

**Education Committee**  
 Duluth Public Schools, ISD 709  
 Agenda  
 Monday, October 8, 2018  
 District Services Center  
 709 Portia Johnson Dr.  
 Duluth, MN 55811  
 4:15 PM

**1. Informational Items - These items are provided for informational purposes only and no action is required.**

A. Assistant Superintendent's Report 5

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Assistant Superintendent Jeff Horton will share current information regarding implementation of district initiatives and school operations.

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

B. Curriculum and Instruction Report 6

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Director of Curriculum and Instruction Gail Netland will share current information regarding the status of the work of the curriculum and instruction department.

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

C. Informational Presentations

1) North Star Accountability System Presentation - Part 2 7

The Minnesota Department of Education recently released the North Star Accountability System. Director of Assessment, Evaluation and Performance Dr. Tawnyea Lake shared an overview of the system and initial Duluth data at the September 2018 Education Committee meeting. This month, Assistant Superintendent Horton will share an overview of site data and update on schools' continuous improvement process.

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

D. Grant Applications

1) Miller-Dwan Foundation Grant Application

Ron Lake, Danette Seboe and Tonya Sconiers have submitted a grant application to the Miller-Dwan Foundation in the amount of \$20,000. If awarded, funds will be used to further support implementation of the Sources of Strength program at Duluth East and Denfeld High Schools. Sources of Strength is a best practice youth suicide prevention project designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse.

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

2) Northland Foundation - Youth in Philanthropy Grant Application

Timothy Churchill, Ordean East Middle School, has submitted a grant application to the Northland Foundation-Youth in Philanthropy in the amount of \$1,000. If awarded, funds will be used to support OEMS First Tech Challenge (FTC), a 6th to 8th grade, school based robotics team that is entering its 3rd year.

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

3) Boston Scientific Grant Application

Calvin Harris, Laura MacArthur Elementary School, submitted for and was awarded a grant from Boston Scientific in the amount of \$650. Funds will be used to support a FIRST LEGO League robotics team at Laura MacArthur Elementary.

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

4) Northland Foundation Grant Application

Calvin Harris, Laura MacArthur Elementary School, submitted a grant application to the Northland Foundation in the amount of \$1,000. If awarded, funds will be used to purchase Ev3 robots for the FIRST LEGO League robotics team at Laura MacArthur Elementary.

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

E. Regulations - PLACEHOLDER

2. Action Items

A. Resolutions

1) Resolution E-10-18-3591 - Acceptance of Grant Awards to Duluth Public Schools 15

Attached is Resolution E-10-18-3591 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the

following organizations:

Northland Foundation  
Boston Scientific - High Tech Kids

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-10-18-3591 - Acceptance of Grant Awards to Duluth Public Schools.

B. Trip Requests

1) Extended Trip Request - Montgomery, AL 19

12th grade students from Duluth Public Schools traveled to Montgomery, AL from September 27-30, 2018, to visit various sites connected to the history of slavery and the civil rights movement. The objective of this trip was to broaden student understanding of the legacy of slavery and civil rights. The total cost of this trip was \$4,000 and was funded by the Office of Education Equity and organized in partnership with the African Heritage Community and CHUM.

Recommendation: It is recommended that the Duluth School Board receive accept and approve this Extended Trip Request.

2) Extended Trip Request - Wolf Ridge ELC 24

Fourth grade students from Congdon Park Elementary School will be traveling to the Wolf Ridge Environmental Learning Center in Finland, MN from October 26-28, 2018. This trip will provide students with an experiential learning opportunity, which will help them develop teamwork skills and provide a chance for personal growth. The trip is organized by parents, financed through fund raising activities and student fees and will take place outside of the regular school schedule.

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

3) Externally Sponsored Trip - West Yellowstone, MT 27

Bonnie Fuller-Kask, Duluth East High School Nordic Ski Coach, will travel to West Yellowstone, MT from November 16-24, 2018 with a group of Duluth Public Schools students as an externally sponsored event. This is an annual community trip run through Nordic Fitness and Adventures, LLC. Although this annual trip is not sponsored or funded by Duluth Public Schools, the Minnesota State High School League (MSHSL) has requested the Duluth School Board accept and approve any travel where the schools' team members and coach travel together in season.

