

Education Committee
 Duluth Public Schools, ISD 709
 Agenda
 Wednesday, November 14, 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 7

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 8

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) Course Guide Update 9

Each year, the courses at the secondary level are reviewed by principals, counselors, content specialists and the Director of Curriculum and Instruction to make recommendations for changes to the course catalog and supplements. Director Netland will provide an update regarding these proposed changes.

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

2) Check and Connect Program Update 10

Sarah Laulunen, Check and Connect Program Coordinator, Dr.
 Tawnyea Lake, Director of Assessment, Evaluation and

Performance, Jason Crane, Special Services Director, and Tonya Sconiers, Denfeld High School Principal, will present an update on the work they have done with regard to the 5 year grant from the Minnesota Department of Education to implement the Check and Connect program to increase graduation rates at Denfeld High School.

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

3) College and Career Readiness Update and ACT Results 27

Sumair Sheikh, ISD 709 College and Career Readiness Specialist, and Brad Vieths, ISD 709 Vocational Program Coordinator, will present an update regarding College and Career Readiness as part of World's Best Workforce. Dr. Tawnyea Lake, Director of Assessment, Evaluation and Performance, will also present the most recent ACT results for ISD 709.

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

D. Grant Applications

1) Minnesota Historical Society Grant Application

Glenn Tracey, Ordean East Middle School teacher, has submitted a grant application to the Minnesota Historical Society in the amount of \$500. If awarded, funds will be used to provide transportation for students to the Minnesota History Center in St. Paul, MN.

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

2) Lloyd K. Johnson Foundation Grant Application

Sumair Sheikh, Alison Wood and Ed Lewis have submitted a grant application to the Lloyd K. Johnson Foundation in the amount of \$19,957. If awarded, funds will be used to pay for teacher FTE at Denfeld for Spring 2019, Summer curriculum development time for all four of the Pathways2Teaching staff and possibly fund teacher FTE for Fall 2019.

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

3) Essentia Health Grant Application

Callie DeVriendt, Lincoln Park Middle School, has submitted a grant application to Essentia Health in the amount of \$101,925. If awarded, funds will be used to support restorative practices training and implementation at LPMS. Training would be provided for all teachers, specialists and paras in restorative practices foundations and restorative circles. Specialists would also receive training in restorative conferencing/harm repair. Funds would also go towards sub costs so teachers could

receive this training. Additional money would be utilized to consult with Mickelson Consultants for 5 years and to develop a RP strategic plan in partnership with them for LPMS.

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

4) Northland Foundation Grant Application

Tanya Jackson, Ordean East Middle School teacher, has submitted a grant application to the Northland Foundation in the amount of \$5,000. If awarded, funds will be used to help support the annual 6th grade trip to JA BizTown.

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

5) Lloyd K. Johnson Grant Application

Tanya Jackson, Ordean East Middle School teacher, has submitted a grant application to the Lloyd K. Johnson Foundation in the amount of \$2,000. If awarded, funds will be used to help support the annual 6th grade trip to JA BizTown.

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

6) Education Minnesota Grant Application

Tanya Jackson, Ordean East Middle School teacher, has submitted a grant application to Education Minnesota in the amount of \$1,500. If awarded, funds will be used to purchase a set of 12 Sphero Programmable Spheres with protective cases.

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

7) Minnesota Council of Teachers of Mathematics (MCTM) Grant Application

Tanya Jackson, Ordean East Middle School teacher, has submitted a grant application to MCTM in the amount of \$1,500. If awarded, funds will be used to purchase a set of 12 Sphero Programmable Spheres with protective cases.

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

8) 2018 Scotts Miracle-Gro Foundation and National Head Start Association Garden Grant Application

Katie Scheufeli, Duluth Preschool, has submitted a grant application to the 2018 Scotts Miracle-Gro Foundation and National Head Start Association Garden Grant in the amount of \$5,000 for the Head Start/YMCA Collaborative. If awarded, funds will be used to purchase garden soil and fertilizer, a greenhouse to start plants, a

gorilla garden dump cart and garden tools for little hands. Grant funds would also be used to host a master gardener at the "kick off parent night" and to help buy seeds and starter plants that are difficult to grow from seeds.

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-11-18-3594 - Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation 48

Attached is Resolution E-11-18-3594 - Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation, to support the District's application to the MSHSL Foundation for a Form A grant to offset student activity fees.

Recommendation: It is recommended that the Duluth School Board approve Resolution E-11-18-3594 - Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation.

2) Resolution E-11-18-3595 - Acceptance of Grant Awards to Duluth Public Schools 51

Attached is Resolution E-11-18-3595 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Miller-Dwan Foundation
Northland Foundation
PLACEHOLDER

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-11-18-3595 - Acceptance of Grant Awards to Duluth Public Schools.

