



**Application & Reimbursement Request  
 FY 2025 - 2026  
 Career & Technical Education Grant  
 Externships / Professional Development Request  
Basic Project Information and Externship Details  
For Office Use: UFARS Code 305 Costs**

Approximately \$25,000 will be available to fund Teacher Externship opportunities. The grant period is from April 2026 through June 2026 or until funding runs out.

**THE DEADLINE FOR APPLICATIONS IS APRIL 24, 2026**

GRANT APPROVAL COMMITTEE: NESC CTE Budget Committee:

[Email Applications to John Engelking - NESC](mailto:John.Engelking@nesc.org)


APPROVAL COMMITTEE: NESC CTE

Subcommittee: Danette Seboe, Scott Patrow, Kristi Berlin, Shannon Malovrh, John Engelking

The Rural CTE Grant will fund externship grants of 80 to 200 hours. The hourly pay rate is typically \$30.00 / hour = 200 X \$30.00 = 6,000 plus 16% in benefits. **Districts are limited to \$7,000 per academic year**, and this may be reduced and equitably distributed to accommodate more requests. Externship grants are available only to licensed CTE instructors. Teachers must complete an Externship Application, which requires them to indicate their business partner. The Budget Committee will review applications and provide notice of approval. Requests for NESC payment are due by July 1, 2026.

**IF APPROVED, SUBMIT REIMBURSEMENT REQUEST, INVOICE, AND SUPPORTING DOCUMENTS TO:**

[Kathy Jankila and John Engelking](mailto:Kathy.Jankila@nesc.org)

Name of the proposed CTE Externship Project or Projects. Aerospace Externship at Vantage Aviation DLH	
If approved, please indicate the teacher's willingness to share their experience at a future CTE educational summit or meeting. Yes	
Primary Project Contact Name/Email/Phone: Christy Newcomb / <a href="mailto:christyn@monacoairduluth.com">christyn@monacoairduluth.com</a> / 218-623-6569	
Teacher(s) Assigned to Externships Name/Email/Phone: Hamilton Smith / <a href="mailto:hamilton.smith@isd709.org">hamilton.smith@isd709.org</a> / 218-348-0237	
Primary Project School: Area Learning Center and Academic Excellence Online	

<b>Primary Partners (businesses or industries)</b>	
<b>District Number :</b>	ISD 709
<b>Proposed Project Start Date:</b>	5/1/26
<b>Projected number of students impacted as a result of the Externship:</b>	Up to 80
<b>Project Grade Level(s) Impacted:</b>	11th and 12th
<b>Describe the activities, goals, and intended outcomes/student impact:</b>	Increase the ability to bring students on impactful field trips to the airport businesses. Expand career interest and build project ideas for my Aerospace students. Add knowledge and educational materials, videos and images to digital content.
<b>Indicate if this externship was previously funded and the source of that funding.</b>	I was able to complete a very similar externship last summer using these same funds. It was amazing, so I'd be beyond happy to do it again.
<b>Hourly Rate and Total Requested Funding. (IE, The hourly pay rate is typically \$30.00 / hour = 200 X \$30.00 = 6,000 plus 16% in benefits. Amount:</b>	200 Hours x \$30 = \$6000 plus 16% (\$960) = \$6960

**Certification & Assurances**

I certify that the information in this application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the requested award and in the amount requested.

Simone Zurich  
Signature of Business Manager

Simone Zurich

Printed Name

Exec. Dir. Finance, Business Serv.

Title

4/6/26

Date

Danette Seboe  
Signature of Authorized Supervisor

Danette Seboe

Printed Name

Principal CTE

Title

3/30/26

Date





**Application & Reimbursement Request  
FY 2025 - 2026  
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**APPROVAL COMMITTEE: NESC CTE**

**Subcommittee: Danette Seboe, Scott Patrow, Kristi Berlin, Shannon Malovrh, John Engelking**

The Rural CTE Grant will fund externship grants of 80 to 200 hours. The hourly pay rate is typically \$30.00 / hour = 200 X \$30.00 = 6,000 plus 16% in benefits. **Districts are limited to \$7,000 per academic year**, and this may be reduced and equitably distributed to accommodate more requests. Externship grants are available only to licensed CTE instructors. Teachers must complete an Externship Application, which requires them to indicate their business partner. The Budget Committee will review applications and provide notice of approval. Requests for NESC payment are due by July 1, 2026.