Recommendation: It is recommended that the Duluth School Board accept and

approve the annual Externally Sponsored West Yellowstone Nordic Ski Trip for 2018-2023.

C. Diploma Requests

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The following students have met all graduation requirements for the Duluth Public Schools and should be awarded a Diploma:

Kenneth Sky Quade - June 30, 2011

Brittney Kabnpauj Yang - September 19, 2018

Thaddeus W. Breimon - September 25, 2018

PLACEHOLDER

Recommendation: It is recommended that the Duluth School Board accept and approve the above Diploma Requests.

D. Presentation Items Requiring Approval - PLACEHOLDER

E. Policies - PLACEHOLDER

F. Data Sharing Agreements - PLACEHOLDER

3. Future Items

**Policy Updates**

**Check and Connect Program Update**

# Assistant Superintendent Monthly Report

October 2018

## Purpose

The purpose of this report is to provide regular updates to the Education Committee

## Site Celebrations

## School Safety Update

- State Safety Grant Award
- COPS Grant Award
- Safety Team

## Equity Work

- *Courageous Conversations* Training
- MDHR Diversion Meeting

## Shout Out!

# Director of Curriculum and Instruction Monthly Report

## October 2018

### Purpose

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning.

### Updates

#### Staff Development

- Planning for October 29th underway
  - ALICE training
  - De-escalation Strategies
  - Professional development on building-identified improvement strategy

#### Course Catalog and Registration

- Annual course catalog revision process in progress

#### Curriculum

- Arts Adoption
- ELA K-5 Adoption: ongoing implementation support
- ELA Secondary Text Selection

#### Building Relationships

- One-on-one meetings with a variety of district leadership

## North Star Presentation: Part II

October 2018

## What is the North Star Plan?

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Academic Achievement  
Progress Towards English Language Proficiency  
Academic Progress  
Graduation Rates  
Consistent Attendance

## What is World's Best Workforce?

All Children are Ready for School  
All Third-graders can Read at Grade Level  
All Racial and Economic Achievement Gaps  
between Students are Closed  
All Students are Ready for Career and College  
All Students Graduate from High School

## What is the Record of Continuous Improvement for Suspensions?

Supports WBWF Plan  
Outlines Strategies  
Part of Continuous Improvement Process  
Reduce Suspensions/Expulsions

## What is the Continuous Improvement Process?

Kindergarten Readiness  
 Grade 3 Reading Proficiency  
 High Achievement for All Student Groups  
 College and Career Readiness  
 Increased Graduation Rates  
 Disproportionality

## Why Do We Use The Continuous Improvement Process? 8

Follows an Implementation Science

Supported by Regional Centers for Excellence  
 and the Minnesota Department of Education

Proven to be Effective

## Continuous Improvement Data Chart

Reading English Learner	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Congdon					
Homecroft					
Lakewood					
L. MacArthur					
Lester Park					
Lowell					
Myers-Wilkins					
Piedmont					
Stowe					
Lincoln Park					
Ordean East					
Denfeld					

## Congdon Park Elementary School

Kindergarten Readiness Goal

- a. Increase from 60% to 80%

Reading Goal

- b. Increase by .685%

Math Goal

- a. Increase by 1.34%

# Congdon Park Elementary School

## Achievement Gap Goal

- a. Free/Reduced student group will increase by 4.2% in Math
- b. Special Education student group will increase by 5.3% in Math
- c. Free/Reduced student group will increase by 4.2% in Reading
- d. Special Education student group will increase by 7.38% in Reading

# Homecroft Elementary School 9

## Kindergarten Readiness Goal

- a. Increase from 38.3% to 43.3%

## Third Grade Reading Proficiency Goal

- a. Increase from 67.8% to 70.97%

## Achievement Gap Goal

- a. All Students student group will increase from 67.4% to 72.8% in Reading
- b. All Students student group will increase from 74.1% to 76.37% in Math

# Lakewood Elementary School

## Kindergarten Readiness Goal

- a. Increase to 60%

## Third Grade Reading Proficiency Goal

- a. Increase from 73.9% to 76.2%

## Achievement Gap Goal

- a. Free/Reduced student group will increase from 64.3% to 67.3% in Reading
- b. Special Education student group will increase from 64.3% to 67.3% in Math

