

## Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

### Agenda

Tuesday, May 15, 2012

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

### 1. Informational Items

#### A. Informational Presentations

##### 1) After-School Programming Collaborative

Emily Serrano Rivera, United Way of Greater Duluth Director of Community Impact, and Paula Reed, United Way of Greater Duluth President, provided an overview on the collaborative effort to provide after-school programming to all Duluth Public Schools elementary schools beginning in the Fall of 2012.

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

##### 2) 2012-13 Enweyang Ojibwe Language Nest Program at UMD

5

Brian McInnes, UMD Program Director, presented information on the 2012-13 Enweyang Ojibwe Language Nest Program, which is the continuation of a partnership between the Duluth Public Schools and UMD that began the Fall of 2010. The program involves the regular attendance of Duluth Public Schools kindergarten students at UMD where they participate in an Ojibwe language immersion program every morning from 8:45 a.m.-12:30 p.m. and in the Duluth Public Schools Kindergarten Program every afternoon from 12:30-3:30 p.m.

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

##### 3) The Minnesota Partnership for School Connectedness Presentation

The Minnesota Partnership for School Connectedness (MPSC) is a United States Department of Education, Institute of Education Science (IES) funded initiative. MPSC is an intercollegiate, interdisciplinary initiative partnering the University of Minnesota with diverse school districts throughout Minnesota to increase connectedness between sixth grade teachers and students and foster student engagement in learning. Nicole Munthe and Susan Abrahamson shared their experience from this school year.

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

**B. Grant Applications**

1) Explore Fund Grant Application

9

Annette Petersmeyer, Alternative Learning Center teacher, has applied for an Explore Fund grant in the amount of \$2,500. If awarded funds will be used to support a summer program for REACH Program students.

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

2) Minnesota Power Foundation Giving Communities the Power to Shine Grant Application

12

Annette Petersmeyer, Alternative Learning Center teacher, has applied for a Minnesota Power Foundation Giving Communities the Power to Shine Grant in the amount of \$1,600. If awarded funds will be used support a summer program for REACH Program students.

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

3) Duluth Superior Area Community Foundation Grant Application

15

Annette Petersmeyer, Alternative Learning Center teacher, has applied for a Duluth Superior Area Community Foundation Grant in the amount of \$2,000. If awarded funds will be used to support a summer program for REACH program students.

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

**2. Action Items**

**A. Presentation Items Requiring Approval**

1) Overview of Recommended Duluth Public Schools Middle School Program for the 2012-13 School Year

Bill Gronseth and Ed Crawford presented an overview of the recommended Duluth Public Schools Middle School Program for the 2012-13 school year for review, discussion, and approval.

Recommendation: It is recommended that the Duluth School Board accept and approve this item.

**B. Resolution E-5-12-3012 - Acceptance of Grant Awards to Duluth Public Schools**

18

Attached is Resolution E-5-12-3012 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards for the following organization:

Northland Foundation

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-5-12-3012 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests

21

The following extended trip requests are submitted for approval:

East High School Physics students will be traveling to Chicago, Illinois on a field trip from May 3-5, 2012. They will visit the Fermi Lab, Adler Planetarium, Museum of Science and Industry, Sears Tower, and the Navy Pier where they will tour Lake Michigan with Seadog Cruises. The total cost of the trip is \$12,550 and will be funded through student fees.

Instrumental and Vocal Program students from Denfeld High School will be traveling to Minneapolis, Minnesota on a field trip from May 25-27, 2012 to attend the Chanhassen Dinner Theater, Valley Fair, and a Minnesota Twins game. The total cost of the trip is \$23,500 and will be funded through student fees.

Fifth grade students from Nettleton Elementary will be taking a field trip to St. Paul, Minnesota on May 10-11, 2012. They will visit the Minnesota History Center and participate in the Minnesota Science Museum Camp-in. The total cost of the trip is \$8,674 and will be funded with District funds and donations.

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

D. 2012-13 Continuation of Change in Contractual Day – Educational Audiologist

According to Article X, Section VII, of the Collective Bargaining Agreement between ISD 709 and DFT, deviation from the contractual workday or school day may take place if certain conditions are met.

For each of the past five school years, the School Board approved a change in contractual day for Educational Audiologist Linda Kalweit. It is requested that approval be given for a change in contractual day for Linda Kalweit, with a workweek defined as up to forty hours and to include up to ten-hour days, as mutually agreed upon with the Director of Special Services, for the 2012-2013 school year.

This will allow Ms. Kalweit to accommodate the changing needs of the students and families that audiology serves, including evening hearing clinics, evening home visits

for early childhood (deaf and hard of hearing) students, and for programming deaf and hard of hearing student amplification systems (personal FMs) after school hours so that students do not miss out on teacher instruction during the school day. Laura Fredrickson, Director of Special Services will be present to answer any questions.

Recommendation: It is recommended that the Duluth School Board accept and approve this item.

E. Diplomas

31

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

Michael W. Lindorff - June 5, 2012

Thomas G. Krause - June 5, 2012

Carde Darrell Bowens - June 5, 2012

Sieraia Student - April 19, 2012

Nathanael James Hergert - April 5, 2012

Megan Rae Lonetto - January 19, 2012

Tyarence Kelly - January 27, 2012

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

**Memorandum of Agreement  
Between the Duluth Independent School District (“ISD 709”)  
And the University of Minnesota  
Through its Duluth Campus (“UMD”)  
For the Enweyang Ojibwe Language Nest**

- I. The ISD 709 and UMD, in the interest of fostering cooperation between institutions and to improve the cultural and language education experience of children and student teachers, hereby enter into this agreement involving the Language Nest. This working relationship involves the regular attendance (8:45 am - 3:30 pm, Monday through Friday) of ISD 709 students in an Ojibwe language immersion program at UMD. This agreement is in effect for programming beginning September 6<sup>th</sup>, 2012 and continuing until June 6<sup>th</sup>, 2013.
  
