy. These funds shall be administered by the Staff Development Committee. These funds may be used for any of the following activities: 1) new programs; 2) staff projects; 3) other.

The School District agrees that programs and classes established by the Staff Development Committee are pre-approved and classes established by the Staff Development Committee are pre-approved for lane change credits. However, it is the responsibility of the Teacher to provide information on completion of the program/class to the district office. A Teacher may use a maximum of twelve (12) staff development credits during his/her entire employment in the School District for lane progressions. These credits are awarded using the following formula: Ten (10) hours of class or program time equals one (1) college quarter or in-service credit.

All activities of the Staff Development Committee are governed by, M.S. 122A.60 and approved district policy.

Section 4. Pay Deduction: Whenever pay deduction is made for a Teacher's absence, an amount equal to the annual salary divided by the number of teacher duty days shall be deducted for each day's absence.

Section 5. Part Time Teacher Pay: Part time teacher pay will be based on the ratio of minutes worked to the total minutes in a working day. The appropriate ratio will be converted to a percentage and applied toward the salary schedule placement of the teacher.

Section 6. Salary Payments:

Subd. 1. All salaries are paid in semi-monthly payments on the 15th and last day of each month. If pay day falls on Saturday or Sunday, checks will be given on the Friday before.

Subd. 2. Teachers whose resignations become effective during the school term shall receive their regular monthly pay until the balance is paid. Extracurricular pay for work not completed shall be deducted on a pro rata basis.

Subd. 3. A Teacher who has been immediately dismissed shall receive the balance of his/her salary due at the next pay day following the last day of teaching.

Subd. 4. Extended contract shall be on a pro rata basis.

Section 7. Compensation for Overnight Supervision: Any Teacher that supervises students overnight without activity compensation (i.e. Schedule C) shall receive an amount equal to one day of substitute teacher pay. This will only apply to superintendent approved trips to an Environmental Learning Center.

ARTICLE VII
EXTRA COMPENSATION

Section 1. Extra-Curricular Schedule: The wages and salaries reflected in Schedule C, as attached hereto, shall be a part of this agreement. The contract shall be paid in the following manner: Staff will have the option to receive one half of the contract halfway through the season or the entire contract at the end of the season. The option must be made at the time of signing the contract.

Section 2. Extra-Curricular Assignments: All extra-curricular assignments will be made on a yearly basis with the power to terminate said contract as pursuant to M.S. 122A.58 being left with the school board. Notice of intent to resign from extra-curricular activities must be received by June 1, and becomes effective at the end of the school year in which the resignation is submitted.

Section 3. Instructional Assignment: When a full-time teacher's sixth assignment is one requiring specific subject area licensure, split grade level instruction, or requires multiple grade level standards taught in any given period, said instructor(s) shall receive a stipend of $1150 per semester.

Subd. 1. Teachers on special assignment with the Northern Lights Special Education Cooperative will be paid a 6th assignment according to the Master Agreement. Current staff will be given precedence when applying for open positions. The teacher has the right to refuse 6th assignment period teaching assignment.

Sudb. 2. When a teacher is assigned to a mixed class of multiple grades requiring multiple grade level standards taught in any given period of the day, said teacher will receive the equivalent of a sixth assignment compensation.

Section 4. Phone Reimbursement for School Nurse: When the school nurse is using their personal cell phone for job related tasks that require mobility (i.e. monitoring blood sugars), the school nurse will be reimbursed $25.00 per month during the school year.

ARTICLE VIII
RETIREMENT

Section 1. 403(b) Match Plan:

Subd. 1. The District shall implement, on September 1, 2000, an Employer Matched 403(b) Tax-Sheltered Annuity Plan, as allowed under Minnesota Statute Section 356.24. Employer matching contributions shall be directed to insurance companies approved by the Minnesota State Board of Investment. The plan shall comply with I.R.S. Code 26 U.S.C. Section 403(b).

Subd. 2. Cap: There shall be a lifetime per Teacher cap of $25,000 on District contributions.

Subd. 3. Match: As of January 1, 2003, yearly matching amounts paid by the District shall be limited to a maximum amount as follows:

Years	Maximum Match Per Year
1-3	0
4-6	$550.00
7-10	$800.00
11-15	$1150.00
16-20	$1500.00
21-24	$1750.00
25+	$2000.00

District matching amounts shall match Teacher's contribution on a dollar for dollar basis up to the applicable maximum amount allowed under this agreement. Teachers may participate in a 403b program in years 0-3 without a district match.

Subd. 4. Plan Year: The plan year shall be from September 1 through August 31.

Subd. 5. Eligibility: *403(b) Employer Matching Plan:* All Teachers who qualify may participate in the 403(b) Employer Matching Plan. Full-time teachers shall be eligible for participation in the 403(b) Employer Matching Plan. Part-time teachers shall be eligible on a pro-rata basis.

Subd. 6. Participation: In each year subsequent to the 2000-2001 school year, an eligible Teacher must make application in the plan no later than September 1, of each school year. Once an eligible Teacher 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 Teacher by the September 1 deadline. This provision relates to an eligible Teacher's willingness to participate in the program and in setting the monetary amount of participation in the plan. Once the election is made by the Teacher, the Teacher must participate in the program at the same rate for that school year.

Subd. 7. Reduction in Assignment: In the event a participating Teacher's assignment is reduced from full-time to part-time during the school year, the Teacher must continue participation at the same rate for the remainder of that school year. This provision does not change the eligibility requirements under Subd. 5, above.

Subd. 8. Payroll Deduction: Matching payments shall be made through a payroll deduction each pay period.

Section 2. Post-Retirement Health Benefit: Upon retirement from the Carlton School District and upon or after reaching age fifty-five (55), Teachers with a minimum total of fifteen (15) years' experience, and ten (10) years in the District, shall receive toward post retirement hospitalization the sum of $200 per month to age eligible for Medicare; plus, the School District will contribute $45.00 per unused sick leave day up to a total of 150 days, divided by the number of months between retirement age and age eligible for Medicare. Effective for teachers retiring after July 1, 2011, this benefit shall be paid on a monthly basis to the retiring teacher's Post-Retirement Health Care Savings Plan (PRHCSP) through the Minnesota State Retirement System (MSRS).

ARTICLE IX
INSURANCE AND ANNUITIES

<u>Section 1. Selection</u>: The selection of the insurance carrier and policy shall be made by the School District, with appropriate companies contacted for the purpose of securing bids.

<u>Section 2. Health and Hospitalization Insurance</u>:

Subd. 1 2025-26 & 2026-27 Coverage*:* The School District shall contribute toward single coverage 100% of the monthly premium for hospitalization coverage for each full time Teacher employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The contribution for family health and hospitalization will be the District will pay 60% of Family Health Care Premiums, the employee share will be 40%. For each full time Teacher employed by the School District who qualifies for and is enrolled in the School District group.

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

<u>Section 4. Duration of Insurance Contribution</u>: A Teacher is eligible for School District contributions as provided in this Article as long as the Teacher is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease. Teacher shall have the right to pay his/her own premiums under COBRA for eighteen (18) months after termination date. Premiums will be paid in advance to the School District under COBRA.

<u>Section 5. Life Insurance</u>: The school board will furnish $50,000 of term life insurance for all full time Teachers who qualify. Teachers classified as full time by definition in this contract, but who work less than a full day in hours of service will receive this benefit on a pro rata basis.

<u>Section 6. Tax Sheltered Annuities</u>: Payroll deduction for tax sheltered annuities is available to all Teachers. Applications must be submitted during the periods of January 1 to January 30, and September 1 to September 15, for each year. A new company will not be recognized for payroll deduction unless a minimum of four (4) employees are active participants.

<u>Section 7. Long-term Disability Benefits</u>: Long-term disability benefits will be provided at Teacher expense up to 66-2/3% of the Teachers basic contracted salary per month. There shall be an elimination period of 180 calendar days.

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

Subd. 2. The Salary of each Teacher shall be increased by the cost of his/her long-term disability premium.

Subd. 3. This Section (Section 7) will take effect September 1, 1999.

Subd. 4. The benefit for the entire year shall be based on the Teacher's salary at the beginning of the year as modified in Article VI, Section 3, Subd. 4.

Subd. 5. Eligibility shall mean those Teachers with twenty (20) or more hours of employment per week.