**IF APPROVED, SUBMIT REIMBURSEMENT REQUEST, INVOICE, AND SUPPORTING DOCUMENTS TO:**

[Kathy Jankila](mailto:Kathy.Jankila@nesc.org) and [John Engelking](mailto:John.Engelking@nesc.org)

<p><b>Name of the proposed CTE Externship Project or Projects.</b> Sky Harbor, Duluth Aviation Institute, Vantage, Bong Museum, UMD Research Assistant (Engineering)</p>	
<p><b>If approved, please indicate the teacher's willingness to share their experience at a future CTE educational summit or meeting. (Yes or No) YES</b></p>	
<p><b>Primary Project Contact Name/Email/Phone:</b> Josh Borchardt, <a href="mailto:joshua.borchardt@isd709.org">joshua.borchardt@isd709.org</a>, 763-516-0561</p>	
<p><b>Teacher(s) Assigned to Externships Name/Email/Phone:</b> Josh Borchardt, <a href="mailto:joshua.borchardt@isd709.org">joshua.borchardt@isd709.org</a>, 763-516-0561</p>	
<p><b>Primary Project School:</b> Denfeld High School</p>	

<b>Primary Partners (businesses or industries)</b> Sky Harbor, Vantage, Bong Museum, UMD Research Assistant (Engineering)	
<b>District Number :</b>	709
<b>Proposed Project Start Date:</b>	Jun 6, 2026
<b>Projected number of students impacted as a result of the Externship</b>	60
<b>Project Grade Level(s) Impacted:</b>	10-12
<b>Describe the activities, goals, and intended outcomes/student impact:</b>	Learn about industry leading aerospace and engineering careers, manufacturers, and opportunities in this area. Adding aerospace history through the Bong Museum as a means to connect students to local heroes and innovators. Goals are to generate career contacts for students as well as gain industry insights into curriculum development to have more robust and career ready graduates from Aerospace Physics, and Denfeld as a whole.
<b>Indicate if this externship was previously funded and the source of that funding.</b>	N/A
<b>Hourly Rate and Total Requested Funding. (IE, The hourly pay rate is typically \$30.00 / hour = 200 X \$30.00 = 6,000 plus 16% in benefits. Amount:</b>	200 hours. \$6,000 + Benefits

**Certification & Assurances**

I certify that the information in this application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the requested award and in the amount requested.

Simone Zurich

Signature of Business Manager

Simone Zurich

Printed Name

Exec. Dir. Finance, Business Serv.

Title

4/9/26

Date

Danette Schoe

Signature of Authorized Supervisor

Danette Schoe

Printed Name

Principal CTE

Title

4/9/26

Date



## AGREEMENT FOR FACILITIES USE

This Agreement is entered into on this 16th day of March, 2026 by and between Independent School District No. 709, Duluth (the "District") and Midwest Special Instruments ("MSI") (collectively, "Parties").

WHEREAS, the District owns the property located at 709 Portia Johnson Drive, Duluth, MN 55811 ("District Office"); and

WHEREAS, the District Office contains numerous conference rooms, including one identified as DSC Closed Boardroom Room 120 (the "Conference Room"); and

