

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, September 21, 2010

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Presentations

A. Proposed Partnership Between the Duluth Public Schools and the Lake Superior Swim Club (LSSC)

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Tony Yung from the LSSC shared information regarding a proposed partnership between the Duluth Public Schools and the LSSC involving Duluth Public Schools' new aquatic facilities.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

B. Integration Specialists Update

Ron Hagland, Director of Education Equity, presented an update on the Integration Specialists recently hired as part of the Duluth Public Schools Strategic Plan to help close the student achievement gap and accelerate learning for all students.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

2. Informational Items

The following items are for informational purposes only and do not require School Board approval.

A. Grant Applications - None

B. Minnesota Department of Education Approval of the 2010-2011 Integration Budget

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The Duluth Public Schools has received written notification that the Minnesota Department of Education has approved the District's proposed Integration Budget in the amount of \$2,167,678.26, which includes the following goals:

To provide services to promote integration and parent involvement for District students and families.

To provide individual learning experiences and support for students-at-risk

in order to close the achievement gap.

To provide staff development for ISD 709 employees that address topics and issues and the development of skill sets in the areas of integration, desegregation, reduction of racism, and strategies to close the achievement gap.

To provide quality oversight, implementation, and evaluation of all OEE programming and related functions.

Recommendation: It is recommended that the Duluth School Board receive this item as informational.

3. **Action Items**

- A. Presentation Items Requiring Approval - None
- B. Resolution E-9-10-2814- Acceptance of Grant Awards to Duluth Public Schools 16

Attached is Resolution E-9-10-2814 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards for the following organizations:

- 1. Edwin H. Eddy Family Foundation
- 2. Minnesota Department of Health
- 3. Northland Foundation
- 4. Nickelodeon

Recommendation: It is recommended that the Duluth School Board approve Resolution E-9-10-2814- Acceptance of Grant Awards to Duluth Public Schools.

- C. New Policy 3188 - Video Security Other Than on Buses 21

Attached for the second reading is new Policy 3188 - Video Security Other Than on Buses.

Recommendation: It is recommended that the Duluth School Board accept and approve new Policy 3188 - Video Security Other Than on Buses for the second reading.

- D. Policy 5060 - Collection, Maintenance, and Dissemination of Student Records and Information 22

Attached for the second reading are recommended revisions to Policy 5060 - Collection, Maintenance, and Dissemination of Student Records and Information.

Recommendation: It is recommended that the Duluth School Board accept and approve revisions to Policy 5060 - Collection, Maintenance, and Dissemination of Student Records and Information for the second reading.

E. Extended Trip Requests23

The following extended trip request is submitted for approval:

STC's Business Professionals of America Academic Club will be attending the Business Professionals of America Fall Leadership Training at the Hilton Hotel in Minneapolis, Minnesota from October 31 - November 1, 2010. The cost of the trip is \$137.65 per student and will be funded with student fees.

Recommendation: It is recommended that the Duluth School Board approve the above extended field trip request.

F. Access to Internet Student Data - Non-District Employees - None

G. Diplomas26

The following students have completed all high school requirements and should be awarded a diploma:

Timothy J. Griffiths - July 1, 2010
 Nathan James Pickett - July 20, 2010
 Jennifer Louise Boll - June 8, 2010

Recommendation: It is recommended that the Duluth School Board approve the above diploma awards.

MEMORANDUM

TO: DISTRICT #709 EDUCATION COMMITTEE
FROM: LAKE SUPERIOR SWIM CLUB
SUBJECT: CLUB VISION AND GROUNDWORK INFORMATION
DATE: 8/31/2010
CC: DR. KEITH DIXON