<u>Section 8. Dental Insurance</u>. The District will allow a Dental Plan for teachers at no cost to the District.

Section 9. Eligibility:

Subd. 1. Benefits in this article shall be granted to all Full Time Teachers.

Subd. 2. Benefits in this article shall be granted to Part Time Teachers pro rata as determined by their percent of time pursuant to Article VI, Section 5. Part Time Teacher Pay.

Subd. 3. Casual substitutes shall not receive any benefits pursuant to this article.

Subd. 4. Long term substitutes shall receive benefits as defined in Subd. 1 and Subd. 2 above, if employed for more than 60 consecutive work days.

ARTICLE X

LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. A Full Time Teacher shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the Teacher's work year. All of the available yearly sick leave would be usable as of the first day of school each year. Should the Teacher use unearned sick leave and then for any reason (i.e. termination, illness or death) not work the required time to earn leave, the Teacher or their estate will be required to reimburse the School District for those days used. Fifty percent (50%) of the work days in any one month must be worked by the Teacher to earn a day of sick leave for that month. Sick leave must be used in not less than a one-half day increment or hourly increments upon superintendent approval.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 150 days of sick leave per Teacher.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever a Teacher's absence is found to have been due to illness, or doctor/dental appointments resulting from previous or current condition, which prevented his/her attendance at school and performance of duties on that day or days.

Subd. 4. After a three (3) day illness the School District may during the period of the illness require a Teacher to furnish a medical certificate from a qualified physician as evidence of illness if the School District has a good faith belief that the sick leave use was not for an acceptable reason. Such medical certificate must indicate the absence was due to illness of the Teacher or the Teacher's child and must be dated on or prior to the last day of the utilized sick leave.

Subd. 5. In the event that a medical certificate will be required, the Teacher will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the Teacher.

Subd. 7. Sick leave pay shall be approved upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 8. No later than October 15 of each school year, the School District should furnish to the Teacher a written statement setting forth the total days of sick leave credit.

Section 2. Worker's Compensation: Pursuant to M.S. 176, a Teacher injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, his/her salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

Section 3. Personal Leave:

Subd. 1. A Teacher shall be granted three (3) personal leave days per year, cumulative to a maximum of five (5). This type of leave may be taken in one half day, or more, increments.

Subd. 2. Request for personal leave must be made in writing to the superintendent of schools at least three (3) days in advance, whenever possible. All leaves should have prior approval but at no time shall more than two (2) teachers from each building be granted personal leave, but the building principal may allow more than two at his/her discretion. A personal leave day shall not be granted for the day preceding or the day following Winter/Christmas Break, nor the first and last days of the school year *Subd. 3*. If, at the end of the year a teacher has not used all his/her personal leave days, two of those days may be carried over to the following year and/or the School District will reimburse the employee at the substitute rate of pay for one of the remaining unused day(s) at the teacher's discretion.

Section 4. Funeral Leave: In the case of death within the immediate family, a Teacher may be granted three (3) days paid leave of absence per incident. Immediate family is defined as parents, grandparents, aunts, uncles, children, spouse, brothers, sisters, nieces, nephews, cousins, and grandchildren of either the Teacher or their spouse at discretion of administration. Additional days needed shall be by special request to the superintendent, and shall be deducted from the Teacher's salary after all personal leave and then sick leave days have been used.

Section 5. Mobility Leave:

Subd. 1. The School District will consider Teacher mobility leaves for up to five (5) years. In order to be considered for leave beyond two (2) years, the Teacher must submit for prior approval by the School District a reentry plan.

Subd. 2. Mobility Leave Reinstatement. Notice of intent to return must be filed on or before February 1, of the school year prior to reinstatement. In order to be reinstated in a teaching position a Teacher returning from a mobility leave in excess of one (1) year must submit proof to the School District of thirty (30) hours (3 quarter credits) of refresher courses in that Teacher's major field of preparation. In addition, a valid teaching certificate must be presented to the district superintendent on or before February 1, of the school year preceding the school year of reinstatement.

Section 6. Advance Education Leave: Upon recommendation by the Superintendent, and at the sole discretion of the School Board, extended leaves may be granted to a member of the faculty. Requests for extended leave must be received by the Superintendent no later than March 1, with School Board action on the request to be made at the April board meeting. Such leave granted is without pay and fringe benefits to the Teacher from the School District. A Teacher has to have worked for the district for one contract year, or more, and has to have worked for more than 1,250 hours during the last twelve (12) months.

Section 7. Emergency Leave: Five (5) days of emergency leave per year shall be available to all teachers and will be deducted from sick leave.

Section 8. ESST - Earned Safe and Sick Leave: Employees will have 80 hours of ESST front-loaded on their first day of employment, and returning employees at the beginning of each school year. Total accruals including carryover amounts are capped at 80 hours of ESST. Earned sick and safe time can be used for an employee's mental or physical illness, treatment or preventive care; the mental or physical illness, treatment or preventive care of an employee's family member; absence due to domestic abuse, sexual assault or stalking of an employee or their family member; closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

When sick leave is needed, employees will utilize the 80 hours of ESST first, and any remaining balance at the end of the year will be carried over to the employees accrued sick leave.

Section 9. PFML - Paid Family Medical Leave:

Subd. 1. Pursuant to Minnesota Statutes, Chapter 268B ("Paid Family & Medical Leave"), the Employer and the Union recognize that beginning January 1, 2026, eligible employees are entitled to paid family and medical leave benefits. The Employee's share (50%) of PFML premiums shall be withheld from wages in accordance with Minnesota law. The Employer shall contribute its share (50%) of premiums as required by statute. Each pay statement shall identify the amount of PFML premiums deducted from the Employee's wages and the Employer contribution. The Employer shall post the PFML workplace notice from DEED in a conspicuous location at each worksite. The Employer shall provide written notice of PFML rights to each new Employee within thirty (30) days of hire or before premium collection begins.

Sudb. 2. Leave Request Process. Employees must provide thirty (30) days advance notice of PFML leave when foreseeable. If advance notice is not practicable, notice shall be provided as soon as practicable. Employees requesting intermittent leave shall provide a proposed schedule as soon as practicable and make reasonable efforts to avoid undue disruption in the workplace. Employees must follow the usual absence reporting procedures unless incompatible with the reason for requesting leave. The Employer may require medical certification supporting the need for PFML leave, consistent with statute. Employees shall provide the required medical certification as soon as practicable.

Sudb. 3.Non-Retaliation / Job Protection. The Employer shall not retaliate or discriminate against Employees for exercising PFML rights. Returning Employees shall be reinstated to the same or equivalent position in accordance with law. Statutory PFML provisions supersede any conflicting agreement language held in local contracts.

Sudb. 4. Supplementation / Coordination with Other Leave. PFML may run concurrently with other leave benefits to the extent allowed by law and this Agreement.

Subd. 5. Recordkeeping and Compliance. The Employer shall maintain PFML compliance records as required by statute and the Employer shall comply with quarterly wage reporting to DEED.

Section 10. Sick Bank: The purpose of the Sick Leave Bank is to provide means of assistance to its members upon approval of the Superintendent during an episode of significant illness where all other sources of collectable benefits (sick leave, emergency leave, and personal leave) have been exhausted. The parties agree to allow the Carlton Education Association members to donate hours to the Sick Leave Bank up to a maximum of 38.75 total hours per school year. Any hours donated to the Sick Leave Bank shall become property of the school district to use when utilization of Sick Leave Bank is authorized by the Superintendent. Teachers may access up to 10 days from this bank for individual or immediate family illnesses when all other leaves have been exhausted. Employees must complete a Sick Day donation form when submitting hours to the Sick Leave Bank. Any sick leave donated by a CEA member will be automatically deducted from the CEA member account and cannot be recovered. This agreement is only in effect until June 30, 2027, at which time, it expires.

Section 11. Other Leaves: The parties acknowledge the applicability of the Family and Medical Leave Act of 1993 as amended, the Minnesota Parenting Leave Act, the Minnesota Sick and Injured Child Care Leave Act and other applicable laws, rules and regulations.

Section 12. Insurance Application: A Teacher on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Teacher shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 13. Credit: A Teacher who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he had accrued at the time he went on leave. No credit shall accrue for the period of time that a Teacher was on unpaid leave with the exception of an approved exchange teaching program of value to the Carlton School District.