# Laura MacArthur Elementary School

## Third Grade Reading Proficiency Goal

- a. Increase from 44.6% to 51%

## Achievement Gap Goal

- a. All Students student group will increase from 46.7% to 52.8% in Reading
- b. All Students student group will increase from 53.9% to 59% in Math

## Disproportionality Goal

- a. Reduce Black/African American suspension days from 30.26% to 27.51%

# Lester Park Elementary School

## Reading Goal

- a. Increase from 86.8% to 87.3%

## Math Goal

- a. Increase from 81% to 82.2%

## Achievement Gap Goal

- a. Free/Reduced student group will increase from 75.2% to 76.4% in Reading
- b. Special Education student group will increase from 52.2% to 56.9% in Reading
- c. Free/Reduced student group will increase from 56.3% to 60.4% in Math
- d. Special Education student group will increase from 52.2% to 56.9% in Math

# Lowell Elementary School

## Third Grade Reading Proficiency Goal

- a. Increase from 60.7% to 64.9%

## Achievement Gap Goal

- a. All Students student group will increase from 68.5% to 71.57% in Reading
- b. All Students student group will increase from 75.3% to 77.4% in Math

# Myers-Wilkins Elementary School

## Kindergarten Readiness Goal

- a. Increase from 19% to 30%

## Third Grade Reading Proficiency Goal

- a. Increase from 34.3% to 41.3%

## Achievement Gap Goal

- a. Black/African American student group will increase from 17.1% to 27.1% in Reading
- b. Special Education student group will increase from 14.3% to 24.3% in Math

## Disproportionality Goal

- a. Reduce Black/African American suspension by 20%

# Piedmont Elementary School

## Third Grade Reading Proficiency Goal

- a. Increase from 48.7% to 52%

## Achievement Gap Goal

- a. American Indian student group will increase from 16.7% to 29.7% in Reading
- b. Special Education student group will increase from 8.4% to 29.4% in Math

## Piedmont Elementary School

### Achievement Gap Goal

- a. All students will increase from 52.6% to 55.6% in Reading
- b. All students will increase from 50.7% to 50.7% in Math

### Attendance Goal

- a. American Indian, Two or More Races, Special Education; improve attendance by 10% for students who students that are in school 70% of the day or less

## Stowe Elementary School

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### Kindergarten Readiness Goal

- a. Increase from 59% to 60%

### Third Grade Reading Proficiency Goal

- a. Increase from 52.2% to 65%

## Stowe Elementary School

### Achievement Gap Goal

- a. Black/African American student group will increase from 14.2% to 45% in Reading
- b. Black/African American student group will increase from 28.5% to 45% in Math

### Disproportionality Goal

- a. Reduce Black/African American suspension by 50%

## Lincoln Park Middle School

### Reading School Goal

- a. Increasing from 23% to 50%
  - i. Grade 6 - achieve high growth from 21% to 50%
  - ii. Grade 7 - achieve high growth from 27% to 50%
  - iii. Grade 8 - achieve high growth from 35% to 50%

### Math School Goal

- a. Increasing from 22% to 50%
  - i. Grade 6 - achieve high growth from 17% to 50%
  - ii. Grade 7 - achieve high growth from 16% to 50%
  - iii. Grade 8 - achieve high growth from 40% to 50%

# Lincoln Park Middle School

## Disproportionality Goal

- a. Decrease by 50%
  - i. American Indian reduce OSS from 10.54% to 5%
  - ii. Black reduce OSS from 28.91% to 14%
  - iii. White reduce OSS from 34.35% to 17%
  - iv. Special Education reduce OSS from 9% to 4%
  - v. Free/Reduced lunch reduce OSS from 19% to 9%

# Lincoln Park Middle School

## Attendance Goal

- a. The percent of truant students (7 or more unexcused absences) will decrease from 48% to 25%
  - i. American Indian reduce truancy from 14% to 7%
  - ii. Black reduce truancy from 14% to 7%
  - iii. White reduce truancy from 23% to 11%
  - iv. Special Education truancy from 14% to 7%
  - v. Free/Reduced lunch truancy from 40% to 20%

# Ordean East Middle School

## Reading Goal

All student groups will increase reading proficiency by the target rate increase necessary to be on track to meet the state's goal of 85% proficiency by 2025