LAKE SUPERIOR SWIM CLUB VISION AND GROUNDWORK INFORMATION

Lake Superior Swim Club (LSSC) is an aquatic program that fosters a desire in competitive swimmers to develop themselves to their fullest potential, encourages steady improvement in physical and mental health, and instills self discipline and an attitude of respect for oneself and for others. The proposed involvement of the Lake Superior Swim Club in ISD #709's new aquatic facilities is simple and is seen as a win-win situation for the district and organization. This program is modeled after other successful programs are inviting to the communities that they serve (i.e. the Heritage Sports Center). LSSC has a common vision for the district aquatic facilities that goes beyond competitive swimming, brings the community together and gives equal access to aquatics to all. The LSSC vision is simple:

- Give every child that lives within the community the opportunity to learn to swim
- Provide community members a facility that they can use for a variety of activities including:
 - Recreational swimming, family swimming, aquatic awareness programs, water safety instruction, swimming lessons, adult learn to swim lessons, competitive swim teams, triathlon teams, adult lap swim, masters swim teams, outdoor recreation activities, and general facility use
- Employ students and community members as part of the program (i.e. lifeguards, waters safety instructors, etc)
- Provide the opportunity to children in the community to become competitive swimmers outside of the high school season
- Be proactive and involved in the planning and implementation stages of facility use and scheduling
- Provide budget relieving support for the district that will maximize the benefit of aquatics to the community by overseeing the programs from one unified and streamlined operation.

LSSC is progressing in the establishment of a USA Swimming sanctioned club. We look forward in partnering with ISD#709.

Please see the attached EIN, articles of incorporation, and bylaws.

ARTICLES OF INCORPORATION OF The Lake Superior Swim Club

The undersigned incorporators are individuals 18 years of age or older and adopt the following articles of incorporation to form a nonprofit corporation (Chapter 317A).

ARTICLE I — NAME

The name of this corporation shall be **The Lake Superior Swim Club**.

ARTICLE II — REGISTERED OFFICE ADDRESS

The address in Minnesota where the principal office of the corporation is to be located at **739 Mellwood Ave, Duluth, MN 55804**.

ARTICLE III — PURPOSE

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The purpose of this corporation is:

- **to support, promote, and conduct community education programs that teach lifelong learning in swimming and other water related activities to Duluth and our surrounding communities**
- **to provide a learning environment where individuals of any age group, social, and/or ethnic background may learn from each other**

ARTICLE IV — EXEMPTION REQUIREMENTS

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.
2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
3. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE V — MEMBERSHIP/BOARD OF DIRECTORS

This corporation shall have members. The eligibility, rights and obligations of the members will be determined by the organization's bylaws. The management of the affairs of the corporation shall be vested in a board of directors, as defined by the corporation's bylaws. No director shall have any right, title, or interest in or to any property of the corporation. The number of directors constituting the initial board of directors is **seven (7)**; their names and addresses are as follows:

Amy Kaiser, 5172 Larson Lane, Duluth, MN 55803
William Punyko, 1125 N. 40th Ave. E, Duluth, MN 55804
Kenji Sudoh, 1833 Norton Road, Duluth, MN 55803
Peter Weidman 3345 Riley Road, Duluth, MN 55803
Anthony Yung, 739 Mellwood Ave, Duluth, MN 55804
Dan Zelen, 3706 North Ridge Road, Duluth, MN 55804
Matthew Zelen, 711 Jill St, Duluth, MN 55804

Members of the initial board of directors shall serve until the first annual meeting, at which their successors will be duly elected and qualified, or removed as provided in the bylaws.

ARTICLE VI — PERSONAL LIABILITY

No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE VII - DURATION/DISSOLUTION

The duration of the corporate existence shall be perpetual until dissolution. Upon the dissolution of the organization, assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VIII – INCORPORATORS

In witness whereof, we, the undersigned, have hereunto subscribed our names for the purpose of forming the corporation under the laws of the State of Minnesota and certify we executed these Articles of Incorporation this **August 31, 2010**.