Section 14. Eligibility:

Subd. 1. Benefits in this article shall be granted to all Full Time Teachers.

Subd. 2. Benefits in this article shall be granted to Part Time Teachers pro rata as determined by their percent of time pursuant to Article VI, Section 5, Part Time Teacher Pay. For Teachers that work for only part of the year, benefits in this article shall be prorated according to the ratio of the number of days worked to total number of days in the school year.

Subd. 3. Casual substitutes shall not receive any benefits pursuant to this article.

Subd. 4. Long term substitutes shall receive Section 1, Sick leave; Section 2, Workers Compensation; Section 3, Personal Leave; Section 4, Funeral Leave, benefits as defined in Subd. 1, and Subd. 2. above, beginning with their first day of employment.

Subd. 5. If in the event a Teacher uses a leave and then terminates employment before accumulating the number of days used, the School District has the right to withhold, from salary, the daily rate of pay for those leave days used.

ARTICLE XI
HOURS OF SERVICE

Section 1. Basic Day: The basic teacher day shall be seven and three-quarters hours inclusive of a thirty (30) minute duty free lunch.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the education program of the School District. The specific hours for each building will be designated by the building principal or superintendent. When a teacher attends a due process meeting outside of contract day, they have the flexibility to make up that time within the next week. This is an established practice. They should inform the principal.

Section 3. Additional Activities: In addition to the basic school day, teachers may be required to reasonably participate in school activities beyond the basic teacher day. The normal extra duties for teachers include a reasonable share of co-curricular and supervisory activities. In addition, teachers will be required to work beyond the normal teaching day for parent conferences or in-service given proper notice of ten (10) working days. Policies for the determination of "reasonable share of activities" will be developed on a building basis with teachers required to work beyond the normal day for assigned activities, or supervisory tasks.

Section 4. Preparation Time: For every twenty-five (25) minutes of instructional time, a minimum of five (5) additional minutes of preparation time shall be provided to each licensed teacher. Preparation time shall be provided in one or two uninterrupted blocks during the student contact day. Exceptions to this may be made by mutual agreement between the School District and the exclusive representative of the teachers. Special education teachers will be entitled to one due process day each semester without a basic leave deduction. Additional days may be granted in consultation with the Director of Special Education and the Principal.

ARTICLE XII
LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: The School District shall, prior to April 1, of each school year establish the number of school days and teacher duty days for the next school year and a Teacher shall perform services on those days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school, and pursuant to such authority as determined to conduct school.

Section 2. Length of School Year: The school year is set at a maximum of 183 teacher days. A district minimum of teacher/student days will be held to conform to the state requirement, and days lost due to emergencies will be made up on a flexible basis to conform to the minimum requirements of Minnesota Laws. Alterations in minimum day requirement will conform to Minnesota Laws.

Section 3. Emergency Closing: In the event a student day or Teacher duty day is lost for any emergency closing, the Teacher shall perform duties on that day or other such day in lieu thereof as the School District shall determine, if any.

<u>Section 4. Snow Day/E-Learning Day</u>:
E-Learning Days are authorized in accordance with Minnesota Statute §120A.414, which permits school districts to provide instruction via distance learning when school buildings are closed due to inclement weather or related emergencies. The purpose of this Article is to define expectations for bargaining-unit members on district approved E-Learning Days.

Subd. 1. Notice and Activation: The District shall notify staff of an E-Learning Day as early as practicable, consistent with district emergency communication procedures. Teachers will not be required to report to the school building on an E-Learning Day unless mutually agreed or specifically required to meet essential operational needs, and only if it is safe to do so.

Sudb. 2. Teacher Responsibilities During E-Learning Days: Teachers shall be available to students and families for instructional support for the duration of the normal student contact day. Availability may be met through email, phone, or district approved learning management systems. Teachers shall provide meaningful and accessible learning activities that can be completed independently or with minimal guidance, consistent with Minn. Stat. §120A.414. Activities shall be posted or distributed according to district procedure and accessible without requiring real-time interaction unless required by the district's E-Learning Plan.

Subd. 3. Student Attendance and Engagement: Teachers shall record attendance or engagement using the method approved by the district. Teachers will not be responsible for verifying technology failures or connectivity issues.

Subd. 4. Special Education and Related Services: Teachers and case managers will provide adapted learning materials or alternative instructional access as appropriate, consistent with the student's IEP. Required direct services will occur only if feasible, safe, and allowed under the district's E-Learning Plan.

Subd. 5. Meetings and Collaboration: Virtual staff meetings may be held during the normal workday, provided they do not conflict with required student availability obligations.

Subd. 6. Workload and Protections: Expectations for teacher duties on E-Learning Days shall be comparable in scope to a regular duty day and shall not increase total workload beyond contractual daily limits. Teachers shall not be penalized for delays caused by power outages, internet disruptions, or district technology failures.

Subd. 7. Training and Support: The District shall provide training, resources, and technical support necessary for teachers to carry out E-Learning responsibilities. No teacher shall be held responsible for failures related to technology, platforms, or connectivity outside their control.

Subd. 8. Review and Consultation: The District and Union will meet annually, or upon request, to review E-Learning procedures and make revisions as necessary. Any substantive changes to teacher duties during E-Learning Days must be negotiated with the Union.

ARTICLE XIII
GRIEVANCE PROCEDURE

<u>Section 1. Definitions</u>:

Subd. 1. Scope. For the purposes of Section 1 to Section 7 the words defined in this part have the meanings given them.

Subd. 2. Bureau. "Bureau" means the Bureau of Mediation Services.

Subd. 3. Days. "Days" means calendar days.

Subd. 4. Employee. "Employee" means any member of this bargaining unit.

Subd. 5. Grievance. "Grievance" means a dispute of disagreement regarding the application or interpretation of any term of a contract required under Minnesota Statutes, Section 179A.20, subdivision 1.

Subd. 6. Non-probationary. "Non-probationary" means an employee who has completed an initial probationary period required as part of the public employer's employment process.

Subd. 7. Party. "Party" means either the exclusive representative and its authorized agent or the employer and its authorized representative.

Subd. 8. Service. "Service" means personal delivery or service by the United States Postal Service, postage prepaid and addressed to the individual or organization at its last known mailing address. Service under Section 1 to Section 7 is effective upon deposit with the United States Postal Service, as evidenced by a postmark or dated receipt, or upon personal delivery.

Section 2. Computation of Time: In computing any period of time prescribed or allowed by Section 1 to Section 7, the day of act or event upon which a period of time begins to run shall not be included. The last day of the time period shall be included unless it is a Saturday, Sunday, or holiday.

Section 3. Step One: When an employee or group of employees represented by an exclusive representative has a grievance, the employee or an agent of the exclusive representative shall attempt to resolve the matter with the employee's immediate supervisor (principal) within twenty-one 21 days after the employee, through the use of reasonable diligence, should have had knowledge of the event or act giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond in writing to the grievant and the agent of the exclusive representative within five (5) teacher contract days after the grievance is presented.

Section 4. Step Two: If the supervisor has not been able to resolve the grievance or has not responded in writing within the time period provided in Section 3 (Step One), a written grievance may be served on the next appropriate level of supervision (superintendent) by the exclusive representative. The written grievance shall provide a concise statement outlining the nature of the grievance, the provisions of the contract or the just cause situation in dispute, and a statement of the relief or remedy requested. The written grievance must be served on the employer's representative within fifteen (15) days after the immediate supervisor's response was due under Section 3 (Step One). The employer's representative shall meet with the agent of the exclusive representative within five (5) teacher contract days after service of the written grievance and both parties shall attempt to resolve the grievance. The employer's representative shall serve a written response to the grievance on the agent of the exclusive representative within five (5) teacher contract days of the meeting. The response shall contain a concise statement of the employer's position on the grievance and the remedy of relief the employer is willing to provide, if any.

Section 5. Step Three: If the grievance is not resolved under Section 4 (Step Two), the exclusive representative may serve the written grievance upon the chief administrative agent of the employer (Board) or that person's designated representative within ten (10) days after the written response required by Section 4 (Step Two) was due. An agent of the exclusive representative shall meet with the Board or a committee of the Board within five (5) teacher contract days of service of the written grievance and they shall attempt to resolve the matter. The chief administrative officer or designee shall serve a written response to the grievance on the agent of the exclusive representative within five (5) teacher contract days of the meeting.