- II. The following articles delineate the understanding between Duluth ISD 709 and UMD:
  - A. Staff at the UMD Language Nest will be responsible for the recruitment and selection of 15 children from families for the program.
  
  - B. After a child’s guardian has signed a FERPA waiver substantially in the form attached hereto as Attachment A, the Offices of ISD 709 and the UMD Language Nest agree to share information on student in the following ways:
    - i. Regularly communicating on student performance, dispositions, and readiness.
    - ii. Jointly sharing information on home-school experience and communications.
  
  - C. Students will be contiguously enrolled in the UMD Language Nest program from 8:45 AM to 12:30 PM, and from 12:30 PM to 3:30 PM in the ISD 709 Kindergarten program. The Language Nest site is licensed through the Minnesota Department of Human Services (“DHS”).
  
  - D. Language Nest staff will work with Duluth ISD 709 Curriculum specialists to incorporate familiar Duluth Kindergarten routines, curriculum, and assessment strategies and topics in the delivery of language programming.
  
  - E. UMD agrees to provide the following in the establishment of the Language Nest
    - i. transportation costs for field trips (including bus monitor)
    - ii. licensed teacher who is a fluent Ojibwe speaker (between the hours of 8:45 AM and 12:30 PM)
    - iii. curriculum materials and supplies for morning Kindergarten level programming in specialty subject areas.
    - iv. a safe and supportive environment (classroom and playground) that meets safety standards) and that is equipped for Kindergarten program needs

- v. monitor and report student success in language/content areas
  - vi. curriculum activities parallel those done in the regular classroom (i.e. common literacy activities, routines, content areas)
  - vii. a lunch program that follows DHS and Minnesota Department of Education (“DOE”) nutritional guidelines and regulations
  - viii. classroom space that is available for ISD 709 program staff to use in afternoon Kindergarten programming
  - ix. office support person from 8:45 AM to 3:30 PM.
- F. Duluth ISD 709 agrees to provide the following in support and collaboration with the Language Nest
- i. licensed teacher (between the hours of 12:00 and 3:30)
  - ii. curriculum and assessment support and expertise
  - iii. curriculum materials and supplies for afternoon Kindergarten level programming in core academic areas
  - iv. support and advocacy for the program at the community and district level
  - v. sub-contract transportation for language nest travel
  - vi. help facilitate communication with families
  - vii. obtain a release of information from parents so that the data from Section B of this MOA can be shared between Duluth ISD 709 and Language Nest staff
  - viii. liability insurance for all Language Nest students from 12:30 to 3:30.
- G. Students eligible for the Language Nest program will be enrolled in the ISD 709 Kindergarten program. Admittance will be determined by the language nest teacher, the classroom teacher, and the family. Attendance, interest in the language, and academic and social readiness are key selection criteria.
- H. Both programs agree to observe the Duluth ISD 709 calendar.
- I. Both programs are committed to working together to provide for the advancement of core skills and the Ojibwe language.
- J. Each party will be solely responsible for their own costs incurred while performing under this Agreement. UMD will compensate ISD 709 for up to \$XXXX.XX or part therein for each child not enrolled or who does not complete the academic year.
- K. The sole relationship between the parties is that of parties to this Agreement, no partnership, agency, employment, or other relationship is hereby created or implied, and neither party has the authority to bind the other in any manner.



ATTACHMENT A

EDUCATION INFORMATION RELEASE

Child's Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_  
(Please Print)

I would like my child to participate in the Language Nest/ Kindergarten program of the University of Minnesota Duluth ("UMD") and the Duluth Independent School District 709 ("ISD 709") hosted by UMD. As part of that participation, I understand that Duluth ISD 709 staff and UMD staff will share information about my child's educational performance, disposition, readiness, and other information related to the child's education.

In compliance with the "Family Educational Rights and Privacy Act of 1974" (as amended), ("FERPA"), I voluntarily grant to ISD 709 staff and UMD staff access to confidential records within my child's educational file and grant the staff permission to discuss such information with each other for the educational benefit of my child.

I am requesting this waiver be in effect so long as my child is enrolled in the Language Nest / Kindergarten programs.

Signed: \_\_\_\_\_

# Explore Fund

## Helping Kids discover Nature's playground

- ABOUT
- APPLICATION
- FAQ
- CONTACT

### Your Submitted Application

\* indicates required field

The application you previously submitted appears below. No further changes may be made to this application. We will announce the grantees on **May 9, 2012**. [Click here to](#)

### Contact Information

|                          |                                      |
|--------------------------|--------------------------------------|
| *Salutation              | Ms.                                  |
| *First Name              | Annette                              |
| *Last Name               | Petersmeyer                          |
| *Address                 | 2827 Chambersburg Ave.               |
| *City                    | Duluth                               |
| *State                   | Minnesota                            |
| *Zip                     | 55811                                |
| *Telephone               | 218-336-8950 x2792                   |
| *E-mail Address          | Annette.Petersmeyer@duluth.k12.mn.us |
| *Contact Type            | Primary Contact                      |
| *Title                   | teacher                              |
| *Outdoor Nation Delegate | No                                   |