Signature (Incorporator 1)

Address, City, State, ZIP

Signature (Incorporator 2)

Address, City, State, ZIP

Signature (Incorporator 3)

Address, City, State, ZIP

Signature (Incorporator 4)

Address, City, State, ZIP

Signature (Incorporator 5)

Address, City, State, ZIP

LAKE SUPERIOR SWIM CLUB BY-LAWS

August 2010

Philosophy

The Lake Superior Swim Club is an aquatic program that will (a) foster a desire in competitive swimmers to develop themselves to their fullest potential; (b) encourage steady improvement in physical and mental health; and (c) instill self- discipline and an attitude of respect for oneself and for others.

ARTICLE I

Name of Organization:

The official name of the organization operating under these bylaws is the Lake Superior Swim Club and is an incorporated, non-profit, tax-exempt organization. The Lake Superior Swim Club is a member of USA Swimming, United States Masters Swimming, Minnesota Swimming, and Minnesota Masters Swimming.

ARTICLE II

Object

Provide life long learning to the community that promotes swimming and fosters personal growth for area youth and adults by focusing on integrity, sportsmanship and excellence

ARTICLE III

Members:

Any person shall be eligible for membership in the Lake Superior Swim Club regardless of race, sex, age, religion or place of residence.

Membership in the Lake Superior Swim Club shall be voluntary and will be classified as follows:

- Student and /or Competitive Members: Consisting of those persons engaged in aquatic training, in preparing for, or in participation in

organized aquatic events under the auspices of the Lake Superior Swim Club, and who are current in their membership dues and fees.

- Parent Members: Consisting of all parents, guardians or sponsors of competitive and student members.
- Associate Members: Consisting of those persons who have been appointed by the Lake Superior Swim Club Executive Board upon recommendation of the school district, city commission, Chamber of Commerce, civic organizations or other organized group to represent that group in Lake Superior Swim Club activities.

Dues:

Dues shall be established by the Executive Board and shall be determined by the current budget.

ARTICLE IV

Officers:

The officers of this club – shall be– President, Vice-President, Secretary, and Treasurer – each shall be elected by ballot by a majority vote at the election meeting or annual meeting of the club. A Swim Director shall be appointed by the Executive Board.

President may order meetings of the Executive Board when and where he or she shall deem it necessary. The President shall preside at all meetings of the club and generally shall perform such other duties as pertain to the office of the President.

Vice-President shall act as aide to the president and shall perform the duties of the president in the absence or disability of that officer to act. The Vice-President shall be in charge of fund raising projects selected by the membership.

Secretary shall record the minutes of all meetings of the club and of the Executive Board and shall perform such other duties as may be delegated to the position. The Secretary shall also handle all correspondence and newsletters for the club.

Treasurer shall have custody of all of the funds of the club; shall keep a full and accurate account of receipts and expenditures; and shall make

disbursements in accordance with the approved budget, or as authorized by the Executive Board. The treasurer shall present a financial report at every Executive Board meeting and at other times as requested by the Executive Board. The Treasurer shall make a full report at the annual meeting. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the Executive Board within one month following the annual meeting.

Swim Director shall be responsible for the aquatic programs and their administration. He/she will be responsible for the development of a complete age group swim program for swimmers wishing to participate in local, state, regional, and national swimming meets. He/she will recommend assistant coaches to the Board to be hired by the Board for the swim program.

Assistant Coaches shall assist the Swim Director in conducting the aquatic programs. They shall receive all directions and duties from the Swim Director and report to him/her in all matters.

Election of Officers

Prior to the annual meeting, the Executive Board will appoint a committee to prepare a slate of officers for nomination. Nominations may be made from the floor with approval of the nominee. These officers shall come from parent members.

Election of officers shall occur at the annual meeting, to be held in April of each year. Term of office shall be for two years. Election of officers shall be by a majority vote of the members present at the annual meeting. A delinquency in dues of 30 days or more shall be taken as a resignation. A resignation during a term of office shall be filled by Executive Board appointment.

Article V

Meetings

The annual meeting of the parent and associate members shall be called

each April at which time there shall be an election of officers to fill vacancies. All parents and associate members shall be notified by mail not less than seven days prior to this meeting or any special meeting.