Section 6. Arbitration:

Subd. 1. Referral to arbitration. If the response of the chief administrative officer or designee is not received within the period provided in Section 5 (Step Three) or is not satisfactory, the exclusive representative may serve written notice on the employer of its intent to refer the case to arbitration within ten (10) days after the response required by Section 5 (Step Three) is due.

Subd. 2. Selection of arbitrator. Within ten (10) days of the service of written notice of intent to arbitrate, the employer's chief administrative officer or designee shall consult with the agent of the exclusive representative and endeavor to mutually agree upon an arbitrator to hear and decide the grievance. If the parties do not agree upon the selection of an arbitrator, either party may request a list of impartial arbitrators from the bureau. The parties shall alternately strike names from the list provided by the bureau until only one (1) name remains, and the remaining name shall be the designated arbitrator. The determination of which party will commence the striking process shall be made by mutual agreement or a flip of a coin. If one party refuses to strike names from the list provided by the bureau, the other party may serve written notice of this fact upon the bureau, with a copy to the offending party.

Unless it is confirmed that the parties have otherwise selected or agreed upon an arbitrator within three (3) days of service of the notice of refusal or failure to strike names, the bureau shall designate one (1) name from the list previously provided to the parties and the person so designated by the bureau shall have full power to act as the arbitrator of the grievance.

Subd. 3. Arbitrator's authority. The arbitrator shall have no authority to amend, modify, add to, or subtract from the terms of an existing contract. The decision and award of the arbitrator shall be final and binding upon both parties.

Subd. 4. Arbitration expenses. The employer and the exclusive representative shall share equally the arbitrator's fees and necessary expenses. Cancellation fees shall be paid by the party requesting the cancellation and any fees incurred as the result of a request for clarification shall be paid by the party requesting the clarification. Each party shall be responsible for compensating its own representatives and witnesses except to the extent provided by Section 7, Subd. 1.

Subd. 5. Transcripts and briefs. Because arbitration is intended to provide a simple, speedy alternative to litigation processes, the use of transcripts and briefs should be considered only in exceptional circumstances. If a verbatim record is required, it may be prepared providing the party desiring the record pays the cost and makes a copy available to the other party and the arbitrator without charge. The arbitrator may maintain written notes of the hearing and may use an electronic recording device to supplement the note taking. These notes shall be considered the arbitrator's private and personal property and shall not be made available to the parties or another third party. If a recording device is used by the arbitrator to supplement the arbitrator's notes, the arbitrator shall retain the recording for a period of ninety (90) days following the issuance of the award.

Section 7. Processing of Grievances:

Subd. 1. Release time. To the fullest extent feasible, the processing of grievances under Section 1 to Section 7 shall be conducted during the normal business hours of the employer. Employees designated by the exclusive representative shall be released from work without loss of regular non-overtime earnings as a result of their necessary participation in meetings, or hearings held pursuant to Section 1 to Section 7, whenever such release is consistent with the ability of the employer to conduct safe and reasonable operations. The exclusive representative shall pay for the substitute for each representative. No more than three employees shall be entitled to compensation for participation in a single meeting or hearing with respect to any one grievance.

Subd. 2. Waiver of steps. The parties may by written mutual agreement waive participation in the grievance steps in Section 3 to Section 5 and may similarly agree to extend the time limits established by Section 3 to Section 6.

Subd. 3. Time limits. A failure to raise a grievance within the time limits specified in Section 3, or to initiate action at the next step of the procedure in Section 3 to Section 6 within the time limits of these sections shall result in forfeiture by the exclusive representative of the right to pursue the grievance. A failure of an employer representative to comply with the time periods and procedures in Section 3 to Section 6 shall require mandatory alleviation of the grievance as requested in the last statement by the exclusive representative.

ARTICLE XIV
UNREQUESTED LEAVES OF ABSENCE (LAYOFF AND RECALL), APPOINTMENTS,

DISMISSALS, SUSPENSIONS

<u>Section 1. ULA Procedures and Order of Layoff</u>:

Subd. 1. Placement: The School District may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave shall be effective at the beginning of the next school year. Layoffs shall be made on the basis of seniority in the district within a teacher's field of certification.

Subd. 2. Notification: The School Board shall notify, in writing by certified mail, and in-person through a district designee, no later than June 1, all teachers who will be placed on unrequested leave of absence. Teachers receiving such notice shall then have the right to a hearing pursuant to M.S. 122A.40, Subd. 7, within fourteen (14) days and therefore shall not be subject to the grievance procedure

Subd. 3. Order of Leave Placement: Teachers shall be placed on unrequested leave of absence for the reasons listed in *subd. 1* of this article according to their seniority numbers and licensure with the highest number in the license area to be the first placed on such leave. In the event a reduction in number of teachers creates a situation requiring that a choice be made among teachers who have equal seniority, the selection of teacher(s) for purposes of reduction shall be at the discretion of the School District based on criteria including performance, training, experience, skills in special assignments, special or advanced certifications obtained in the teacher's field and subject matter employed, and other relevant factors. Typically, this results in teachers being laid off in the inverse order of their position on the seniority list.

Subd. 4. Forwarding Address: When placed on unrequested leave, a teacher shall file his/her name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher at that last known address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave to provide for the forwarding of mail or for address change. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

<u>Section 2. Determination of Seniority</u>:

a. Seniority in the district shall be computed on the basis of a Teacher's continuous employment from the first day of actual service in the school district. Actual service is defined as the date the individual contract was signed by the Board of Education as indicated by resolution in the board minutes. The Teacher with the highest amount of service shall have the greatest seniority, and the Teacher with the lowest amount of service shall have the least amount of seniority.

b. Teachers teaching less than a full contract day or year shall accrue, for the purposes of seniority only, as a Full Time Teacher effective with the 1987–88 contract.

c. Only service during the normal school year and normal school day, as defined in the Master Agreement, will count toward seniority. Services such as summer school, additional work days, or pursuant to the extra pay schedule shall not be considered in the establishment of the seniority date.

d. The School District shall prepare from its records a seniority list, which shall contain the name, seniority status, and area(s) of certification of each Teacher. This list shall be updated at least once a year.

e. Teachers with identical seniority dates shall have ties decided on the basis of (1) total teaching experience; (2) degree; and (3) graduate credits. Teacher evaluation and performance criteria may also be used in determining teacher retention in cases of identical seniority. Evaluations to be used will begin with the 1977-78 school year and will follow an evaluation procedure agreed upon by teachers and administration.

f. Teachers shall continue to accrue seniority while on approved leaves of absence when determining seniority.

g. The original seniority date shall be retained by any Teacher whose employment has been legally terminated by resignation or termination pursuant to M.S. 122A.40, but whose employment was reinstated by the School District without actual interruption of regular service.

Section 3. Bumping Rights: Rights of Teachers shall be governed by P.E.L.R.A. and applicable Minnesota Statute. Limited or provisional certificates would not be sufficient for displacement purposes, nor would minor certification be sufficient to displace major certification.

Section 4. Status While on Leave: Teachers placed on unrequested leave of absence shall remain eligible for insurance benefits at personal expense. Arrangement for payment of premiums for those teachers electing to continue insurance benefits while on leave shall be made with the business manager of the School District. A Teacher on such leave may engage in teaching or any other occupation during the period of such leave, and may be eligible for unemployment compensation pursuant to the criteria for eligibility under the Unemployment Compensation Act.

Section 5. Recall:

a. No new Teacher shall be employed by the board while there is available, on unrequested leave of absence, a Teacher who is fully licensed to fill the vacant position.

b. Pending completion of the recall procedure, positions may be filled on a temporary basis.

c. As positions for which they are licensed become available, Teachers shall be recalled to employment in the inverse order of layoff as determined by the Teacher's status on the seniority list at the time of the unrequested leave.

d. If a position becomes available for a qualified teacher on unrequested leave, the School District shall send, by registered mail, the notice to such teacher who shall have twenty (20) days from the receipt of such notice to accept the re-employment. Failure to reply in writing to the Superintendent within such a twenty (20) day period shall constitute waiver on the part of the teacher for said position for that year. Notification of recall shall be by certified mail with return receipt requested. Notification shall be to the last known address provided by the Teacher to the district office.

e. Teacher who refuses a recall offer of equal employment to his/her previous position shall be considered to have voluntarily removed his/her name from the seniority list, and the position shall be offered to the Teacher with the next greatest seniority, provided that Teacher is licensed for the position.

f. Teachers shall be eligible for recall for up to five (5) years from the date unrequested leave commenced.