### Organization Information

|  |   |
|--|---|
| *Legal Name                            | Independent School District 709   |
| AKA Name                               |   |
| *Address                               | 215 N 1st Ave. W  |
| *City                                  | Duluth  |
| *State                                 | Minnesota   |
| *Zip                                   | 55802   |
| *Telephone                             | 218-336-8700  |
| Fax                                    |   |
| *Website Address                       | <a href="http://www.duluth.k12.mn.us/education/dept/dept.php?sectionid=1543&amp;">http://www.duluth.k12.mn.us/education/dept/dept.php?sectionid=1543&amp;</a> |
| *Year Founded                          | 1900  |
| *IRS 501(c)(3) Letter of Determination |   |

explorfund01.pdf (378.51 K, uploaded by Annette Petersmeyer on 03/23/2012)

**Request Information**

|                        |   |
|------------------------|---|
| *Project/Program Title | Connecting Youth with the Community   |
| *Requested Cash Amount | \$2,500.00  |
| *Start Date            | 06/12/2012  |
| *End Date              | 06/30/2012  |
| *Category              | Creating connections of Children to Nature<br>Youth focused outdoor activities<br>Increasing access for youth to the outdoors<br>Youth Education<br>Youth Empowerment |
| *Region                | Midwest   |
| *Location Name         | Northern MN   |
| *Street                | 325 Lake Ave S  |
| *City                  | Duluth  |
| *State                 | Minnesota   |
| *Zip Code              | 55802   |

**Request Details**

|                              |   |
|------------------------------|---|
| *Organization Budget         | \$10,000,000.00   |
| *Project/Program Budget      | \$6,300.00  |
| Budget Details               | Students in the REACH Middle School Alternative Program have little opportunity to make a positive difference in the community as they are the children that are generally in trouble with the law. Therefore, it is important to find positive ways for them to spend their time while helping them make a positive impact on the community.   |
| *Letter of Support #1        | <p style="text-align: center;">letter of support.docx (10.38 K, uploaded by Annette Petersmeyer on 03/21/2012)</p>  |
| *Letter of Support #2        | <p style="text-align: center;">letter of support.docx (12.8 K, uploaded by Annette Petersmeyer on 03/21/2012)</p>   |
| Cover Letter                 | <p style="text-align: center;">Cover Letter.docx (11.72 K, uploaded by Annette Petersmeyer on 03/21/2012)</p>   |
| *Referred By                 | n/a   |
| *Project/Program Description | <p>Students in the REACH Middle School Alternative Program have little opportunity to make a positive difference in the community as they are the children that are generally in trouble with the law. Therefore, it is important to find positive ways for them to spend their time while helping them make a positive impact on the community. We are proposing a summer program where students will be working with residents at a local health center - students will help serve meals, and participate in activities such as baking, and playing games with the residents. Students will also go to Animal Allies Humane Society, Duluth shelter - students will walk dogs and read to them to provide leash training and socialization.</p> <p>Students will also interact with cats by brushing them and playing with them. Staff and students will treat this like a job with student time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria.</p> <p>Students from this program also have little opportunity to explore the outdoor activities that are available to them in our community. Therefore, as part of this program we are going to spend one day each week doing team building, community experience activities. They may include, horseback riding, sailing, rowing, whitewater rafting, or rock climbing</p> |

|                                    |  |
|------------------------------------|--|
| *Projects/Programs Undertaken      | During the 2011-2012 school year the students have had the opportunity to participate in service learning projects at nursing home and at an animal shelter. This was made possible through a partnership with The Incredible Exchange. Throughout this project, the students have learned to take the focus off themselves and put it on others. They have learned a tremendous amount of compassion for the elderly and animals while serving in the community.  |
| *Use of Grant Money                | The money from this grant will be used to fund the full day, community team building outings that we would like the students of the REACH Program to experience. The money will be used to pay for admission fees to take the students whitewater rafting, horseback riding, sailing, rowing, or rock climbing. A portion of the money will also be used to provide a lunch for the students on these days.  |
| *Project/Program Innovation        | This project is innovative in that we are the only middle school alternative program in the ISD 709 district. Furthermore, there is no other summer program of this type available for these low income, at-risk juveniles. The police officers that work in the schools during the school year, also work the areas in the summer where these disadvantaged youth hang out and get into trouble. Therefore, this summer program will give the students a chance to experience something positive, give them something to do, give them a feeling of self-worth, and keep them off the streets.  |
| *Measure of Success                | Research shows that disadvantaged or troubled youth only continue with what they know unless someone or something occurs in their lives to break the negative pattern. Success for these youth, and this program will be evidenced by 100% attendance each day and a fulfillment of job responsibilities and expectations. Success will also be measured by an interest in the outdoor activities that are chosen along with a willingness to participate in new adventures.<br><br>Staff and students will treat this like a job with time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria. Students will hopefully develop an interest in what they are doing that they will continue to find positive things to do in the community with the rest of their summer vacation that does not include getting into trouble. |
| *Involvement and Support of Others | Due to severe budget cuts in the school district, there is only enough funding available to pay for a teacher for this type of program. Therefore we will be seeking funding from other agencies in the community to be able to fund this project.   |
| *Source                            | internet   |
| *Other Sources of Funding          | Expenses for the TOTAL project including in-kind<br><br>1. Food, Meals/snacks (in-kind) \$300<br><br>2 Transportation of participants \$400 (MN Power Foundation)<br><br>3 Student stipends \$1200<br><br>(MN Power Foundation and Northland Foundation)<br><br>4 Staffing salaries (in-kind) \$1900<br><br>5. Explore Fund - community building, outdoor activities - entrance fees and lunches \$2500  |

Need Support?