WHEREAS, MSI wishes to use the Conference Room from March 30, 2026 through April 3, 2026 for purposes of hosting a School Equipment Calibrations event.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and for other valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Term.** This Agreement will take effect on Monday, March 30, 2026 at 8:00 a.m. and expire on Friday, April 3, 2026 at 4:00 p.m. (the "Term").
2. **Right to use the Conference Room.** MSI shall have the exclusive right to use the Conference Room from 8:00 a.m. to 4:00 p.m. during each day of the Term. MSI shall have complete and sole responsibility for any costs, damages, or losses which arise out of transporting, using, testing, maintaining, and operating any electronic equipment brought by MSI to the District Office and Conference Room, including but not limited to any of its own equipment or equipment owned by others that MSI is calibrating.
3. **Payment.** The Parties agree that MSI is using the Conference Room to do calibrations of electronic equipment for school districts, including the District. The Parties therefore agree that based on the terms of this Agreement and the calibration services provided by MSI to the District, no further consideration will be required for use of the Conference Room.
4. **Expiration of Term.** By no later than 4:00 p.m. on Friday, April 3, 2026, MSI shall completely vacate the Conference Room. MSI shall leave no equipment, waste, or other materials in the Conference Room.
5. **Cleaning.** During the Term, MSI is responsible for cleaning the Conference Room. The District is responsible for cleaning all other portions of the District Office consistent with the District's cleaning schedule, which it may determine at its sole and absolute discretion.
6. **Use of other Portions of the District Office.** MSI shall be allowed to use the shared bathrooms and hallway area outside of the Conference Room. MSI shall not have access to other portions of the District Office.
7. **Indemnification.** In consideration of being allowed to use the Conference Room, MSI hereby agrees to defend, indemnify, and hold the District harmless from any claims, demands, losses, or injuries (collectively "claims") to persons or property which arise

from or in connection with the use of the District Office and/or Conference Room, which claims shall include, without limitation: loss, injury, or death to any licensee, invitee, agent, or guest of the User, and any costs, damages, or liability relating to equipment brought to the District Office and Conference Room by MSI.

8. **Termination.** This Agreement may be terminated by either party at any time for cause. "Cause" is defined as a material breach of either party's obligations under this Agreement or the inability of a party to continue to perform its obligations under the Agreement.
9. **Choice of Law and Severability.** This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
10. **Waiver and Equal Drafting.** Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.
11. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Neither party has relied on any statements, promises, or representations that are not stated in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by both parties.
12. **Headings.** Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signatures.

**MIDWEST SPECIAL INSTRUMENTS**

Anthony P. Grundner

3/19/2026

By: TONY GRUNDNER

Date

Its: CONTROLLER

**INDEPENDENT SCHOOL DISTRICT NO. 709, DULUTH**

Simone Zurich

3/17/26

By: Simone Zurich

Date

Its: Exec. Dir. Business Services

**Memorandum of Agreement  
Between Children's Dental Services (CDS) and Duluth Public Schools**

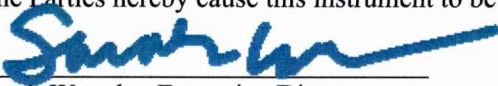
This Memorandum of Agreement is designed to formalize the continuing relationship between Children's Dental Services (CDS), hereinafter referred to as CDS, and Duluth Public Schools regarding the operation of portable dental clinics.

**Terms of Agreement**

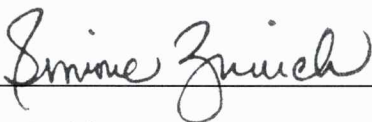
1. Duluth Public Schools agrees to provide the following at no cost to CDS at each of the locations where clinic services are provided:
  - A room in which to provide dental treatment that is at least 10 by 10 feet, shared bathrooms, and an office area. If available, CDS will have access to shared conference space.
  - All utilities.
  - Routine maintenance and repairs (e.g. light bulbs, windows, ceiling tiles, towels, toilet paper).
  - Rubbish removal (non-hazardous waste)
  - Custodial and housekeeping services.
  - Access to the internet and phones at each site.
2. CDS will provide the following at no cost to Duluth Public Schools.
  - Dental equipment and supplies (pharmaceuticals, laboratory and medical) for use in care.
  - Proper maintenance and disposal of hazardous waste.
  - Appropriate staffing for dental care (with training and licensing as required by law).
  - Supervision of dental staff.
  - All billing responsibilities.
  - Dental malpractice insurance for all appropriate staff.
  - All dental equipment installed is the property and responsibility of CDS. It remains property of CDS should the agreement end, and all repairs and maintenance of the dental equipment are the responsibility of CDS.
3. CDS and Duluth Public Schools mutually give permission to include names and other descriptive information about CDS on-site dental care in their respective catalogs, brochures and correspondence, naming CDS as the entity operating the dental care, and Duluth Public Schools as the host and collaborating agency for the dental care.
4. CDS agrees that it has complete operational responsibility over the provision of dental care. This responsibility includes securing funding and adjusting staffing levels or hours of operation according to school hours.
5. CDS will protect the confidentiality of any and all information received from patients who seek services at the children's dental clinic unless disclosure is necessary for the health and safety of the student and/or other persons.
6. CDS and Duluth Public Schools staff will work cooperatively. This includes collaboration whenever possible between clinic staff and the program in addressing patient needs.
7. Either Duluth Public Schools or CDS may terminate this Agreement with or without cause upon at least thirty (30) days written notice to the other party.
8. This Agreement constitutes the entire understanding and Agreement between CDS and Duluth Public Schools with regard to all matters herein. This Agreement supersedes in the entirety any and all previous agreements, whether written or oral, between the parties.
9. This Agreement may be amended only in writing signed by all the parties hereto.