Section 6. Termination of Rights: A Teacher's recall rights shall terminate should any of the following events occur.

a. Voluntary removal by a teacher of his/her name from the seniority list.
b. Resignation of teaching position.
c. Retirement.
d. Discharge or termination of Teacher (for cause).
e. Failure to accept an offer of reemployment as specified.
f. The expiration of five (5) years from the commencement of an unrequested leave of absence without having been recalled.
g. The expiration or revocation of a valid teaching certificate.
h. Failure to notify the district by April 15, of intent to return to work.

Section 7. Appointments, Dismissals, Suspensions:

Subd. 1. Teachers shall be appointed, assigned and dismissed by the board upon the recommendation of the Superintendent.

Subd. 2. Suspension Without Pay.

(a) Without pay: A Teacher may be suspended without pay for good and sufficient reason. Any such suspension is subject to the grievance procedure.

(b) Notice: Suspension shall take effect upon the Teacher's receipt of written notification from the superintendent of Schools to the Teacher, stating the grounds for suspension together with a statement that the Teacher may make a written request within five (5) calendar days after receipt of such notification for a hearing before the School Board to review the suspension. If no hearing is requested within five (5) calendar day period, it shall be deemed acquiescence by the Teacher to the suspension.

(c) Hearing: If the Teacher requests a hearing within the five (5) calendar day period, the hearing shall take place within ten (10) calendar days after receipt of the request for a hearing. At the option of the School Board, the hearing may be by a committee or a designated representative of the School Board. The School Board reserves the right to affirm, reduce or reverse the suspension action. In the event the suspension is reversed or reduced, the teacher shall be compensated appropriately for any salary loss during the period of the suspension not affirmed by the School Board. The Teacher shall be notified of the date, time and place of the hearing and the School Board shall issue its decision within ten (10) calendar days after the conclusion of the hearing.

(d) Grievance: The decision of the School Board shall be subject to the grievance procedure as provided in this Agreement commencing at the arbitration level, provided written notification requesting arbitration is received by the Superintendent within five (5) calendar days after receipt of the School Board's decision.

ARTICLE XV
PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public, and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance. The exclusive representative agrees, therefore, that during the term of this agreement neither the exclusive representative nor any individual Teacher shall engage in any strike as defined by the P.E.L.R.A. The parties agree that procedures affecting this Article are provided for by P.E.L.R.A. and, therefore, shall not be subject to the grievance or arbitration procedure.

ARTICLE XVI
DURATION

Section 1. Terms and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027, and therefore until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2027. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration

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

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

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

Education Minnesota - Carlton:

____
President

____
Secretary

____
Chief Teacher Negotiator

Dated: ________________

Independent School District 93

____
Chairperson

____
Clerk

____
Board Negotiator

Dated: ________________

2025-2026 Schedule A

Step	BA	BA 15	BA 30	BA 45	BA 60/MA	BA 80/MA15	MA 30
1	40,731	41,338	42,233	43,513	44,114	46,516	47,350
2	41,330	41,945	43,219	44,114	46,516	48,618	50,359
3	41,943	43,111	43,819	46,751	48,618	50,443	52,991
4	43,152	44,682	46,751	48,618	51,620	53,131	54,895
5	44,681	46,506	48,618	50,443	53,121	54,623	56,432
6	46,496	48,330	50,443	51,922	54,918	56,432	58,234
7	48,323	50,155	51,922	53,482	55,783	58,234	60,025
8	50,115	51,979	53,482	55,526	58,501	60,025	61,535
9	51,673	53,194	54,931	56,727	59,723	61,535	63,334
10	53,207	55,312	56,727	58,529	61,530	63,334	65,136
11	54,828	57,141	58,522	60,329	63,334	64,840	66,930

2026-2027 Schedule B

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	BA80/MA 15	MA+30
1	41,546	42,165	43,078	44,383	44,996	47,446	48,297
2	42,157	42,784	44,083	44,996	47,446	49,590	51,366
3	42,782	43,973	44,695	47,686	49,590	51,452	54,051
4	44,015	45,576	47,686	49,590	52,652	54,194	55,993
5	45,575	47,436	49,590	51,452	54,183	55,715	57,561
6	47,426	49,297	51,452	52,960	56,016	57,561	59,399
7	49,289	51,158	52,960	54,552	56,899	59,399	61,226
8	51,117	53,019	54,552	56,637	59,671	61,226	62,766
9	52,706	54,258	56,030	57,862	60,917	62,766	64,601
10	54,271	56,418	57,862	59,700	62,761	64,601	66,439
11	55,925	58,284	59,692	61,536	64,601	66,137	68,269

Longevity Pay	**2025-2026**	**2026-2027**
12-14 Years:	$700	$700
15-19 Years:	$1400	$1400
20-24 Years:	$2800	$2800
25 + Years:	$5000	$5000

Schedule C

PREAMBLE TO EXTRA-CURRICULAR AND CO-CURRICULAR SCHEDULE: The following are agreed upon rates of pay for the positions listed. This list does not mandate that these positions be assigned. All paid assignments shall be made in a letter of assignment stating position and the pay for that position. Positions not assigned and accepted in writing before beginning duties shall not be paid.

	Extra-Curricular	2025-2026	2026-2027
Football:	Head	$ 4,758	$ 4,758
	Jr Varsity	$ 3,357	$ 3,357
	Jr High Grades 6-8	$ 1,853	$ 1,853
	Asst*	$ 1,180	$ 1,180
Volleyball:	Head	$ 4,758	$ 4,758
	Jr Varsity	$ 3,357	$ 3,357
	Jr High Grades 6-8	$ 1,853	$ 1,853
	Asst*	$ 1,180	$ 1,180
Boys Basketball:	Head	$ 5,009	$ 5,009
	Jr Varsity	$ 3,907	$ 3,907
	Jr High Grades 6-8	$ 1,904	$ 1,904
	Asst*	$ 1,180	$ 1,180
Girls Basketball:	Head	$ 5,009	$ 5,009
	Jr Varsity	$ 3,907	$ 3,907
	Jr High Grades 6-8	$ 1,904	$ 1,904
	Asst*	$ 1,180	$ 1,180
Track:	Head	$ 3,907	$ 3,907
	Asst	$ 3,357	$ 3,357
	Jr High	$ 3,357	$ 3,357
Baseball:	Head	$ 3,504	$ 3,504
	Asst	$ 2,006	$ 2,006
Softball:	Head	$ 3,504	$ 3,504
	Asst	$ 2,006	$ 2,006
Cross Country:	Head	$ 3,093	$ 3,093
	Asst**	$ 1,180	$ 1,180
Cross Country Ski		$ 2,252	$ 2,252
Boys Tennis		$ 2,904	$ 2,904
Instrumental Music		$ 3,057	$ 3,057
Yearbook Advisor		$ 1,972	$ 1,972
Director Drama		$ 1,801	$ 1,801
Noon Supervisor		$ 1,505	$ 1,505
Math Team		$ 1001	$ 1001
Honors Math		$ 901	$ 901
National Honor Society		$ 1,151	$ 1,151
Peer helpers		$ 951	$ 951
Special Functions per event		$ 40.41	$ 40.41
Dance Non-Advisor Chaperone per Evening		$ 32.34	$ 32.34
Teacher Hourly Rate - Non-Contract Days		$ 30.09	$ 30.09
Substitute During Prep (HS Period)		$ 30.09	$ 30.09
Teaching During Prep (Elem)		$ 15.05	$ 15.05
Homebound Instruction per Hour		$ 30.09	$ 30.09
Student Council Advisor		$ 1,151	$ 1,151
Knowledge Bowl Advisor		$ 1001	$ 1001
Robotics		$ 1,801	$ 1,801
School Patrol - Elementary		$ 1,110	$ 1,110

*The fourth (4th) coach will only be hired when grades 6-8 student numbers exceed thirty (30).