# Ordean East Middle School

## Math Goal

All student groups will increase math proficiency by the target rate increase necessary to be on track to meet the state's goal of 85% proficiency by 2025

# Denfeld High School

## Reading School Goal

- a. Increase from 46.7% to 52.9%

## Achievement Gap Goal

- a. American Indian/Alaska Native from 36.8% to 43.7%
- b. Black/African American from 13.6% to 23.8%
- c. White from 52.2% to 56.9%
- d. Two or More Races from 47.4% to 52.8%
- e. Special Education from 14% to 24.2%
- f. Free/Reduced Lunch from 33.3% to 40.7%

# Denfeld High School

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## Graduation Rate Goal

- a. Increase from 80.3% to 82%

## Disproportionality Goal

- a. Decrease suspensions by 25%

# Duluth East High School

## Achievement Gap Goal

- a. Black/African American student group will increase from 50% to 55% in Reading
- b. American Indian/Alaska Native student group will increase from 50% to 55% in Math

## Graduation Rate Goal

- a. Increase from 92.94% to 93.5%

# Duluth East High School

## Career and College Readiness Goal

- a. Increase strategies for college and career readiness for students at all levels and in all categories.
- b. Increase participation in college and career readiness activities for the Free/Reduce group and protected class students.
- c. Provide additional opportunities and resources for students in poverty for accessing college and career readiness opportunities.

# Alternative Learning Center and AEO

## Four Year Graduation Rate Goal

- a. Increase from 30% to 35%

## Attendance Goal

- a. Increase consistent attendance rate from 50% to 60%

# Residential Programs

## Math Goal:

For students enrolled 90 school days or more, the student will increase performance on STAR Math test by a minimum of  $\frac{1}{2}$  grade level from pre to post-test. (It is expected that on average a student will gain  $\frac{1}{2}$  grade for a 90 school day enrollment).

## Reading Goal:

For students enrolled 90 school days or more, the student will increase performance on STAR Reading test by a minimum of  $\frac{1}{2}$  grade level from pre to post-test. (It is expected that on average a student will gain  $\frac{1}{2}$  grade for a 90 day enrollment).

**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 grant from said organization in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to this organization.

Organization	Author/Contact	Project Title	Award Amount	Terms
Northland Foundation	Jacob Hintsala	Preventure Lincoln Collaborative	\$20,000	Funds will be used to support funds will be used to support the Preventure Lincoln Collaborative, a school-based intervention aimed at reducing adolescent drug and alcohol use in high-risk teenagers.
Boston Scientific – High Tech Kids	Calvin Harris	FIRST LEGO League Team	\$650	Fund will be used to support a FIRST LEGO League Robotics Team at Laura MacArthur Elementary School.

September 25, 2018

Project # 18-18170

Jacob Hintsala  
Lincoln Park Middle School Collaborative  
3215 West Third Street  
Duluth MN 55806

Dear Mr. Jacob Hintsala:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the ***Preventure Lincoln Collaborative*** and has approved a grant of **\$20,000.00** for the period (09/01/2018 to 06/30/2019) to **Lincoln Park Middle School Collaborative**.

The Agreement of Grantee is attached to this letter. Please read the agreement in its entirety and make special note of all the provisions and procedures indicated. **By accepting this grant, you are affirming that your organization agrees to the terms and conditions outlined in the Grant Agreement. (Please note that the Northland Foundation no longer requires this form to be signed and returned.)**

The Northland Foundation uses an Electronic Funds Transfer process for grant payments. Please complete and return the attached **ACH Credit Authorization form** with the grantee organization or fiscal agent organization bank account information where you would like the grant funds deposited.

Grant payments are made during the first full week of each month. **In order for our Accounting Department to release your payment**, please return the completed ACH Authorization form **no later than the 25<sup>th</sup> of the month before** your payment is scheduled. We accept forms via email (scanned copies), fax (218-723-4048), or USPS (hard copies).

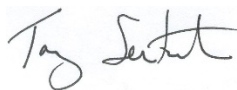
The Northland Foundation will issue a single payment for this grant. This payment will be distributed in the sum of **\$20,000.00 on or around 11/01/2018**.