10. All notices and other communications required or desired to be given shall be given personally, via email or sent by telefax, registered or certified mail, postage prepaid, return receipt requested to the persons and the addresses set forth at the end of the contract. Notices will be deemed received (a) on the date delivered, if delivered personally; (b) when sent by telefax (if confirmation notice is sent by registered or certified mail on the same day; or (c) three (3) business days after posting, if sent by registered or certified mail:
11. The laws of the State of Minnesota shall govern this Agreement.
12. Nothing herein shall create or be deemed to create any relationship of agency, joint venture or partnership between Duluth Public Schools and CDS. Neither party shall have the power to bind or obligate the other in any manner except as expressly provided in this Agreement.
13. Neither party shall be liable to the other or be deemed to be in breach of the Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather.
14. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent permissible by law.
15. Any waiver expressed or implied, by either party of any rights, terms or conditions of the Agreement shall not operate to waive such rights, terms or conditions or any other rights, terms, or conditions beyond the specific instance of waiver.
16. CDS and Duluth Public Schools shall indemnify and defend each other with respect to claims made by third parties concerning the respective performance of the matters referenced herein.

The Parties hereby cause this instrument to be executed by their duly authorized officers:

  
\_\_\_\_\_  
Sarah Wovcha, Executive Director  
Children's Dental Services  
636 Broadway St NE Minneapolis MN 55413

4-8-26  
Date

  
\_\_\_\_\_  
Simone Zunic  
Executive Director of Finance & Business Services  
ISD 709 Duluth Public Schools  
709 Portia Johnson Drive, Duluth, MN 55811

4-9-26  
Date

**Memorandum of Agreement  
Between  
Duluth Public Schools- And  
Bethel University**

The following contract shall be established between Bethel University and Duluth Public Schools- (Field Agency) on 3/1/26. Students are social work students enrolled in the Department of Social Work at Bethel University and participating in the Field Practicum component of the program. The purpose of this contract is to state the roles and responsibility of the Social Work Program and the Field Agency establishing conduct expectations within the Field Practicum for social work students.

**I. GENERAL PROVISIONS**

- a. Copies of any established rules and regulations applicable to students participating in the program and calendars for both Field Agency and Bethel University in effect from time to time shall be delivered to the other party as they become available.
- b. Both parties to this Agreement will furnish each other with their respective philosophies, goals, objectives, and other materials helpful in understanding each other's purpose and structure for the social work field practicum.
- c. Neither the University nor the Field Agency will illegally discriminate on the grounds of sex, race, creed, color, religion, age, disability, affectional orientation, or marital status with regard to admission or participation of registered students in the social work practicum.
- d. Students are not considered agents of the Field Agency except while participating in activities at the direction or under the supervision of the Field Agency. The Field Agency is responsible for compliance of students and instructors with all rules and regulations of the Field Agency with respect to their activities while at the Field Agency.