**The second (2nd) coach for Cross Country running coach will be hired when student numbers exceed twenty (20).

RETIREMENT INCENTIVE AGREEMENT AND RELEASE OF CLAIMS

This Retirement Incentive Agreement and Release of All Claims is entered into by and between Independent School District No. 93 hereinafter referred to as "School District," and (Tracy Bockbrader) hereinafter referred to as the "Eligible Teacher." The School District and Eligible Teacher shall be referred to collectively as "the Parties."

Whereas, pursuant to Minn. Stat. §123A.48 Subd. 23 the School District may offer retirement incentives on the day that the consolidation is approved;

Whereas, the School District may offer retirement incentives until the June 30th following the effective date of the consolidation;

Whereas, the School District may determine the staff to whom the incentives are offered;

Whereas, retirement incentives may only be offered to employees that sever active employment with the School District;

Whereas, the Commissioner of Education must approve the offer of retirement incentives.

NOW, THEREFORE, in consideration of the promises and mutual agreements, covenants, and provisions contained herein, including the relinquishment of certain legal rights and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Extended Leave of Absence**. The Eligible Teacher must have been employed by the District for at least five years and have ten years of allowable service credit or ten years of full-time teaching service in a Minnesota public elementary or secondary schools and such Eligible Teacher hereby takes an unpaid extended leave of absence from the School District from August 31, 2026 until September 1, 2031 and resigns upon completion of the leave of absence. Eligible teacher agrees that he/she is not entitled to reinstatement during or after the extended leave of absence.

2. **Retirement Incentive**. Subject to the School District's determination of eligibility, in exchange for the extended leave of the Eligible Teacher and execution of this Agreement and Release of All Claims, at the Eligible Teacher's option, the Eligible Teacher is offered the following severance incentives:

Severance Payment. The School District will make monthly payments to Eligible Teacher of <u>$1,879.00</u> beginning on or about September 15, 2026 for a total <u>of 36 months</u>.

Health Insurance. Eligible Teacher may select a district sponsored single-health insurance plan that is available to other district employees. Policy premium toward the single-health insurance plan will be paid 100% by the School District, matching the 2025-2026 Master Agreement contract language outlining the health insurance benefit. The School District will continue to provide the employer sponsored health insurance coverage and premiums for <u>60</u> months. Coverage may not extend beyond age 65 or the end of the first month in which the employee is eligible for employer-paid health insurance coverage from a new employer.

Payment of Employer Pension Contributions. If Eligible Teacher has at least ten years of allowable service credit in TRA, Eligible Teacher may purchase up to five additional years of allowable service credit from the applicable pension plan. To do so, the former employee must make arrangements with the business office to have member contributions deducted for the pension plan in a manner and in accord with a schedule specified by the executive director of the fund. If Eligible Teacher makes the member contribution, the School District will make the applicable employer contribution up to five years matching the former employee. The salary used to determine these contributions is the Eligible Teacher's salary in 2025 - 2026. During the period of continuing member and employer contributions, Eligible Teacher is not considered to be an active member of the pension plan, is not eligible for any active member disability or survivorship benefit coverage, and is not included in any postemployment termination benefit plan changes unless the applicable benefit legislation provides otherwise. Continued eligibility to purchase service credit under this paragraph expires if Eligible Teacher is subsequently employed during the service purchase period by a public employer with retirement coverage under a pension plan specified in section 356.30, subdivision 3.

3. **Approval of Retirement Incentives**. Pursuant to Minn. Stat. §123A.73 Subd. 12, the commissioner must approve the retirement incentive and amount to be levied. The Eligible Teacher understands that if the commissioner fails to approve the retirement incentive or fails to approve the levy for the full amount of the cost of the retirement incentive benefits then the District is under no obligation to pay the benefits set forth in paragraph 2 to the Eligible Teacher. In the event the District declines to

provide the benefits set forth in paragraph 2 of this Agreement, the Eligible Teacher may rescind his or her resignation regardless of whether it has been approved by the School Board.

4. **No Representation regarding Taxes**. The Eligible Teacher acknowledges that the School District has made no representations regarding any tax treatment relative to the early retirement incentive benefits set forth in paragraph 2.

5. **Consideration**. The Eligible Teacher acknowledges that the additional consideration of the early retirement incentive payment provided for in paragraph 2 of this Agreement is in exchange for Eligible Teacher signing (and not later revoking) this Agreement and Release of Claims.

6. **General Release and Covenant Not to Sue**. Except as provided below, Eligible Teacher on his/her own behalf hereby releases the School District, and its present and former board members, administrators, officers, directors, employees, agents, attorneys, insurers, representatives, consultants, other affiliates and the successors and assigns of each, whether in their individual or official capacities from any and all liability for any and all damages, actions, or claims—regardless of whether they are known or unknown, direct or indirect, asserted or unasserted—that arise out of or relate to any action, decision, event, fact, or circumstance occurring on or before the Eligible Teacher signs this Agreement. Excluded from this release are any claims that cannot be waived by applicable law, including, but not limited to, (a) any rights or claims that are based on events that occur after Eligible Teacher signs this Agreement; (b) any right to institute legal action for the purpose of enforcing this Agreement; (c) the Eligible Teacher's right to file a charge with or participate in an investigation conducted by the Equal Employment Opportunity Commission ("EEOC") or other governmental agencies although the District may contest such charge and the Eligible Teacher agrees that Eligible Teacher will not be able to recover any award of compensation, damages, or any other monies if Eligible Teacher files a charge or complaint or has a charge or complaint filed on his/her behalf with any federal, state, or local government agency.

7. **Review and Consider**. In compliance with the ADEA, Eligible Teacher has 21 days in which to consider this Agreement. If the Eligible Teacher signs this Agreement before twenty-one (21) days have elapsed from the date on which Eligible Teacher first received a copy of the Agreement to review, Eligible Teacher will be voluntarily waiving the right to the twenty-one (21) day review period.

8. **Rescission Period**. In compliance with the ADEA and the Minnesota Human Rights Act, Eligible Teacher has 15 days from the date of the execution of this

Agreement in which to rescind it. To be effective, any such rescission must be in writing and delivered to:

Mark Messman
Interim Superintendent
Carlton School District
405 School Ave.
Carlton, MN 55718

a. By hand by 5:00 p.m. on or before the 15th day; or

b. By certified mail return receipt requested, postmarked on or before the 15th day.

9. **Effect of Rescission**. If Eligible Teacher rescinds this Agreement, this Agreement will be null and void and he/she will not be entitled to any of the consideration/benefits described in paragraph 2 of this Agreement.

10. **Eligible Teacher Representations**. Eligible Teacher represents and agrees that: he/she has fully read this Agreement; he/she has been given a fair opportunity to discuss the terms of this Agreement; he/she has been advised to consult an attorney before signing this Agreement; he/she has had a full opportunity to discuss this Agreement with his/her counsel; he/she is not relying upon any statements made outside this Agreement and is voluntarily entering into this Agreement.

11. **Proposed Immediate Discharge**. Notwithstanding anything in this Agreement to the contrary, the Eligible Teacher shall not be entitled to early retirement incentive pay as provided for in paragraph 2 of this Agreement if the Eligible Teacher is proposed for immediate discharge following his or her execution of this Agreement.

12. **Governing Law and Severability**. This Agreement is governed by the laws of the State of Minnesota, both as to interpretation and performance. If any provision of this Separation Agreement shall be determined by a court to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired.

13. **Complete Agreement.** It is expressly understood and agreed by Eligible Teacher and the District that this Agreement contains the entire agreement between Eligible Teacher and the District with regard to the matters set forth in it and shall be

binding upon and inure to the benefit of the executors, administrators, personal representatives, heirs, successors and assigns of each.

14. **Subject to School Board Approval**. This Agreement shall not become effective, or obligate the School District to make any payments, unless and until the School District's School Board approves this Agreement.

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

IN WITNESS, WHEREOF, the parties acknowledge that they have read this Retirement Incentive Agreement and Release of Claims and, by signing, hereby affirm that they fully understand its terms and applications, and voluntarily intend to be bound by the same.

Dated: ___________________________ ________________________________
Eligible Teacher

Independent School District No. 93:

Dated: ___________________________ ________________________________
By:
Its:

Dated: ___________________________ ________________________________
By:
Its:

RETIREMENT INCENTIVE AGREEMENT AND RELEASE OF CLAIMS

This Retirement Incentive Agreement and Release of All Claims is entered into by and between Independent School District No. 93 hereinafter referred to as "School District," and (Christy Wolvert) hereinafter referred to as the "Eligible Teacher." The School District and Eligible Teacher shall be referred to collectively as "the Parties."