Adventure is everywhere. Never stop exploring

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## GRANT APPLICATION

### Organization

Name: ISD 709

Address: 215 North 1st Ave. E

City: Duluth State: MN ZIP: 55811

Web Site: http://www.duluth.k12.mn.us/education/dept/dept.php?sectionid=1543& Tax ID: 41-6003776

**Organization History:** *Please include a mission statement. List any financial or other type of Minnesota Power involvement with your organization.*

REACH Program Middle School Alternative Program  
(Resourceful Education Approach for Change and Healing)

Our mission is to provide monitoring and instruction in order to improve student behaviors and academic skills so that the student can reach a level of success that allows him/her to return to regular school programming at his/her school.

REACH is a program for students who are struggling with behavior, academics, and/or attendance in their current middle school setting. It is designed to work with students on behavior and academics that are currently preventing them from being able to do well in their school. The belief is that changing the thinking of students will change their behavior.

### Contact

Name: Annette Petersmeyer Title: teacher

Telephone: 218-336-8950 Email: Annette.Petersmeyer@duluth.k12.mn.us

Amount Requested From Minnesota Power Foundation: \$1,600

Total amount you need from all sources: \$6,300

United Way Participation (amount received): \$0

Timeframe: *Period of time grant money will be used.*

Project Start Date: 6/12/2012

Project End Date: 6/29/2012

**Applicant:** ISD 709

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**Project Title:** Connecting Youth with the Community

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**Project Description:** *Please describe your project, program or use for which you are seeking funds. If your request includes a range of donation or sponsorship levels briefly describe how each level would assist your organization. List the benefits to Minnesota Power associated with each level.*

Students in the REACH Middle School Alternative Program have little opportunity to make a positive difference in the community as they are the children that are generally in trouble with the law. Therefore, it is important to find positive ways for them to spend their time while helping them make a positive impact on the community. We are proposing a summer program where students will be working with residents at a local health center - students will help serve meals, and participate in activities such as baking, and playing games with the residents. Students will also go to Animal Allies Humane Society, Duluth shelter - students will walk dogs and read to them to provide leash training and socialization. Students will also interact with cats by brushing them and playing with them. Staff and students will treat this like a job with student time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria.

**Minnesota Power/ALLETE employee involvement:** *Are any Minnesota Power or ALLETE employees currently volunteering with your organization or serving on your board of directors? If so, please list.*

no

**Applicant:** ISD 709

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**Project Title:** Connecting Youth with the Community

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**Program Evaluation:** *Detail how this program or project will be financed in the future and the methods that will be used to evaluate its effectiveness.*

Future financing will be grant based. Success of this summer's programming will be measured by students attending each day and fulfilling the requirements of each of the service learning sites. Staff and students will treat this like a job with time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria. Students will hopefully develop an interest in what they are doing that they will continue to find positive things to do in the community with the rest of their summer vacation that does not include getting into trouble.

**Recognition:** *How would Minnesota Power Foundation be recognized for making a donation?*

Recognition of the grant would be directed to Katie Kaufmann, Duluth Public Schools public relations.

**Duluth Superior Area Community Foundation  
Duluth Public Schools Fund  
Grant Application Form**

**Zeitgeist Arts Building 222 E Superior St, Ste 302 Duluth, MN 55802**



The Duluth Public Schools Fund will consider funding requests from \$500 to \$2,000 that are consistent with available funding, grant procedures, and its mission. Special consideration will be given to programs that appear to accomplish the District's current program development goals.

**MISSION STATEMENT**

The Endowment Fund for the Duluth Public Schools represents a community-based effort to provide supplemental funding to enrich the academic, cultural, athletic, and overall experience of students and staff, and to encourage and reward creativity and innovation in the pursuit of excellence in education in the Duluth Public Schools.

**PROGRAM DEVELOPMENT GOALS**

- To supplement and enhance the goals of the School District
- To support the pursuit of excellence by Duluth Public Schools staff
- To support projects which focus learning on creative analysis, inquiry, problem solving and thinking skills
- To assist in establishing a learning and working partnership between the educational program and the community, business, government, and nonprofit organizations

**CRITERIA USED TO EVALUATE APPLICATIONS**

- Justification for funding that exceeds the School District resources
- Relevance of the project to the Fund's mission and program development goals
- Correlation with curriculum/instructional goals of the School District
- Evidence of need (how this project would focus on and improve current teaching and learning practices)
- Potential to serve as a model that could be duplicated and from which other staff/community may learn
- Evidence of cooperation with other community resources or persons who share similar interests
- Length of project, with preference for model projects for one year or less
- Clarity of project budget and project evaluation plan (Must focus on specific/measurable skills and competencies.)
- Requests receiving low priority include those to cover the cost of transportation, entrance fees, salaries and stipends, dispensable items, and supplies which will not remain at the schools. Funding school district employee salaries and stipends is a prohibited practice as directed by ISD #709.
- Proposals involving the installation or addition of software or hardware on District computers require confirmation of compatibility. Please consult with the District Director of Technology.

**REPORTING RESULTS**

A final brief written report of the project outcome must be submitted to the Duluth Superior Area Community Foundation within 30 days of project completion so the results can be shared with the Duluth Public Schools Fund Trustees, the School District and the community. If available, photographs, videotapes, or other documentation would be appreciated in order to promote future projects. **Grant recipients will not be eligible for additional grants until final reports have been submitted for completed projects.**

**SUBMISSION INSTRUCTIONS**

- 1) Please save the document using the 'save as' feature. This will be your copy of the application.
- 2) Please email the completed application and any additional supporting materials to [grantsinfo@dsacommunityfoundation.com](mailto:grantsinfo@dsacommunityfoundation.com). Please do not send a paper copy of the application.

Questions or concerns? Please contact the Duluth Superior Area Community Foundation at 218.726.0232 or [grantsinfo@dsacommunityfoundation.com](mailto:grantsinfo@dsacommunityfoundation.com).