**II. DUTIES OF THE COLLEGE**

- e. The selection of students to participate in the field placement is at the discretion of Bethel University Social Work Field Program. The Field Agency reserves the right to approve students assigned to do field work at its facility.
- f. Bethel Social Work Field Program shall appoint a field liaison from its faculty for all students participating in the field placement.
- g. Bethel University Social Work field liaison will oversee the students participation in the program. The Bethel Social Work Program shall be responsible for, and shall maintain control over, all phases of the administration of the Field Placement, including curriculum content, faculty appointments, admission requirements, graduation and such other matters as are internal to Bethel University. Bethel Social Work Program shall maintain the necessary student records.
- h. Bethel University field liaison is responsible for the primary responsibility for providing ongoing communication between the Field Agency and the Bethel Social Work program concerning the progress and problems of the field placement, the social work program and participating students.
- i. The Bethel University field liaison is responsible for the evaluation of the field placement and student in collaboration with the Agency Field Instructor.

- j. The Bethel University Social Work Program will assist and cooperate with the Field Agency in the investigation of any matter that arises out of a student's participation in the Field Placement.
- k. The dismissal of a student for academic or disciplinary reasons will be the responsibility of Bethel University.
- l. Bethel University will provide worker's compensation insurance for all Bethel employees paid by Bethel University and assigned to Field Program responsibilities. The Field Agency must provide worker's compensation for all individuals employed by the Field Agency who participate in or assist with the Field Placement responsibilities and activities.

*Liability, Claims and Indemnity*

- a. Bethel University is responsible for ensuring that students are adequately insured. Such insurance shall include incidental medical malpractice insurance.
- b. Bethel University agrees to defend, indemnify, and hold harmless the field agency, its agents and employees (including duly authorized volunteers) from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Bethel University, its officers, employees, or agents and against all loss by reason of the failure of Bethel University to perform fully, in any respect, all obligations under this contract.
- c. At all times during this Agreement, Bethel University shall carry general liability insurance with limits of at least \$1 million per occurrence and \$2 million in the aggregate. An umbrella or excess policy over primary liability coverage is an acceptable method to provide the required insurance amounts.
- d. It is the sole responsibility of Bethel University to determine the need for and to procure additional coverage which may be needed in connection with this Agreement. Upon request by the agency, the Bethel University will provide to the Field Agency certificates of insurance evidencing such coverage.

**III. DUTIES OF THE FIELD AGENCY, HOSPITAL OR ORGANIZATION  
HEREIN KNOWN AS AGENCY**

- a. Field Agency has ultimate responsibility for the quality of social work service provided to its clients and/or patients. Field Agency and its appropriate supervisory staff may at any time terminate a student's participation in the field work at the Field Agency if a Student's behavior violates rules, regulations, policies or guidelines established by the Field Agency from time to time. The Field Agency and its appropriate supervisory staff will provide full information to Bethel University and its social work faculty regarding circumstances and the facts that led to the dismissal of any Bethel student from field work for the Field Agency.
- b. Field Agency has ultimate responsibility for the quality and adequacy of field supervision of Bethel Social Work Students participating in a Field Placement. Field Agency is responsible to provide supervisory personnel who meet or exceed CSWE standards for the students. Field Agency is responsible for providing orientation for the student intern to the Field Agency and its service delivery system. Field Agency will recognize that each student intern is preparing for professional practice. Students shall not be asked to provide

services beyond their student capacities and educational merit. Field Agency supervisors will provide a Field Performance Evaluation at midyear and at completion of the Field Placement. Field Agency will also provide written evaluation of the student intern's completion of learning tasks documented in the Learning Agenda. The Field Agency staff is expected to provide comments and suggestions when pertinent to the improvement of the field work program and education of the students.

- c. Field Agency will reasonably cooperate with the Bethel Social Work Program and the faculty liaison in matters relating to the field work program including faculty site visits, student progress consultation, and student intern instruction and evaluation.
- d. Field Agency will promptly obtain competent and necessary care of students if physical or psychological trauma occurs to students while performing required student intern duties at the Agency.
- e. The Field Agency warrants that it carries industry standard professional and general liability.
- f. The Field Agency agrees to indemnify and hold harmless Bethel University from any and all costs, expenses, claims, demands, causes of action, liabilities and responsibilities arising out of or in any way connected with any act or omission of the Field Agency officers, employees or agents. No student shall be deemed to be an employee of the Field Agency.