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 activities, outcomes, and financial expenditures of your project. Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal. We will expect this report from you by **07/31/2019**.

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

Sincerely,

Tony Sertich  
PresidentAttachments  
cc: Carol Chipman

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## Fwd: 2018-19 FLL Boston Scientific Grant

1 message

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Calvin Harris <calvin.harris@isd709.org>  
To: Nichele Canavan <nichele.canavan@isd709.org>

Fri, Sep 28, 2018 at 2:15 PM

**Cal Harris**  
**Integration Specialist**  
**Laura MacArthur Elementary School**  
720 North Central Avenue, Duluth, MN 55807  
Room : B 151 Phone: 218-336-8900 Ext.2186



<http://laura-macarthur.isd709.org>  
<http://www.isd709.org/district/departments-3/office-of-education-equity>

----- Forwarded message -----

From: **Vicki Coaty** <[vicki@hightechkids.org](mailto:vicki@hightechkids.org)>  
Date: Sat, Sep 15, 2018 at 2:12 PM  
Subject: 2018-19 FLL Boston Scientific Grant  
To: <[calvin.harris@isd709.org](mailto:calvin.harris@isd709.org)>

Cal,

### CONGRATULATIONS!

You have been awarded a Boston Scientific Grant in the amount of **\$650** for one **FIRST LEGO League Team**. We hope that you and your team find this to be a rewarding experience and hope that you are able to excite and encourage the next generation of STEM enthusiasts.

**Follow these NEXT STEPS for you and your team**

**SUBSCRIBE to the 2018-19 FLL Into Orbit Coach Newsletter.** Anyone is welcome to subscribe, however it is imperative that the main coach is subscribed **each year** as this is the list we use to correspond with coaches throughout the season.

### TEAM REGISTRATION

Registration is a multi-step process, here are the basics:

#### 1. Register your team nationally with **FIRST®**.

- Cost is \$299 per team and includes your FLL Into Orbit Challenge Kit.
- The LEGO MINDSTORMS EV3 robot may be ordered through **FIRST**, LEGO Education or retail (Target, Creative Kidstuff, Walmart, etc.). We are recommending either the kit offered by **FIRST** site or the **LEGO MINDSTORMS Core Set** from LEGO Education.
  - **FIRST** - LEGO MINDSTORMS Core Set + Expansion Set \$ 489.95
  - **LEGO Education** - LEGO MINDSTORMS Core Set \$411.95
  - Retail Kit #31313 \$349.99 (note this kit does not come with a number of items, most notably the charger and rechargeable battery pack)

## 2. Register with High Tech Kids for a MN FLL Regional Tournament

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- Registration for a local tournament **will open on October 1, 2018 at 3:00PM.**
- MN Regional Tournament Registration fee is \$125 per team.
- Teams may register for one regional event
- The [FLL Tournament Schedule](#) will be finalized by Labor Day.

### **This grant is structured as a reimbursement.**

Your team must be registered both nationally and locally for a Minnesota event.

Once your team has registered and paid for a Minnesota tournament, a check will be remitted to the following address. Please contact me if this information is incorrect.

Team Number: Please email me your team number at your earliest convenience

Payable to: Laura MacArthur Elementary School

Mailing Address:

Laura MacArthur Elementary School

Cal Harris

[720 North Central Ave](#)

[Duluth, MN 55807](#)

As you move forward with you team, I encourage you to explore the High Tech Kids site. For a nominal fee, we are offering a monthly EV3 Programming training throughout the summer and a Rookie Coaches training in September.

I high encourage you to attend one of our FREE coaches training sessions in August or September. We will discuss event registration, what to expect at an event, the project and walk you through the new game.

Please check our [Training & Workshop Page](#) for details on all of our training events. We offer both coaches only as well as team training.

I hope you have a fun and successful season! If you have any questions about registration or the program please do not hesitate to contact me.

Good luck this season!