## GRANT APPLICATION

16

|                   |  |                                |                                      |                     |
|-------------------|--|--------------------------------|--------------------------------------|---------------------|
| Applicant 1       | Annette Petersmeyer  | Applicant 2<br>(if applicable) |                                      |                     |
| School            | REACH Program, Middle School Alternative Program   | Principal                      | Bill Crandall                        |                     |
| Address           | 2827 Chambersburg Avenue   |                                | Contact person                       | Annette Petersmeyer |
| Telephone         | 218-336-8950, ext 2792   | E-mail                         | Annette.Petersmeyer@duluth.k12.mn.us |                     |
| Project title     | Connecting Youth with the Community  |                                |                                      |                     |
| Grade level       | 8  | Number of students             | 11-20                                |                     |
|                   |  | Amount requested               | \$2000                               |                     |
|                   |  | Project dates                  | June 12-28, 2012                     |                     |
| Expected outcomes | Success will be measured by students attending each day and fulfilling the requirements of each of the service learning sites. Staff and students will treat this like a job with time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria. Students will hopefully develop an interest in what they are doing that they will continue to find positive things to do in the community with the rest of their summer vacation. |                                |                                      |                     |

| What other groups have you sought assistance from? | How much? | Pending                          | Received              |
|--|-----------|----------------------------------|-----------------------|
| Minnesota Power                                    | \$1600    | <input checked="" type="radio"/> | <input type="radio"/> |
| Northland Foundation - Kids Plus Program           | \$1000    | <input checked="" type="radio"/> | <input type="radio"/> |
| Explore Fund                                       | \$1500    | <input checked="" type="radio"/> | <input type="radio"/> |
| Duluth Public Schools (in-kind)                    | \$1200    | <input checked="" type="radio"/> | <input type="radio"/> |

## PROJECT DESCRIPTION

Please describe the project and relate this to the criteria used to evaluate applications. Please fit in the space provided.

The REACH Program is a Resourceful Education Approach for Change and Healing. Our mission is to provide monitoring and instruction in order to improve student behaviors and academic skills so that the student can reach a level of success that allows him/her to return to regular school programming at his/her school.

REACH is a program for students who are struggling with behavior, academics, and/or attendance in their current middle school setting. It is designed to work with students on behavior and academics that are currently preventing them from being able to do well in their school.

Students in the REACH Middle School Alternative Program have little opportunity to make a positive difference in the community as they are the children that are generally in trouble with the law. Therefore, it is important to find positive ways for them to spend their time while helping them make a positive impact on the community. During the 2011-2012 school year the REACH Program partnered with The Incredible Exchange to provide service learning opportunities for the students. Once a week the students went to Viewcrest Health Center to serve lunch to the residents. The students also went to Animal Allies once each week to read to the dogs. Due to the positive impact made by the students, along with the appreciation of the sites, we would like to continue this project through the month of June. It is our hope that this will enable the students to continue to make positive choices for the rest of their summer.

During this project, the youth will feel physically and emotionally safe because they have adults that care for them and are providing opportunities for them that they would not otherwise experience. The youth have a sense of belonging and ownership by attending the summer program and working together as a group. The youth develop a sense of self-worth by serving others, elders and animals, instead of focusing on themselves. The youth will reflect on their experiences in the community in order to discuss their values about the elderly and animals and discover how those values may change over the course of their community experiences. The youth will feel a tremendous sense of pride and accountability in helping elderly and developing relationships with them. At the same time they will find similar pride and accountability in seeing a calming change in the animals they work with or finding that those animals have been adopted. Through participation in this program, the youth will see opportunities for themselves in the future either as volunteers or possible careers.

To further the students' life experiences, one day each week will be spent in community-building activities. These may include: whitewater rafting, rock climbing, rowing, sailing, and horseback riding. The purpose of this is to give students the chance to work together while participating in activities that they would not normally experience. Through these outings we also hope to help the students develop their own healthy, lifelong activities and interests.

Please describe of how you have cooperated with other community resources or people.

17

During the 2011-2012 school year the REACH Program partnered with The Incredible Exchange to provide service learning opportunities for the students. Once a week the students went to Viewcrest Health Center to serve lunch to the residents. The students also went to Animal Allies once each week to read to the dogs and brush the cats. This provided much needed socialization for these animals.

We have asked the school district for funding for this summer program and have been told that there is no money available except to pay for the teacher's salary. Because we see the value of extending the school year for these disadvantaged youth, we are seeking additional funding elsewhere to make this possibility a reality.

### PROJECT BUDGET

|                        |  |    |                                   |
|------------------------|--|----|-----------------------------------|
| Instructional Supplies |  | \$ | <input type="text" value="0"/>    |
| Equipment              |  | \$ | <input type="text" value="0"/>    |
| Fees/stipends          |  | \$ | <input type="text" value="2400"/> |
| Other (be specific)    | <input type="text" value="student stipends"/>                                | \$ | <input type="text" value="1200"/> |
|                        | <input type="text" value="transportation (milceage for vans - \$.57/mile)"/> | \$ | <input type="text" value="400"/>  |
|                        | <input type="text" value="entrance fees for community-building outings"/>    | \$ | <input type="text" value="2000"/> |
|                        | <input type="text" value="food - light breakfast and lunch"/>                | \$ | <input type="text" value="300"/>  |
| Total                  |  | \$ | <input type="text" value="6300"/> |

If the project includes transportation, equipment, salaries, or entrance fees, please explain in the project description why these costs cannot be met by School District provided funding and why they are integral to the project.