The budget shall be approved by the membership at an announced meeting between the April meeting and June 1. The Executive Board shall meet monthly to carry out the management of the club. Roberts Rules of Order shall be followed but overridden by past board directions.

Article VI

Executive Board

The management of the Lake Superior Swim Club shall be delegated to an Executive Board consisting of the President, Vice-President, Secretary, Treasurer, Swim Director and the Past President. The Executive Board may request the assistance of any member of the Lake Superior Swim Club in carrying out the management of the organization.

Article VII

Committees:

The Swim Director and three members of the club appointed by the Executive Board shall compose the coaching committee. This committee shall be the liaison between the members and the Swim Director. Any action of the committee shall be subject to the approval of the Executive Board.

Signature (President of the Board)

Address, City, State, ZIP

Signature (Vice-President of the Board)

Address, City, State, ZIP

Date of this notice: 07-16-2010

Employer Identification Number:
27-3051302

Form: SS-4

Number of this notice: CP 575 E

LAKE SUPERIOR SWIM CLUB
739 MELLWOOD AVE
DULUTH, MN 55804

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-3051302. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

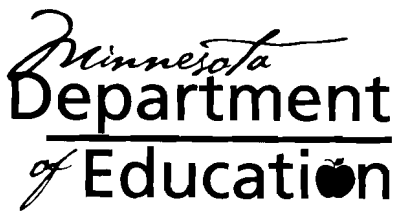
When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

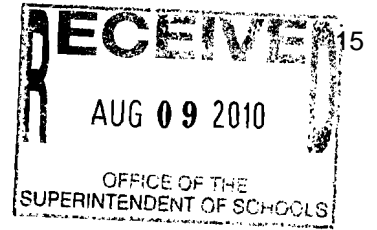
Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.



c: Jody, Bill G.



August 5, 2010

Duluth School District
Keith Dixon, Superintendent
215 North 1st Avenue East
Duluth, MN 55802

Dear Mr. Dixon:

The Minnesota Department of Education (MDE) has reviewed information your district submitted regarding its proposed integration budget for school year 2010-2011 (fiscal year 2011).

Your district's total integration budget is now approved at \$ 2,167,678.26. This approved amount represents full approval of your proposal.

Thank you for your work on this important initiative for Minnesota's children and families. If you have question throughout the school year on integration programming and policy, please contact Glory Kibbel at 651.582.8695 or glory.kibbel@state.mn.us. On state aid and local levy payments for integration, contact Lisa DeRemee at 651.582.8467 or lisa.deremee@state.mn.us.

Sincerely,

Patricia K. King
Director of School Improvement

Glory Kibbel
Supervisor, School Choice Programs & Services

c: Mr. Ron Hagland, Duluth School District

NE MN SHIP Mini-Grant Application: Active Living

Grant/Nettleton Elementary School (*ISD 709 – Duluth Public Schools, Fed. Tax ID # 41-6003776)

Name of Applicant Organization

Stephanie Heilig, Grant/Nettleton Principal

Name of Contact Person within the Organization

108 E. 6th St. Duluth, MN 55805

Address

218-733-2172

Telephone

August 30, 2010

Date

*List the formal name of the organization that will be the fiscal agent that will receive grant funding.

Person completing this grant application:

Name: Jim Skoog
Position: Duluth SHIP Active Living Coordinator
E-Mail: skooj@co.st-louis.mn.us
Telephone: 218-725-5240
Address, if different from above: St. Louis County Public Health
325 W. 1st St.; Suite 300
Duluth, MN 55802

Active Living Grant Application

1. Submit a narrative that briefly describes the project. For each of the items below, list the question followed by a response.

a. What is the project? Describe how the project contributes to increasing active living.