Vicki

### **Vicki Coaty**

Programs Director

612.781.2203

[715 Florida Ave S, Suite 102](#)

[Golden Valley, MN 55426](#)

[www.hightechkids.org](http://www.hightechkids.org)



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# DISTRICT 709 FIELD TRIP REQUESTS

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 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: Danette Lebow  
 Not Recommended Date: 9/19/18

Assistant Superintendent:  Recommended Name: Jeff Horton  
 Not Recommended Date: 9/19/18

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: \_\_\_\_\_

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: AFRICAN HERITAGE COMMUNITY/CHUM 12<sup>th</sup> GR.
2. Contact Person (Responsible for Checklist Completion): WILLIAM HOWES - OEE
3. Field Trip Date(s): 9/27/18-9/30/18 Destination: MONTGOMERY, ALABAMA
4. Field Trip Overview (Include events, establishments and locations): VISIT VARIOUS SITES IN ALABAMA CONNECTED TO THE HISTORY/LEGACY OF SLAVERY AND THE CIVIL RIGHTS MOVEMENT.
5. Field Trip Departure from School (Date and Time): 7 AM 9/27/18 (BJM OR HOLIDAY INN)  
Field Trip Return to School (Date and Time): EVENING 9/30/18
6. Objectives of Field Trip: TO BROADEN UNDERSTANDING OF THE LEGACY OF SLAVERY AND CIVIL RIGHTS
7. Relationship to Curriculum or Student Learning: SOCIAL STUDIES, SOCIAL EMOTIONAL LEARNING, CULTURAL RESPONSIVENESS
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$</b>

Revenues	
District Budget	Code: <u>01-605-005-313-311 "OEE"</u> \$ 4,000.00
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
<b>Total</b>	<b>\$ 4,000.00</b>

11. Reviewed/Completed Request Checklist:       Yes       No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

### FIELD TRIP REQUEST CHECKLIST - All Field Trips

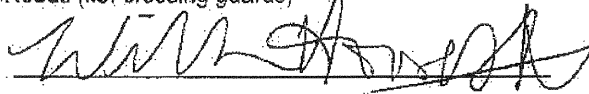
DIRECTIONS: Please complete checklist. No attachments are necessary.

- 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

\* SEE ATTACHED

TIME	LOCATION
_____	_____
_____	_____
_____	_____

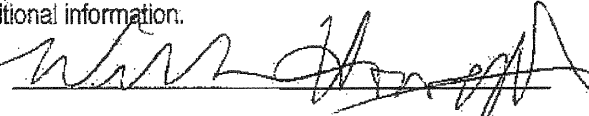
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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: 

**Thursday, September 27 2018**

7 AM - Departure from Duluth - CJM or Holiday Inn  
 7:15 AM - Breakfast on the bus  
 12:15 PM - Lunch - Restaurant (to be determined)  
 12:50 PM - Back on the Bus - Continue to Montgomery, Alabama  
 5 PM - 5:45 PM - Dinner - (Restaurant to be determined)  
 5:55 PM - Back on the Bus - Continue to Montgomery, Alabama

**Friday, September 28, 2018**

Visit the following sites in Montgomery, Alabama:

(Breakfast, lunch and dinner included)

- Legacy Museum: From Enslavement to Mass Incarceration
- National Memorial for Peace and Justice
- First White House of the Confederacy
- Freedom Rides Museum
- Southern Poverty Law Center
- Equal Justice Initiative - EJI
- Rosa Parks Museum and Rosa Parks Bus Stop

**Saturday, September 29, 2018**

Visit the following sites in Montgomery, Alabama:

((Breakfast, lunch and dinner included)

- Dexter Avenue Baptist Church and Parsonage Museum
- Civil Rights Memorial Center
- River City Church
- Court Square
- Alabama State University (Campus Tour) - 3 PM

**Saturday, September 29, 2018**

Departure back to Duluth - Bus is scheduled to depart Montgomery, Alabama between 10 PM and 11 PM

**Sunday, September 30, 2018 - (Breakfast @ 8 AM) (Lunch @ Noon)**

**Information packet will contain:**

Contact info to reach: Coordinator, Bus Drivers, Chaperones

Liability Insurance Information, Covenant, Special diet form/health form, etc.