#### **IV. DUTIES OF THE STUDENT**

- a. Students are not considered agents of the Field Agency except while participating in field work activities at the direction or under the supervision of Field Agency personnel.
- b. All expenses incurred by students including, but not limited to, transportation, background check, books and school supplies, shall be the responsibility of the student. The Field Agency is not expected to have responsibility for such expenses.

##### *Health Requirements*

- a. Each Student will be required, as a condition for participation in a Field Placement, to submit proof of a negative Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. Documentation shall be kept by Bethel University and be available, if needed, for reference by the field agency.
- b. Students participating in the Field Work Program are required to carry their own health insurance. Students are required to carry their own auto insurance.

#### **V. SUMMARY ARTICLES**

- a. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of partners, joint ventures or an association between the Field Agency and Bethel University, nor shall either party, its employees, students, agents or representatives be considered employees, agents or representatives of the other party except as specifically provided above.
- b. The Agreement may only be modified or amended by written mutual consent of both parties.

- c. The term of this Agreement shall run for a period of two years. This Agreement may be terminated: (a) by either party upon written notice to the other party at any time at least six months prior to the commencement of the academic year; (b) by either party upon 30 days written notice to the other party of a material breach of such party's duties and obligations thereunder, provided such breach is not cured to the reasonable satisfaction of the non breaching party prior to the end of the 30 day notice period; and (c) at any time upon mutual agreement of the parties hereto.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

The parties have executed this Agreement as of the date and year first above written.

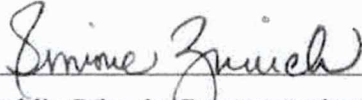


Bethel University Representative Signature

Robyn Rylaarsdam University Provost

Bethel University Representative Printed Name and Title

Date: 4/7/2016

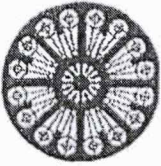


Duluth Public Schools- Representative Signature

Simone Zunich - Exec. Dir. Finance and Business Services

Duluth Public Schools- Representative Printed Name and Title

Date: 3/2/2016



**ST. CATHERINE  
UNIVERSITY**

**AGREEMENT FOR FIELDWORK OR SERVICE-LEARNING EXPERIENCE**

This Agreement ("Agreement"), effective as of the date below is between ST. CATHERINE UNIVERSITY at 2004 Randolph Avenue, St. Paul, Minnesota 55105 (the "University") and Duluth Public Schools ISD 709 at 709 Portia Johnson Drive, Duluth, MN, 55811 and such affiliated sites/organizations as are identified in writing and approved in advance by the University (the "Facility").

Students enrolled in educational programs offered by the University are required to participate in one or more field or service learning experiences and the Facility wishes to assist in the provision of such experiences.

Field or service-learning includes instructional experiences which may be called "clinical field experience," "practicum," "fieldwork," "service-learning", "community engaged learning" or "internship," by a specific program of the University.

The University and the Facility wish to enter into this Agreement to outline the terms under which Students enrolled in the program(s) listed in the attached Exhibit A ("Program(s)") may participate in a field or service-learning experience at the Facility.

Accordingly, the University and the Facility agree as follows:

**1. Administration of the Program**

The University is responsible for developing the Program's curriculum, determining prerequisites and eligibility requirements for Students to participate in the Program, determining academic credit for participation in the Program, evaluating and grading Students' performance, and otherwise administering the Program. The Facility will designate a liaison to serve as the principal contact person between the Facility and the University concerning the University's oversight and administration of the Program.

**2. Placement of Students**

The Facility will allow placement of Students into the Program, subject to conditions that include:

- a. The Facility's liaison and applicable faculty or staff member from the University will confer concerning the placement of Students from a specified department of the University into the Program and shall agree in writing as to the specific arrangements (e.g., number of Students accepted, starting date, and duration of the experience).
- b. The University, with input from participating Students, will furnish the Facility with written objectives for each Student's field or service-learning experience as well as clear guidelines and processes for securing feedback on the Student's performance from the administrator or designee of the Program. The University's faculty will utilize this feedback as a factor in evaluating Students' progress and success in the Program.
- c. The Facility will provide feedback and reports on Students' progress and performance in the Program.