One part of the Safe and Walkable Hillside Coalition's Action Plan is to improve the safety for students as they walk and bike to and from school. Students from Grant and Nettleton will both be at Nettleton for two years, before moving to Grant. Making Nettleton safer adjacent to the school now is the immediate objective. If students feel safer and parents know that, the students will be more likely to walk to school.

b. What does this project hope to accomplish? What are the program outcomes?

The City of Duluth will paint crosswalks prior to the beginning of the school year. With the purchase of highly visible traffic cones, an added degree of safety should be achieved. These cones will be used for two years at Nettleton and can be taken to Grant when the school re-opens in the fall of 2012. We will have two years to affect changes in walking/biking routes where a larger number of students are within the 0.7 mile walking radius from the school.

c. What populations will be impacted by this project? Include the estimated number of people impacted by the project.

Students that live north of 7th Street, west of 6th Avenue East and west of 1st Avenue East will have an added degree of safety for walking or biking to school. A population of 20 to 40 students could be impacted.

- d. How does this project impact policy, systems, or environmental change regarding active living? 17

This marks the initial steps in working with the school and community towards making the neighborhoods safer for students and the rest of the residents. It is a small step, but both principals are committed to using the traffic cones on a daily basis. This doesn't immediately impact any policy changes, but it does nudge the school one step in the right direction.

- e. How does this project address issues identified in the active living assessment?

After city staff were engaged, a plan of action was presented to Grant/Nettleton Principals and the Grant/Nettleton School Collaborative Director. Both the City and the School District are key to moving towards improved school safety for biking and walking. This marks the beginning of an effort to change 6th Avenue East and other key streets and intersections as noted in the Action Plan.

f. Indicate which action item in the community active living action plan that this project relates to?
Action Item #3.1 Calm traffic on 6th Avenue East, at the intersections of: E. 4th Street, E. 7th Street, E. 9th Street and around Grant and Nettleton Schools through incremental measure that can be implemented in the near term, such as increased driver awareness and additional signage.

- g. What is the implementation plan and timeframe? Include a time line listing major steps in the project.

August – stripe crosswalks; September – order traffic cones and implement when they arrive; Fall – assess needs for brush/tree branch removal or trimming; assess needs for “No Parking Here to Corner” signs and advocate for installation, where needed.

- h. How will the project be sustained when grant funding is not available?

Much of this effort is not dependent on grant funding. Both community clubs, the Grant/Nettleton administration and PTA, the School Liaison Police Officer, the School Transportation Director and other community-minded organizations are aware, educated and/or involved in this project at some level. Fit City Duluth has the redevelopment of 6th Avenue East and the surrounding area as its primary active living objective. Neighborhood Housing Services and Duluth Local Initiatives Support Corporation supports these objectives too.

- i. List other community partners involved in the project and identify their in-kind and/or financial support.

The City of Duluth supplies the staff and materials necessary to implement school safety patrol programs; repaint school crosswalks and provide signs where warranted. Neighborhood Housing Services (NHS) and Duluth Local Initiatives Support Corporation (Duluth LISC) recognize that neighborhoods need more than housing to be a livable community. NHS leads a group that focuses on neighborhood beautification. Duluth LISC has supplied grant funding to Fit City Duluth to begin the 6th Avenue East redesign process and to compile a report on bicycle networks in Duluth, with wide input by current bicycle users.

2. Attach a copy of the community's active living action plan to this application.
3. Complete the attached budget form and include a brief narrative that explains budget items. Include information on other sources that are providing financial support to this project.
4. Authorized representative from the organization signs the attached page.