Whereas, pursuant to Minn. Stat. §123A.48 Subd. 23 the School District may offer retirement incentives on the day that the consolidation is approved;

Whereas, the School District may offer retirement incentives until the June 30th following the effective date of the consolidation;

Whereas, the School District may determine the staff to whom the incentives are offered;

Whereas, retirement incentives may only be offered to employees that sever active employment with the School District;

Whereas, the Commissioner of Education must approve the offer of retirement incentives.

NOW, THEREFORE, in consideration of the promises and mutual agreements, covenants, and provisions contained herein, including the relinquishment of certain legal rights and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Extended Leave of Absence.** The Eligible Teacher must have been employed by the District for at least five years and have ten years of allowable service credit or ten years of full-time teaching service in a Minnesota public elementary or secondary schools and such Eligible Teacher hereby takes an unpaid extended leave of absence from the School District from August 31, 2026 until September 1, 2031 and resigns upon completion of the leave of absence. Eligible teacher agrees that he/she is not entitled to reinstatement during or after the extended leave of absence.

2. **Retirement Incentive**. Subject to the School District's determination of eligibility, in exchange for the Extended Leave of Absence of the Eligible Teacher and execution of this Agreement and Release of All Claims, at the Eligible Teacher's option, the Eligible Teacher is offered the following severance incentives:

Severance Payment. The School District will make monthly payments to Eligible Teacher of $1,940 beginning on or about September 15, 2026 for a total of 36 months.

Health Insurance. Eligible Teacher may select a district sponsored single-health insurance plan that is available to other district employees. Policy premium toward the single-health insurance plan will be paid 100% by the School District, matching the 2025-2026 Master Agreement contract language outlining the health insurance benefit. The School District will continue to provide the employer sponsored health insurance coverage and premiums for 60 months. Coverage may not extend beyond age 65 or the end of the first month in which the employee is eligible for employer-paid health insurance coverage from a new employer.

Payment of Employer Pension Contributions. If Eligible Teacher has at least ten years of allowable service credit in TRA, Eligible Teacher may purchase up to five additional years of allowable service credit from the applicable pension plan. To do so, the former employee must make arrangements with the business office to have member contributions deducted for the pension plan in a manner and in accord with a schedule specified by the executive director of the fund. If Eligible Teacher makes the member contribution, the School District will make the applicable employer contribution up to five years matching the former employee. The salary used to determine these contributions is the Eligible Teacher's salary in 2025 - 2026. During the period of continuing member and employer contributions, Eligible Teacher is not considered to be an active member of the pension plan, is not eligible for any active member disability or survivorship benefit coverage, and is not included in any postemployment termination benefit plan changes unless the applicable benefit legislation provides otherwise. Continued eligibility to purchase service credit under this paragraph expires if Eligible Teacher is subsequently employed during the service purchase period by a public employer with retirement coverage under a pension plan specified in section 356.30, subdivision 3.

3. **Approval of Retirement Incentives**. Pursuant to Minn. Stat. §123A.73 Subd. 12, the commissioner must approve the retirement incentive and amount to be levied. The Eligible Teacher understands that if the commissioner fails to approve the retirement incentive or fails to approve the levy for the full amount of the cost of the retirement incentive benefits then the District is under no obligation to pay the benefits set forth in paragraph 2 to the Eligible Teacher. In the event the District declines to

provide the benefits set forth in paragraph 2 of this Agreement, the Eligible Teacher may rescind his or her resignation regardless of whether it has been approved by the School Board.

4. **No Representation regarding Taxes**. The Eligible Teacher acknowledges that the School District has made no representations regarding any tax treatment relative to the early retirement incentive benefits set forth in paragraph 2.

5. **Consideration**. The Eligible Teacher acknowledges that the additional consideration of the early retirement incentive payment provided for in paragraph 2 of this Agreement is in exchange for Eligible Teacher signing (and not later revoking) this Agreement and Release of Claims.

6. **General Release and Covenant Not to Sue**. Except as provided below, Eligible Teacher on his/her own behalf hereby releases the School District, and its present and former board members, administrators, officers, directors, employees, agents, attorneys, insurers, representatives, consultants, other affiliates and the successors and assigns of each, whether in their individual or official capacities from any and all liability for any and all damages, actions, or claims—regardless of whether they are known or unknown, direct or indirect, asserted or unasserted—that arise out of or relate to any action, decision, event, fact, or circumstance occurring on or before the Eligible Teacher signs this Agreement. Excluded from this release are any claims that cannot be waived by applicable law, including, but not limited to, (a) any rights or claims that are based on events that occur after Eligible Teacher signs this Agreement; (b) any right to institute legal action for the purpose of enforcing this Agreement; (c) the Eligible Teacher's right to file a charge with or participate in an investigation conducted by the Equal Employment Opportunity Commission ("EEOC") or other governmental agencies although the District may contest such charge and the Eligible Teacher agrees that Eligible Teacher will not be able to recover any award of compensation, damages, or any other monies if Eligible Teacher files a charge or complaint or has a charge or complaint filed on his/her behalf with any federal, state, or local government agency.

7. **Review and Consider**. In compliance with the ADEA, Eligible Teacher has 21 days in which to consider this Agreement. If the Eligible Teacher signs this Agreement before twenty-one (21) days have elapsed from the date on which Eligible Teacher first received a copy of the Agreement to review, Eligible Teacher will be voluntarily waiving the right to the twenty-one (21) day review period.

8. **Rescission Period**. In compliance with the ADEA and the Minnesota Human Rights Act, Eligible Teacher has 15 days from the date of the execution of this Agreement in which to rescind it. To be effective, any such rescission must be in writing and delivered to:

Mark Messman
Interim Superintendent
Carlton School District
405 School Ave.
Carlton, MN 55718

a. By hand by 5:00 p.m. on or before the 15th day; or

b. By certified mail return receipt requested, postmarked on or before the 15th day.

9. **Effect of Rescission**. If Eligible Teacher rescinds this Agreement, this Agreement will be null and void and he/she will not be entitled to any of the consideration/benefits described in paragraph 2 of this Agreement.

10. **Eligible Teacher Representations**. Eligible Teacher represents and agrees that: he/she has fully read this Agreement; he/she has been given a fair opportunity to discuss the terms of this Agreement; he/she has been advised to consult an attorney before signing this Agreement; he/she has had a full opportunity to discuss this Agreement with his/her counsel; he/she is not relying upon any statements made outside this Agreement and is voluntarily entering into this Agreement.

11. **Proposed Immediate Discharge**. Notwithstanding anything in this Agreement to the contrary, the Eligible Teacher shall not be entitled to early retirement incentive pay as provided for in paragraph 2 of this Agreement if the Eligible Teacher is proposed for immediate discharge following his or her execution of this Agreement.

12. **Governing Law and Severability**. This Agreement is governed by the laws of the State of Minnesota, both as to interpretation and performance. If any provision of this Separation Agreement shall be determined by a court to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired.

13. **Complete Agreement.** It is expressly understood and agreed by Eligible Teacher and the District that this Agreement contains the entire agreement between

Eligible Teacher and the District with regard to the matters set forth in it and shall be binding upon and inure to the benefit of the executors, administrators, personal representatives, heirs, successors and assigns of each.

14. **Subject to School Board Approval**. This Agreement shall not become effective, or obligate the School District to make any payments, unless and until the School District's School Board approves this Agreement.

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

IN WITNESS, WHEREOF, the parties acknowledge that they have read this Retirement Incentive Agreement and Release of Claims and, by signing, hereby affirm that they fully understand its terms and applications, and voluntarily intend to be bound by the same.

Dated: ___________________________ ________________________________
Eligible Teacher

Independent School District No. 93:

Dated: ___________________________ ________________________________
By:
Its:

Dated: ___________________________ ________________________________
By:
Its:

CARLTON SCHOOL DISTRICT
Superintendent Recommendation to the School Board

RE: Severance – Individual Retiree Health Insurance Benefit

Background

Denise Patnaude has provided many years of dedicated and faithful service to the students, families, staff, and community of the Carlton School District. Throughout her tenure as an Administrative Assistant, Ms. Patnaude has consistently demonstrated professionalism, loyalty, integrity, and a strong commitment to supporting the educational mission of the district.