### EVALUATION PLAN

How will you evaluate the effectiveness of your project in meeting your intended outcome(s)?

Research shows that disadvantaged or troubled youth only continue with what they know unless someone or something occurs in their lives to break the negative pattern. Success for these youth, and this program will be evidenced by 100% attendance each day and a fulfillment of job responsibilities and expectations.

Success will be measured by students attending each day and fulfilling the requirements of each of the service learning sites. Staff and students will treat this like a job with time cards being filled out along with daily evaluations of job performance. Students will receive a stipend of up to \$100 based on these criteria. Students will hopefully develop an interest in what they are doing that they will continue to find positive things to do in the community with the rest of their summer vacation that does not include getting into trouble.

### CERTIFICATION STATEMENT

By checking this box, I certify that all the information in this application is true to the best of my knowledge.

Applicant

Please see page one of this application for submission instructions of this electronic application. For more information contact the Community Foundation at 218.726.0232 or grantsinfo@dsacommunityfoundation.com.

**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 | Northland Foundation | Annette Petersmeyer | Youth In Philanthropy Grant | \$1,000      | Funds from this grant award will be used to support the REACH Middle School Alternative Program. |

April 24, 2012

Annette Petersmeyer, Teacher  
Tristen Swanson, Youth  
Piedmont Elementary School - ISD #709  
2827 Chambersburg Avenue  
Duluth, MN 55811

Project #5155

Dear Annette and Tristen:

I am pleased to inform you that the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* has reviewed your proposal for the **REACH Middle School Alternative Program** and agreed to support a grant for **\$1,000.00** for the period (5/1/2012 to 6/30/2012) to **Piedmont Elementary School - ISD #709**. If the timeline for your project is different than what is listed above, please notify us and your reporting date will be adjusted. Your grant was made with funding support from Minnesota Power. Please take a few minutes to send a special "thank-you" to Peggy Hanson, Community Relations Coordinator, Minnesota Power, 30 West Superior Street, Duluth, MN 55802.

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 **May 1, 2012**.

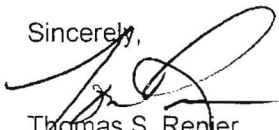
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$1,000.00 in May 2012**.

The Northland Foundation will be making public news releases through the regional media regarding all of the *KIDS PLUS Youth In Philanthropy Board* grant awards. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation and Minnesota Power 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. We will expect this report from you by **July 31, 2012**. 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](http://www.northlandfdn.org/Grants/ReportingForms). The completed report can be submitted electronically to [carole@northlandfdn.org](mailto:carole@northlandfdn.org). If you would like to request a paper copy of the report form, contact Carole Saylor at the Foundation.

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*

## AGREEMENT OF GRANTEE

As a condition of a total grant of **\$1,000.00** from the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* to **Piedmont Elementary School - ISD #709** to support the **REACH Middle School Alternative Program**, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated April 24, 2012 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
7. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

\_\_\_\_\_  
Name of Organization or Fiscal Agent

\_\_\_\_\_  
Authorized by Organization  
(Administrator, Officer, Board Chair, Superintendent)

\_\_\_\_\_  
Date

Project #5155

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

21

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:

- Approved  
 Not Approved

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:

- Approved  
 Not Approved

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

**EXTENDED TRIP ACTION**

Principal:

- Recommended  
 Not Recommended

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assistant Superintendent:

- Recommended  
 Not Recommended

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School Board:

- Approved  
 Not Approved

Name: \_\_\_\_\_

Date: \_\_\_\_\_

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

22

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- x Planned Itinerary See attachment

TIME

LOCATION

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- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

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

Signature of Contact Person:



# FIELD TRIP REQUEST FORM

Date of Submission: April 5<sup>th</sup>, 2012

23

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Physics Department, East H.S.

2. Contact Person (Responsible for Checklist Completion): Ted J. Ford, Physics Teacher

3. Field Trip Date(s): May 3-5, 2012      Destination: Chicago, Ill

4. Field Trip Overview (Include events, establishments and locations): Please see attached Itinerary

5. Field Trip Departure from School (Date and Time): 5:15 AM, May 3

Field Trip Return to School (Date and Time): 10:00 PM May 5

6. Objectives of Field Trip: The objective of the trip is to provide the opportunity for my physics students to take a fantastic field trip to Chicago. Students from past trips have come back with great experiences; seeing first hand physics, science, technology, along with diversified activities which round out the entire trip. Please look over the flyer for specifics on the trip. With traveling by coach there and back and only being gone for three long days, we pack a lot into the trip for lowest possible cost.

7. Relationship to Curriculum or Student Learning: Physics shows how the world works and puts relationships into proper perspective by using equations and math. By visiting United States premiere high particle physics proton accelerator, FermiLab, the students will see and understand the application of much of what we have been covering this last year. Topics such as particle acceleration, centripetal forces, electrostatic Van de Graaff generator, antimatter, electrostatic force fields, sub atomic particles, neutrinos, and a whole lot more. They also will see the wonders of science at the museum of science and industry where physics is being applied in the real world

8. Planned Follow-up Field Trip Activities: \_\_\_\_\_

Student evaluation of trip, classroom slide presentation of the trip with all students.