Materials: Handouts

- National Memorial for Peace and Justice
- Legacy Museum: From Enslavement to Mass Incarceration
- Evolution of Slavery
- Legacy of Lynching
- Resistance to Civil Rights / Presumption of Guilt
- Children in Prison
- Mass Incarceration
- Death Penalty
- 1st White House of the Confederacy
- Dexter Avenue Baptist Church and Parsonage Museum
- Rosa Parks Museum and Bus Stop
- Freedom Rides Museum
- Court Square
- Civil Rights Memorial Center
- River City Church
- Alabama State University

## DISTRICT 709 FIELD TRIP REQUESTS

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: Kathi Kusch Marshall  
 Not Recommended Date: 10/8/18

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 10/8/18

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:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Wolf Ridge Family Trip Grade 5
2. Contact Person (Responsible for Checklist Completion): Kathi Kusel Marshall
3. Field Trip Date(s): Oct 26, 27, 28 Destination: Wolf Ridge
4. Field Trip Overview (Include events, establishments and locations): \_\_\_\_\_  
\_\_\_\_\_
5. Field Trip Departure from School (Date and Time): October 26, 2018 2:45 PM  
Field Trip Return to School (Date and Time): October 28, 2018 3:00 PM
6. Objectives of Field Trip: Outdoor Environmental Learning  
Team Building
7. Relationship to Curriculum or Student Learning: \_\_\_\_\_  
\_\_\_\_\_
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_  
\_\_\_\_\_
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>140.00 @ 85 Students</u>	\$ <u>11,900.00</u>
Total Meals		\$
Total Lodging		\$ <u>✓</u>
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyager Bus Company</u> <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
		\$ <u>1500.00</u>
Total Additional Stipends:		\$ -
Other:		\$
<b>Total</b>		<b>\$ <u>13,400.00</u></b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</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) 50  
**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**

Oct 26  
Oct 27  
Oct 28

**LOCATION**

Wald Ridge  
↓  
   
 

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

Signature of Contact Person: Kathi Kusel Marshall

### 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: \_\_\_\_\_

# Memorandum

**To:** MSHSL  
**CC:** Bonnie Fuller-Kask, Duluth East Nordic Ski Coach  
**From:** Duluth School Board  
**Date:** November - 2018 -2023  
**Re:** Yellowstone Nordic Ski Trip

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**Background:**

The MSHSL has requested that the Duluth School board give permission for the annual Yellowstone Nordic Ski Trip. This is a community trip where several local coaches take kids from the following schools to ski in Yellowstone: Teams that have participated in the pas: East, Central, Denfeld, Marshall, Two Harbors, Ely, Mesabi East, Cloquet, Hermantown, and St. Cloud Tech.

The trip is run through a local company, Nordic Fitness & Adventures, LLC. None of the bills will come to any of the schools. Duluth Public Schools does not fund this trip and the only connection ISD 709 has is that our coach is one of the chaperones, and a few of our Duluth skiers are going. ISD 709 does not accept any liability beyond this notification. **Note: The Duluth School Board has supported this opportunity for over 10 years.**

**From Dave Stead, MSHSL (dstead@mshsl.org)**

Even though this trip is not an official ISD 709 Nordic Ski event, a determination was made by the MSHSL about travel where the schools team members and coach travel together in season. If the coach doesn't go and the trip is voluntary for anyone who wants to go travel during their vacation, that's not an issue. If the coach is involved, the trip is then considered to be a school team trip. So, yes, in that instance, approval from the school boards would be necessary.

**The 4 points below are in response to the MSHSL Travel Policy.**

1. Itinerary:
  - Leave Duluth at 5:00pm on Fri., (3<sup>rd</sup> week in November)
  - Arrive Kelly Inn, West Yellowstone on Sat.
  - Leave West Yellowstone at 4:00pm on Fri.
  - Arrive Duluth on Sat.
2. All skiers pay for their own trip. No funds are received from the School.
3. Title IX: Both boys and girls are welcome on the trip.
4. ISD 709 School Board: Please approve travel for the East Nordic Skiing Boys and Girls Teams.

**Summary**

The Yellowstone Ski trip has been a long standing tradition in the ski community. Even though ISD 709 is not sponsoring it, and it is not on our schedule. Please consider this a letter of permission for the coaches and Duluth student athletes to participate.