NE MN SHIP Mini-Grant Application Budget Outline Form

Name of Applicant Organization: ISD 709 – Duluth Public Schools

Budget Categories	Total Project Budget	Dollar Amount Requested from SHIP
Supplies – Paint for crosswalks (City of Duluth)	\$100.00	0
Staff Time (City of Duluth Painting Crew) <u>3</u> staff @ \$ <u>\$29.00</u> per hr for (4) hours Insurance, benefits, and related taxes	\$348.00 ?	0 0
Promotional materials, printing <i>*List items and costs for each item:</i>	0	0
Equipment <i>*must be valued less than \$5,000</i> <i>*List items and costs for each item: On street portable school crossing signs @ \$385.00 + tax</i>	\$1540.00 + \$125.00 tax = \$1665.00	\$1540.00 + \$125.00 tax = \$1665.00
Other	0	0
Total	\$2113.00	\$1665.00

The undersigned approves submission of this grant application with the understanding that, if funding is awarded, the project will be implemented as described in this proposal. Upon completion of the project, the applicant organization is required to submit a report on the results of the project utilizing the SHIP grant reporting form.

 Keith Dixon, Superintendent
 Signature of Authorized Representative

August 30, 2010
 Date

Submit one copy electronically and one hard copy via US mail to:
jmpeterson@ghci.us

Jenny Peterson, SHIP Regional Coordinator
 Carlton-Cook-Lake-St. Louis Community Health Board
 404 W Superior St. Suite 220, Duluth, MN 55802

For questions contact: Jenny Peterson at 218-336-5703.

August 9, 2010

Martha Lippitt, REACH Program Coordinator
Unity High School - ISD #709
215 North 1st Avenue East
Duluth, MN 55802

Project #4737

Dear Ms. Lippitt:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **School-Family-Community Partnership project** and has approved a grant of **\$3,000.00** for the period (9/1/10 to 5/31/11) to **Unity High School - ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

Enclosed are two copies of the Agreement of Grantee for your review. If you agree with the conditions presented, please have one copy signed by the authorized official and return it to our office by **August 31, 2010**.

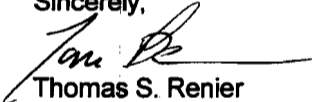
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$3,000.00 in September 2010**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the progress, outcomes, and financial activity of your project. To assist you in this process, I am enclosing one Final Report form. We will expect this report from you by **May 31, 2011**. Please provide us sufficient narrative to describe the progress and impact of your project. For your convenience, the reporting forms are available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Enclosures

cc: Carole Saylor
Carol Chipman



Building a Strong Foundation for the Future of Our Region

610 Sellwood Building ▪ 202 West Superior St., Duluth, MN 55802 ▪ p. 218.723.4040 ▪ 800.433.4045 ▪ f. 218.723.4048 ▪ www.northlandfdn.org

RESOLUTION

Acceptance of Grant Awards to Duluth Public Schools

WHEREAS, Minnesota Statute 465.03 requires a school district to accept grants by resolution expressed in the terms prescribed by the donor in full; and,

WHEREAS, acceptance of the grant in accordance with the donor's terms is in the best interest of the Duluth Public Schools:

NOW, THEREFORE, BE IT RESOLVED that the Duluth Public Schools does accept the below-described grants from said organizations in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to these various organizations.

	Organization	Author/Contact	Project Title	Award Amount	Terms
1.	Edwin H. Eddy Family Foundation Grant	Laura Fredrickson	Speech-Language Pathologists	\$19,266.19	Funds from this grant award will be used to purchase new materials, tests, supplies, and technology for children, ages birth to twenty-one who have been identified as having very significant communication disorders.
2.	Minnesota Department of Health	Stephanie Heilig and Jim Skoog, St. Louis County Public Department of Health	SHIP Active Living Mini Grant	\$1,665	Funds from this grant award will be used to purchase cones, which will add a degree of safety for students who walk or bike to and from Nettleton/Grant Elementary.
3.	Northland Foundation	Martha Lippitt	School-Family-Community Partnership Project	\$3,000	Funds from this grant award will be used to support the School-Family-Community Partnership project at Unity High School.
4.	Nickelodeon	Kathy Bartsias	Nickelodeon Big Green Grant	\$2,500	Funds from this grant award will be used to support environmentally friendly Service-Learning projects within the Duluth Public Schools.

3188 VIDEO SECURITY OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic security systems on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Video security systems may exist in any school district building or on any school district property.