9. Field Trip Budget Request

| <b>Estimated Expenses</b>  |                 |
|--|-----------------|
| Total Admission/Fees   | \$5,000         |
| Total Meals  | \$ 300          |
| Total Lodging  | \$3,000         |
| Total Transportation   | \$3,750         |
| <input type="checkbox"/> School District Vehicle(s)  |                 |
| <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches, Duluth</u> |                 |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____                     |                 |
| Total Additional Stipends:   | \$              |
| Other: Substitute teachers   | \$ 500          |
| <b>Total</b>   | <b>\$12,550</b> |

| <b>Revenues</b>            |                 |
|----------------------------|-----------------|
| District Budget            | Code: _____ \$  |
| Booster Group              | \$              |
| Donations                  | \$              |
| Student Fees               | \$12,600        |
| Total Additional Stipends: | \$              |
| <b>Total</b>               | <b>\$12,600</b> |

11. Reviewed/Completed Request Checklist:       Yes       No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

# CHICAGO 2012 ITINERARY

May 3<sup>rd</sup> to May 5<sup>th</sup> (Thur. – Sat.)

24

## THURSDAY

- 5:00 A.M. Load bus at East HS (Back parking lot)
- 5:15 Leave East HS. **DON'T BE LATE!** (>2.5 hrs)
- 7:50 Arrive at Eau Claire for brunch. **30 min stop** (>3.0 hrs)
- 11:45 Arrive at The House on the Rock, a very unique experience. (2 hr tour)
- 2:00 Board bus for Chicago. (>3.5 hrs)
- 5:30 Arrive at the motel. Unpack, get situated. We'll go for supper 20 minutes after we arrive. Return to hotel/rec. area: pool, hot tub, sauna, exercise facility, etc. Room Captains meeting directly after we return from supper Pool & rec area closes at 10:00 pm
- 11:00 Everyone in own room. Get some sleep. **Friday is a l o n g day.**

## FRIDAY

- 6:30 A.M. Up for breakfast. The hotel's "**free**" breakfast is a good meal. Breakfast area opens at 6:30 am.
- 8:00 Be on bus. Leave hotel and travel to Fermi Lab (>0.5 hr) Starts at Wilson Hall, a video presentation and view the Laboratory from the 15th floor windows and visit various displays located there. Linear Accelerator building, the components in the linear accelerator gallery and the Main Control Room. Divide into team #. (9:00-11:30)
- 11:30 Lunch on your own at restaurant in the atrium of the main building.
- 12:00 Meet in Atrium just inside exit doors for a photo op. Then we leave for the Adler Planetarium: museum & show "IBEX" We'll explore the museum and the gift store then go as a large group to the Definiti Theater at 2:15. After show we'll regroup by the restrooms for head count and off to Navy Pier. (1:30) (>1.0 hr).
- 3:15 We leave for the Navy Pier, shop, play games, etc. **Do not leave the Pier for any reason at any time.** (0.3 hr)
- 3:40 Meet by the Seadog Crusises (South side of the pier) for 70 mph tour on Lake Michigan. (4:00-4:30)  
Rest of the time enjoy the Navy Pier. Supper on your own at the Navy Pier's restaurants. **Be finished by 6:15**
- 6:30 Meet just inside front entrance for walk to busses. **DON'T be late.**  
We'll travel to the Sears Tower. This is the world's #3 tallest building. (7:00-7:45)
- 8:15 Meet in lower (basement) floor by second (middle) gift shop from the elevator. We'll walk to our bus.
- 8:30 Leave for the motel and the Rec. Center. (0.5 hr) Pool & rec area closes at 11:00 pm
- 11:00 Everyone in own room. Get some sleep.

## SATURDAY

- 6:45 A.M. Everyone up. Have breakfast, **check out of your hotel room**, pay for any additional charges you have.
- 8:15 Load up and leave for Museum of Science and Industry. We arrive there about 9:15.  
After check in: GROUP \*\*: We'll head directly for German submarine exhibit.(30) 10:00 (10:15)  
GROUP #: We'll work our way to German submarine exhibit.(26) 10:30 (10:45)  
If you go to the Museum Store on lower level (beyond escalators) be sure you come back with one of our chaperones.  
Eat lunch at one of the Museum's restaurants. (9:30-12:20)
- 12:30 Meet in Group Room just before the exit (way we came in) and head for home.  
(>Toma 5:00, 1 hr stop, 3.5 hr to Duluth) We'll stop for supper along the way.
- 9:30 - 10:30 Arrive at East HS.

You should make your own arrangements for a ride home.  
It's better if you can call when we get close to Superior, rather than have someone wait for us.



# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Denfeld Music Department
2. Contact Person (Responsible for Checklist Completion): Mark Overland
3. Field Trip Date(s): 5-25-12 / 5-27-12 Destination: Minneapolis
4. Field Trip Overview (Include events, establishments and locations): - attend Chanhassen Dinner theater - Attend Valley Fair / attend Minn Twins Game.

5. Field Trip Departure from School (Date and Time): MAY 25, 2012 3: PM  
 Field Trip Return to School (Date and Time): May 27, 2012 9: PM

6. Objectives of Field Trip: Observe Broadway Musical

7. Relationship to Curriculum or Student Learning: - Instrumental and Vocal Music Curriculum.

8. Planned Follow-up Field Trip Activities: Discussion

9. Field Trip Budget Request

| Estimated Expenses  |                 |
|---|-----------------|
| Total Admission/Fees  | \$ 0            |
| Total Meals   | \$ Inc          |
| Total Lodging   | \$ Inc          |
| Total Transportation  | \$ Inc          |
| <input type="checkbox"/> School District Vehicle(s)   |                 |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches</u> | Inc             |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____  |                 |
| Total Additional Stipends:  | \$ 0            |
| Other:  | \$ 0            |
| <b>Total</b>  | <b>\$23,500</b> |

| Revenues                   |                  |
|----------------------------|------------------|
| District Budget            | \$               |
| Booster Group              | \$               |
| Donations                  | \$               |
| Student Fees               | \$23500.00       |
| Total Additional Stipends: | \$ -             |
| <b>Total</b>               | <b>\$ 23,500</b> |