### **3. Contract Period**

This Agreement is effective the date of the final signature below and will renew automatically for succeeding academic years unless either party gives the other written notice on or before August 1st that it will not renew the Agreement for the academic year beginning the following September.

### **4. Insurance**

The parties will maintain the following types of insurance covering each faculty member and Student participating in a fieldwork or service-learning experience at the Facility in the Program(s).

- a. The University will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- b. The University will maintain professional/medical malpractice insurance in an amount not less than two million dollars (\$2,000,000) for each claim and four million dollars (\$4,000,000) annual aggregate.
- c. The Facility will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- d. The Facility will maintain workers' compensation that covers the Students in the Program if required by applicable laws.
- e. Students will carry their own health insurance while enrolled in the health professions programs at St. Catherine University.

### **5. Supervision**

- a. The University's faculty members will plan, oversee, and evaluate Student activities as part of the Program and collaborate on each Student experience with the Facility's liaison.
- b. The Facility and the University will agree to a fieldwork or service-learning plan that includes the details of supervision, the goals and experiences for Students, schedule and hours, access to space or other resources if relevant, and communications among Students, the Facility, and the University.
- c. The Facility will designate a contact person for Student questions, concerns, support, attendance, and ongoing communication. This person will provide feedback about the Students' performance as needed.

### **6. Orientation and Facility Policies**

- a. The Facility will orient Students to the Facility and provide Students and the University with applicable rules and policies of the Facility that are relevant to the Student's experience at the Facility, including the Facility's policies regarding patient or client records, patient confidentiality (if applicable), health and safety rules, infection control, dress codes, and conduct ("Facility Policies"). Students and University faculty (when engaged in activities involving the Facility) shall be subject to Facility Policies.
- b. The Facility may require each Student participating in a fieldwork or service-learning

experience to acknowledge in writing that s/he agrees to be bound by such rules and policies.

- c. Unless specifically notified by the University to the contrary, transportation to the Facility is not provided by the University and is the responsibility of participating Students.

#### **7. Documentation of Health Status**

The Facility will identify any health, safety, and orientation requirements of the Facility, such as a background study, immunizations, or specific training for the Student. The University will require Students participating in the Program to comply with the Facility's health, safety, and orientation requirements.

#### **8. Confidentiality of Health/Client Information**

The parties to this Agreement shall comply with applicable federal laws concerning the use and disclosure of individually identifiable health information, including the Health Insurance Portability and Accountability Act and associated regulations (HIPAA). Students shall be instructed by the University prior to beginning a field or service-learning experience at the Facility concerning any information of the Facility's patients or clients that may be subject to HIPAA. For purposes of compliance with HIPAA, Students shall be considered part of the Facility's work force as that term is defined in HIPAA to include trainees and Students. Students are not considered work force or employees of the Facility for other purposes, including but not limited to tax or employment law purposes. The Facility shall provide training to Students participating in the Program regarding information that is subject to HIPAA and the Facility's policies and procedures in complying with HIPAA.

#### **9. Confidentiality of Student Information**

The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to protect and ensure the confidentiality of any and all information in its possession regarding the University's Students who are engaged in a Program at the Facility pursuant to this Agreement.

#### **10. Nondiscrimination**

The parties shall comply with their respective internal policies of nondiscrimination and with the anti-discrimination provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act, Fair Credit Reporting Act, and other applicable federal, state and local laws.

The Facility agrees to cooperate with the University in its investigations of any claims of discrimination or harassment. The Facility shall report to the University any incident involving a Student in which violence, sexual misconduct, discrimination, stalking or other illegal or inappropriate behavior occurs or is alleged.

#### **11. Licensure/Legal Compliance**

The Facility will maintain all licensure required by applicable law in order to provide services at the Facility, and the Facility will comply with all applicable laws, including without limitation, the Fair Labor Standards Act and the rules and regulations of the U.S. Department of Labor governing the use of unpaid

interns volunteers in the private, public and "non-profit" charitable sectors.