As Ms. Patnaude meets MDE and PERA eligibility requirements, and was initially given serious consideration for the Consolidation Severance Agreements, she was unfortunately overlooked upon final decisions, approvals, and recommendations made to the board. Due to this error, the district now has an opportunity to recognize her significant contributions and express its appreciation for her years of service through the continuation of single health insurance coverage until she becomes eligible for Medicare.

Recommendation

It is recommended that the Carlton School Board approve the provision of a single-individual retiree health insurance plan for Denise Patnaude, with the full premium cost paid by the Carlton School District, beginning upon her retirement and continuing until she reaches Medicare eligibility.

Fiscal Impact

The district will assume responsibility for the cost of a single-individual health insurance premium until Ms. Patnaude becomes eligible for Medicare coverage. The annual cost will be determined based on the health insurance plan selected and future premium adjustments.

Superintendent Recommendation

I respectfully recommend that the Carlton School Board approve retiree health insurance benefits for Denise Patnaude consisting of district-paid single health insurance coverage effective upon retirement and continuing until Medicare eligibility is attained.

Submitted this 15th day of June, 2026.

Mark Messman

Mark Messman
Interim Superintendent
Carlton School District

Dear Mrs. Solarz and Human Resources,

Please accept this letter as my formal resignation from my position at Carlton School District, effective June 30, 2026.

I am incredibly grateful for the opportunities and experiences I have had while working at South Terrace Elementary. It has been a pleasure working with the students, staff, and families during my time here.

I have accepted a position as a Reading Interventionist for the upcoming school year, and while I am excited for this next step, I truly appreciate all I have learned and the relationships I have built here.

Thank you again for your support and guidance these past two years!
Josephine Steller

Dear Members of the School Board and other staff,

I am writing to formally notify you of my intent to begin maternity leave effective Friday, August 14, 2026.

I have been approved to work every other week in the summer to prepare for the new school year and the multitude of tasks needing to be completed.

My official due date is August 24th; however, my son was born a week early, and I am preemptively requesting a week (including a weekend) in preparation for this to potentially occur again.

Sincerely, Ina-Marie Crandall Secretary

CARLTON ISD 93
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
School Year 2025-2026

Employee At-Will. The person referenced herein as the Kids Care Aide is an employee at-will and serves at the discretion of the Carlton Independent School District 93 Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Nikki Czerwinski

Position: Kids Care Aide

Job Description: See attached

Salary: The base salary will be $16.00 per hour, for an estimated 10 hours weekly and is subject to deductions for taxes and other withholdings as required by law or the policies of the Carlton Independent School District. This is a non-supervisory, non-exempt position. Employee must document hours of work and submit a timecard for payment.

Benefits: This position is not eligible for any District paid benefits or any paid time off.

Beginning Date of Employment*: June 5, 2026

Ending Date of this contract*: June 30, 2026

*The dates listed above identify the projected beginning and ending dates of employment under this contract. The contract is subject to annual review and renewal.

Basic Work Week and Basic Work Year: Estimated 10 hours a week

Your employment with the District is at-will, and either party can terminate the working relationship at any time with or without just cause.

You acknowledge that this at-will letter of assignment represents the entire agreement between you and the District and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the District. This at-will letter of assignment shall only be effective after it has been authorized by the Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: ______________________ Date: ____________

Board Chair's Signature: ______________________ Date: ____________

Superintendent's Signature: ______________________ Date: 6/15/26

CARLTON ISD 93
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
School Year 2025-2026

Employee At-Will. The person referenced herein as the Kids Care Aide is an employee at-will and serves at the discretion of the Carlton Independent School District 93 Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Natalie Peaney

Position: Kids Care Aide

Job Description: See attached

Salary: The base salary will be $16.00 per hour, for an estimated 24 hours weekly and is subject to deductions for taxes and other withholdings as required by law or the policies of the Carlton Independent School District. This is a non-supervisory, non-exempt position. Employee must document hours of work and submit a timecard for payment.

Benefits: This position is not eligible for any District paid benefits or any paid time off.

Beginning Date of Employment*: June 5, 2026

Ending Date of this contract*: June 30, 2026

*The dates listed above identify the projected beginning and ending dates of employment under this contract. The contract is subject to annual review and renewal.

Basic Work Week and Basic Work Year: Estimated 24 hours a week

Your employment with the District is at-will, and either party can terminate the working relationship at any time with or without just cause.

You acknowledge that this at-will letter of assignment represents the entire agreement between you and the District and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the District. This at-will letter of assignment shall only be effective after it has been authorized by the Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: ______________________ Date: __________

Board Chair's Signature: ______________________ Date: __________

Superintendent's Signature: ______________________ Date: 6/15/26

CARLTON ISD 93
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
School Year 2025-2026

Employee At-Will. The person referenced herein as the Kids Care Aide is an employee at-will and serves at the discretion of the Carlton Independent School District 93 Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Carley Lawry

Position: Kids Care Aide

Job Description: See attached

Salary: The base salary will be $15.00 per hour, for an estimated 20 hours weekly and is subject to deductions for taxes and other withholdings as required by law or the policies of the Carlton Independent School District. This is a non-supervisory, non-exempt position. Employee must document hours of work and submit a timecard for payment.

Benefits: This position is not eligible for any District paid benefits or any paid time off.

Beginning Date of Employment*: June 5, 2026

Ending Date of this contract*: June 30, 2026

*The dates listed above identify the projected beginning and ending dates of employment under this contract. The contract is subject to annual review and renewal.

Basic Work Week and Basic Work Year: Estimated 20 hours a week

Your employment with the District is at-will, and either party can terminate the working relationship at any time with or without just cause.

You acknowledge that this at-will letter of assignment represents the entire agreement between you and the District and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the District. This at-will letter of assignment shall only be effective after it has been authorized by the Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: ______________________ Date: ____________

Board Chair's Signature: ______________________ Date: ____________

Superintendent's Signature: ______________________ Date: 6/15/28

CARLTON ISD 93
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
School Year 2025-2026

Employee At-Will. The person referenced herein as the Kids Care Aide is an employee at-will and serves at the discretion of the Carlton Independent School District 93 Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Gabby Loucks

Position: Kids Care Aide (student)

Job Description: See attached

Salary: The base salary will be $13.50 per hour, for an estimated 10-20 hours weekly and is subject to deductions for taxes and other withholdings as required by law or the policies of the Carlton Independent School District. This is a non-supervisory, non-exempt position. Employee must document hours of work and submit a timecard for payment.

Benefits: This position is not eligible for any District paid benefits or any paid time off.

Beginning Date of Employment*: June 5, 2026

Ending Date of this contract*: June 30, 2026

*The dates listed above identify the projected beginning and ending dates of employment under this contract. The contract is subject to annual review and renewal.

Basic Work Week and Basic Work Year: Estimated 10-20 hours a week

Your employment with the District is at-will, and either party can terminate the working relationship at any time with or without just cause.

You acknowledge that this at-will letter of assignment represents the entire agreement between you and the District and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the District. This at-will letter of assignment shall only be effective after it has been authorized by the Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: ________________ Date: ________

Board Chair's Signature: ________________ Date: ________

Superintendent's Signature: ________________ Date: 6/18/26

June 15th, 2026

Carlton School District
405 School Ave,
Carlton MN 55783

To the Carlton School Board and Admin,

Please accept this letter of resignation from my position as the American Indian Education Director. My last day of employment will be June 30th, 2026. I am resigning because I have accepted a position with another district.

Thank you for the support during my time at Carlton and the opportunities that came from the district. I wish everyone that will be moving forward with the consolidated district success. I will be happy to assist the district with any questions of the American Indian Education program to make the transition easier.

Sincerely,

Graciana Evans
American Indian Education Director

June 15th, 2026

Carlton School District
405 School Ave,
Carlton MN 55783

To the Carlton School Board and Administration,

Please accept this letter of resignation from my position at Carlton High School. My last day of employment will be June 30th, 2026. I am resigning because I have accepted a position with another district.

I am extremely grateful for my time at Carlton and the opportunities that came from the district. Carlton has the best students and the most supportive staff members, which made each day a great experience. I wish everyone that will be moving forward with the consolidated district success. I will be happy to assist the district with any questions within the life science department or robotics to make the transition easier.

Sincerely,

Sarah Fruzyna