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

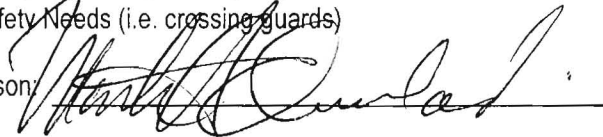
**TIME**

**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: \_\_\_\_\_



**DISTRICT 709**  
**FIELD TRIP REQUESTS**

St. Paul - Nettleton  
 Grade 5  
 28

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative review and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Stephanie Heilig  
 Not Recommended Date: 9/25/12

Assistant Superintendent:  Recommended Name: E. Crawford  
 Not Recommended Date: 5/2/12

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

29

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Nettleton - Grade 5 - Social St. and Science
2. Contact Person (Responsible for Checklist Completion): Jay Jensen
3. Field Trip Date(s): May 10 and 11, 2012 Destination: St. Paul - MN History Center and Science Museum
4. Field Trip Overview (Include events, establishments and locations):  
MN History Center tour and MN Science Museum Camp-In Program participation
5. Field Trip Departure from School (Date and Time): May 10<sup>th</sup> @ 9:20 AM  
Field Trip Return to School (Date and Time): May 11<sup>th</sup> @ 3:15 PM
6. Objectives of Field Trip: MN
7. Relationship to Curriculum or Student Learning: state social studies, science and engineering standards
8. Planned Follow-up Field Trip Activities: reflection and curricular connections after trip
9. Field Trip Budget Request

| Estimated Expenses  |           |
|---|-----------|
| Total Admission/Fees  | \$ 1,840  |
| Total Meals   | \$ 0      |
| Total Lodging   | \$ 0      |
| Total Transportation  | \$        |
| <input type="checkbox"/> School District Vehicle(s)   |           |
| <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Coach arranged by district</u> | 2,200     |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>2 buses</u>             | estimated |
| Total Additional Stipends: <u>3 teacher stipends for 8 hours</u>  | \$        |
| Other: <u>Extra Program at Science Museum</u>   | \$ 704    |
| <b>Total</b>  | <b>\$</b> |

| Revenues   |  |
|--|--|
| District Budget                                      | Code: <u>01-216-540-401-000</u> \$ 1,840 |
| Booster Group  | \$                                       |
| Donations  | \$ <u>3,230</u>                          |
| Student Fees   | \$ 0                                     |
| Total Additional Stipends: <u>01-216-540-401-080</u> | <u>600</u>                               |
| <b>Total</b>   | <b>\$</b>                                |

\$2,200  
from science museum  
donations

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

*see attached letter and packet*

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

Signature of Contact Person: *Jim Hansen*

## 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: *Jim Hansen*



ALC/UNITY HIGH SCHOOL  
INDEPENDENT SCHOOL DISTRICT 709  
215 NORTH FIRST AVENUE EAST  
DULUTH, MINNESOTA 55802  
PHONE: (218) 336-8756  
FAX: (218) 336-8770

APRIL 30, 2012

William Gronseth  
Ind. School Dist. 709  
215 N. 1<sup>st</sup> Ave. E.  
Duluth, MN 55802

Dear Mr. Gronseth,

This is to certify that the person listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from Duluth Public Schools.

Name of Graduate / School

Graduation Date

**CENTRAL HIGH SCHOOL**

|                      |           |
|----------------------|-----------|
| Michael W. Lindorff  | 6/5/2012  |
| Thomas G. Krause     | 6/5/2012  |
| Carde Darrell Bowens | 6/5/2012  |
| Sieraia Student      | 4/19/2012 |

Please send diploma to Brenda at Unity

William Crandall  
Principal; Unity ALC

bmv

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Beth Tamminen, Adult Diploma Program

SUBJECT: High School Diploma

DATE: April 18, 2012

The following student, Central Class of 2001, completed all requirements for graduation from I.S.D. 709 in the Adult Diploma Program, and requests a ~~Central High School~~ diploma, dated April 5, 2012:

DPS

**Nathanael James Hergert**

Please send the diploma to the Adult Learning Center so Nathanael may receive it at our spring graduation ceremony.

/



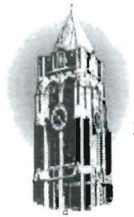
**DENFELD SENIOR HIGH SCHOOL**

401 N. 44<sup>th</sup> Ave. W.

Duluth, Minnesota 55807

Main Office: 218/336-8830 • Main Office Fax: 218/336-8844

• Athletics Fax: 218/336-8842



33

April 23, 2012

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


The following student completed her high school graduation requirements at Unity/ALC in the Bridge program and requests a diploma.

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

|                    |                   |
|--------------------|-------------------|
| Name               | Megan Rae Lonetto |
| Date of Graduation | January 19, 2012  |

Thank you.

Sincerely,

  
Tonya Sconiers  
Principal



ALC/UNITY HIGH SCHOOL  
INDEPENDENT SCHOOL DISTRICT 709  
215 NORTH FIRST AVENUE EAST  
DULUTH, MINNESOTA 55802  
PHONE: (218) 336-8756  
FAX: (218) 336-8770

APRIL 18, 2012

William Gronseth  
Ind. School Dist. 709  
215 N. 1<sup>st</sup> Ave. E.  
Duluth, MN 55802

Dear Mr. Gronseth,

This is to certify that the person listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from Duluth Public Schools.

Name of Graduate / School

Graduation Date

CENTRAL HIGH SCHOOL

TYERENCE KELLY

1/27/12

Please send diploma to Brenda at Unity

William Crandall  
Principal; Unity ALC

bmv