Bonnie Fuller-Kask,  
 Head Coach Duluth East Nordic Ski Team  
 218-464-3510  
[bonniefullerkask@gmail.com](mailto:bonniefullerkask@gmail.com)  
[www.dulutheastnordic.org](http://www.dulutheastnordic.org)

### EXTERNALLY SPONSORED TRIP

Externally sponsored trips involve travel to a foreign country, other state than Minnesota, are voluntary in nature, and are not sponsored or approved by Independent School district No. 709. In addition, all staff who accompany students on such foreign travel trips must obtain a liability release and waiver from the students' parents/guardians and submit them to the Office of the Superintendent prior to the trip. All externally sponsored trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee Agenda for informational purposes.

#### Externally Sponsored Trip Information

Date of Submission: 9/26/18 Destination: West Yellowstone, MT

Organization/Group Planning Trip: Nordic Fitness & Adventures, LLC.

Contact Person: Bonnie Fuller-Kask

Overview of Trip: This is a community trip where several local coaches take kids from the following schools to ski in West Yellowstone, MT: Teams that have participated in the past: East, Central, Denfeld, Marshall, Two Harbors, Ely, Mesabi East, Cloquet, Hermantown, and St. Cloud Tech.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Trip Dates: Nov. 16-24, 2018

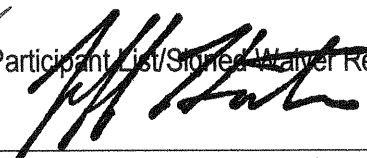
#### Externally Sponsored Trip Action

Participant List/Signed Waiver Release Forms Attached

  
Principal's Signature

9/24/18  
Date

Participant List/Signed Waiver Release Forms Received

  
Assistant Superintendent's Signature

9/27/18  
Date



# TRIP TO West Yellowstone, Montana (destination)

## ACKNOWLEDGMENT THAT THE TRIP IS NOT SPONSORED BY THE SCHOOL DISTRICT

On 11/16/2018, Bonnie Fuller-Kask at Duluth East H.S is taking a group of students to West Yellowstone, Montana and is doing this in his/her personal capacity and this trip is not in any way sponsored by Independent School District No. 709.

The undersigned acknowledges that he/she understands that international travel may involve some risks, including, but not limited to, accidents, injuries, and lost property. Accidents, injuries or losses may occur despite the careful, prudent, and reasonable planning and supervision of the trip provided by Bonnie Fuller-Kask. The undersigned acknowledges that whether or not any accidents, injuries, or losses occur, whether due to the negligence of Bonnie Fuller-Kask due to reasons beyond their control, the School District will not be responsible or liable to me/us or our family for any harm or losses which may occur on or as a result of the trip to West Yellowstone, Montana. By signing below, the undersigned hereby releases and holds harmless the School District, its officers, employees, agents and volunteers from any claims, demands, or liabilities in any way arising out of the trip to West Yellowstone, Montana organized by Bonnie Fuller-Kask in his/her personal capacity. The undersigned acknowledges that the School District would not be responsible for any injury or loss occurring to my/our child or my/our child's property as a result of the child's participation in the trip.

**I HAVE READ THE ABOVE AND UNDERSTAND ITS CONTENTS AND BY MY SIGNATURE HEREUNDER  
ACKNOWLEDGE THAT THE SCHOOL DISTRICT IS NOT SPONSORING AND THEREFORE IS NOT  
RESPONSIBLE IN ANY WAY FOR THE TRIP TO West Yellowstone, Montana.**

Dated: \_\_\_\_\_ Signature of Parent or Adult Student: \_\_\_\_\_

September 14, 2018

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 his diploma from the school listed.

Name of Graduate/School

Graduation Date

Kenneth Sky Quade

Arrowhead Academy

June 30, 2011



Thank you,  
Denise Clairmont  
Principal

September 18, 2018

Jeff Horton  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth, MN 55802

Dear Mr. Horton,

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Brittney Kabnpauj Yang	Duluth Public Schools	9/19/2018

Please send diploma to Michelle Porter at the Area Learning Center, Room 126. Thank you!

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

September 24, 2018

Jeff Horton, Assistant Superintendent  
 Independent School District 709  
 215 N 1<sup>st</sup> Ave E  
 Duluth MN 55802

Dear Mr. Horton:

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 the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Thaddeus W. Breimon	Duluth Public Schools	9/25/2018

Please send diploma to Michelle Porter at the Area Learning Center, Room 126

Adrian Norman  
 Principal

Michelle Porter  
 Administrative Assistant  
 Area Learning Center