## **12. Responsibility for Care**

The Facility will retain responsibility for the care of patients and clients who have contact with the University's Students participating in the Program. The Facility will maintain administrative and professional supervision of Students insofar as the presence of the educational program affects the operation of the Facility and/or direct or indirect care of patients and clients. The Facility will provide to the Students, to the extent possible, first aid for any injuries or illness that may occur while the Student is at the Facility.

## **13. Right to Terminate Participation**

The Facility, in maintaining its standard of care and safety, reserves the right to terminate the participation of any Student or instructor from the Facility and to refuse any such person further participation in an experience under this Agreement if such Student or instructor fails to adhere to the Facility's standard of care and safety. The University may request termination of the participation for any Student not complying with University guidelines and procedures for the Program or other University academics or disciplinary rules, policies, standards or requirements.

## **14. Background Studies**

Notwithstanding anything herein to the contrary, the University agrees and represents that it will conduct Minnesota Department of Human Services or other background checks required by applicable state law for all Students; provided, however, that the Facility agrees to advise the University of the background checks required by applicable law for that Facility and agrees to do so sufficiently in advance of the start of the field or service-learning experience so as to enable them to be completed on a timely basis.

Background study clearances will be kept onsite at the University for the time periods required by applicable laws. If copies are needed, the Facility is responsible for obtaining a copy from the Student. Both parties agree to protect the confidentiality and properly dispose of such background studies in their possession, all in the manner and as required by applicable laws.

## **15. Miscellaneous**

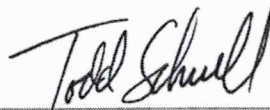
- a. The University and the Facility shall each bear their own costs associated with this Agreement. The Facility is not obligated to pay the University or Students, nor are the University or Students obligated to pay the Facility with respect to the client or service-learning experience referenced in this Agreement.
- b. The parties each represent that its policy is to comply with applicable laws, including non-discrimination laws, in carrying its responsibilities under this Agreement.
- c. This Agreement may be amended at any time upon the mutual consent of the parties. All such amendments must be in writing and signed by the authorized representatives of the parties.
- d. In the event that any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement are nonetheless enforceable.

- e. This Agreement and questions arising in connection with it are governed by the laws of the State of Minnesota. Any dispute arising under or in connection with this Agreement shall be resolved in Ramsey County (Minnesota) District Court.
- f. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement shall not be construed a partnership, joint venture or any other relationship, other than that of independent

**IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective on the date of the final signature below.**

**ST. CATHERINE UNIVERSITY**

Dated: 03/25/2026

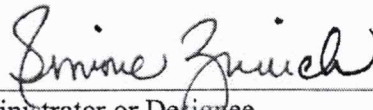


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Todd W. Schnell  
Chief Legal Officer & Corporate Secretary

**FACILITY**

Duluth Public Schools ISD 709

Dated: 3.24.26



\_\_\_\_\_  
Administrator or Designee

Gimone Zunich, Exec. Dir. Business Services  
Print Name and Title

## **EXHIBIT A**

### **Participating University Program**

ASL - English Interpreting  
Community Work and Learning  
Echocardiogram - ECHO  
Exercise and Sports Science  
Master Health Informatics  
Holistic Health Studies  
Library and Information Science  
Nursing-CNA  
Nursing-CfA-BSN  
Nursing-CfW-BSN  
Nursing-Informatics  
Nursing-RN-BS  
Nursing – Mental Health  
Nursing - MSNEL  
Nursing-NP-Adult Gero/Pediatrics  
Nursing-Nurse Educator  
Nursing-NP  
Nursing-DNP  
Nutrition and Dietetics  
Occupational Therapy Assistant-Online  
Occupational Therapy – MAOT  
Occupational Therapy – MAOT Bridge  
Occupational Therapy – OTD  
Physical Therapist Assistant  
Physical Therapy-DPT  
Physician Assistant  
Public Health/Community Health Worker  
Master Public Health  
Radiography  
Radiation Therapy  
Respiratory Care  
Social Work-MSW  
Social Work-BSW  
Sonography