B. Use of Video Security Systems

1. Video security information will be viewed by school district as needed and/or when problems have been brought to the attention of the school district.
2. Video security information will be released only in conformance with the Minnesota Government Data Practice Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. & 1232g and the rules and/or regulations promulgated there under.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. & 121A.585 (Notice of Recording Device)
 20 U.S.C & 1232g (Family Education Rights and Privacy Act)
 34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
 Records)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 711 (Videotaping on School Buses)

Adopted:

5060 - Collection, Maintenance, and Dissemination and Retention of Student Records and Information

Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy. Therefore, efficient administration of student records is a fundamental responsibility of the School District.

The internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians, and the students' teachers.

The Duluth Public Schools manages student information electronically and will make the education records available for viewing only to authorized parents/guardians and students with a secure connection over the internet. All parents/guardians and students will comply with the internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The purpose of a Records Retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Statute 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools.

Previously, the School District adopted the Student Records section of the School District General Records Retention Schedule as developed and published by the Minnesota Department of Administration (School Board Resolution B-7-99-1913 dated July 20, 1999). The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

Special Education Records

All records of students receiving special education services will be retained for at least seven years following the last date of eligibility for services to the student. The "last date of eligibility for services" means either the student's graduation or the last day on which the student was eligible for services from the District, whichever is later.

As long as a student is eligible by residence and age to receive special education services, the District will maintain educational data necessary to provide educational services to the student. The District will notify the parents/guardians of a student receiving special education services upon its determination that personally identifiable information about the student is no longer needed to provide educational services.

Reference : MN Data Practices Act, Chap 13

Adopted: 6-9-70 ISD 709

Revised: 5-11-76

6-10-86

5-9-89

6-20-95

5-17-05

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): October 31, November 1, 2010 Destination: Hilton Hotel Minneapolis
4. Field Trip Overview (Include events, establishments and locations): Business Professionals of America Fall Leadership Training – Hilton Hotel Minneapolis
5. Field Trip Departure from School (Date and Time): October 31, 2010 8 am
Field Trip Return to School (Date and Time): November 1, 2010 6 pm
6. Objectives of Field Trip: BPA give members a winning edge in the leadership of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: After leadership training student will compete in Region Competition and then will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 35.15 (3 room) per student
Total Transportation	\$750.00 bus (20 Students)
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
Total	\$ 137.65

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 137.65
Total Additional Stipends:		\$
Total		\$ 137.65

*STAFF MEMBER - C. PERKINS
GRANT PAYS COSTS*

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips
 DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only
 DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.



DULUTH CENTRAL HIGH SCHOOL

800 East Central Entrance
Duluth, MN 55811
Phone: (218) 733-2130 Fax: (218) 733-2153



Vance Hopkins
Assistant Principal

Lisa Mitchell-Krocak
Principal

Sue Lehna
Activities Director

August 3, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed his high school graduation requirements at the Duluth Denfeld High School and requests his diploma.

I would like to order a Denfeld High School diploma for:

Name **Timothy J. Griffiths**
Date of Graduation **July 01, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal



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Activities Director

August 3, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed his high school graduation requirements at the Duluth Denfeld High School and requests his diploma.

I would like to order a Denfeld High School diploma for:

Name **Nathan James Pickett**
Date of Graduation **July 20, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal



DULUTH CENTRAL HIGH SCHOOL

800 East Central Entrance
Duluth, MN 55811
Phone: (218) 733-2130 Fax: (218) 733-2153



Vance Hopkins
Assistant Principal

Lisa Mitchell-Krocak
Principal

Sue Lehna
Activities Director

August 12, 2010

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

The following student completed his high school graduation requirements at the Duluth Central High School and requests her diploma.

I would like to order a Central High School diploma for:

Name **Jennifer Louise Boll**
Date of Graduation **June 08, 2010**

Thank you.

Sincerely,

Lisa Mitchell-Krocak
Principal