B. Extended Trip Requests

1) Minnesota Health Occupations Students of America (HOSA) State Conference 2018 58

11th and 12th grade MN HOSA students from Denfeld and East High Schools traveled to the Marriott Northwest in Brooklyn Park, MN from November 1-2, 2018 to participate in the MN HOSA State Conference 2018. Students ran for the state officer positions and brought along voting delegates. The total cost of the trip was \$454 and was funded with student fees and grant dollars.

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

2) MN HOSA State Officer Training and Spring Conference Planning 63

11th and 12th grade MN HOSA students from Denfeld and East High Schools traveled to the Marriott Northwest in Brooklyn Park, MN from November 9-10, 2018 to participate in the MN HOSA State Officer Training and Spring Conference Planning. The training prepares state officers for their position and provides instruction for teamwork, leadership and exploring their leadership techniques. The total cost of the trip was \$454 and was funded with student fees and grant dollars.

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

3) MN HOSA Emergency Preparedness Camp 68

11th and 12th grade MN HOSA students from Denfeld and East High Schools will be traveling to Camp Ripley in Little Falls, MN to participate in the Minnesota HOSA MRC Camp/Workshop from November 29 - December 1, 2018. They will take part in emergency preparedness lessons in authentic settings in the areas of CPR and First-Aid. The total cost of the trip is \$1,708 and will be funded with grant dollars and student fees.

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

4) MN HOSA 2018 Spring Leadership and State Competition 72

11th and 12th grade MN HOSA students from Denfeld and East High Schools will travel to St Cloud, Minnesota from March 21-March 30, 2018 for the 2018 MN HOSA Spring Leadership Conference and State Competition. This competition allows students to explore career opportunities in the health care industry to enhance the delivery of quality healthcare. The total cost of the trip is \$6,447 and will be funded with student fees and grant dollars.

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

5) Wolf Ridge ELC - Lester Park Elementary 76

Students from Lester Park Elementary School will travel to the Wolf Ridge Environmental Learning Center in Finland, MN from March 15-17, 2019. 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 Extended Trip Request.

C. Data Sharing Agreements

79

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2018 to June 30, 2019:

Northern Michigan University, Marquette, Michigan
Deed Vocational Rehabilitation Services
PLACEHOLDER

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

D. Diploma Requests

87

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

Rilee Marie Pallum - November 7, 2018
Zachary T. Lund - December 18, 2018
PLACEHOLDER

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

E. Presentation Items Requiring Approval - PLACEHOLDER

F. Policies - PLACEHOLDER

3. **Future Items**

Policy Updates

Assistant Superintendent Monthly Report

November 2018

Purpose

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

Site Celebrations

- All Sites and All Staff!

School Safety Update

- ALICE

Equity Work

- *Courageous Conversations* Training
- MDHR Diversion Meeting

Continuous Improvement Update

- Process and Compliance

Shout Out!

- State Participants
- Our Community

Director of Curriculum and Instruction Monthly Report

November 2018

Purpose

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

Updates

Staff Development

- October 29th PD day focused on:
 - ALICE training
 - De-escalation Strategies
 - Professional development on building-identified improvement strategy

Course Catalog and Registration

- Annual course catalog revision process in progress
 - See [overview of changes](#) (later in agenda)
 - [Timeline](#) Working Draft

Curriculum (MTSS)

- District core Elementary literacy/math curriculum and intervention planning in progress
 - Cohort model
 - Immersion programs included

19-20 Course Changes

For Information Only

Each year, the courses at the secondary level are reviewed by counselors, content specialists and the Director of Curriculum and Instruction to make recommendations for changes to the course catalog and supplements. For the 2019-20 school year, the changes include those listed below

Blue - Add new course

Red - Delete

Green - Name Change and Course Description Change

| Course Name | Number | Reason | New Name | Department | Secondary Level |
|--------------------------------------|------------------|--|--------------------------------|---------------------------------------|-----------------|
| Biology | 221101 221102 | Course Description Change | N/A | Science | High School |
| Honors Biology | 221901 221902 | Course Description Change | N/A | Science | High School |
| Infant and Toddler Development | 201581 201582 | Course Change (going from 2 hour block to 1 hour, this will be a semester only course) | Infant and Toddler Development | | High School |
| Automotive: Diagnostics & Electrical | 172021 172022 | Delete Course | N/A | Engineering and Industrial Technology | High School |
| Automotive: Engines & Performance | 172221 172222 | Delete Course | N/A | Engineering and Industrial Technology | High School |
| Advanced Automotive | TBD | Add new course | Advanced Automotive | Engineering | High School |



DULUTH PUBLIC SCHOOLS

Dropout Prevention Update

Check and Connect

Jason Crane, Director of Special Services
Tawnyea Lake, Director of Assessment and Evaluation
Tonya Sconiers, Principal - Denfeld High School
Sarah Laulunen, Check and Connect Coordinator -
Denfeld High School

- Background
- Our Journey
- Key Accomplishments
- Challenges
- Results
- Next Steps

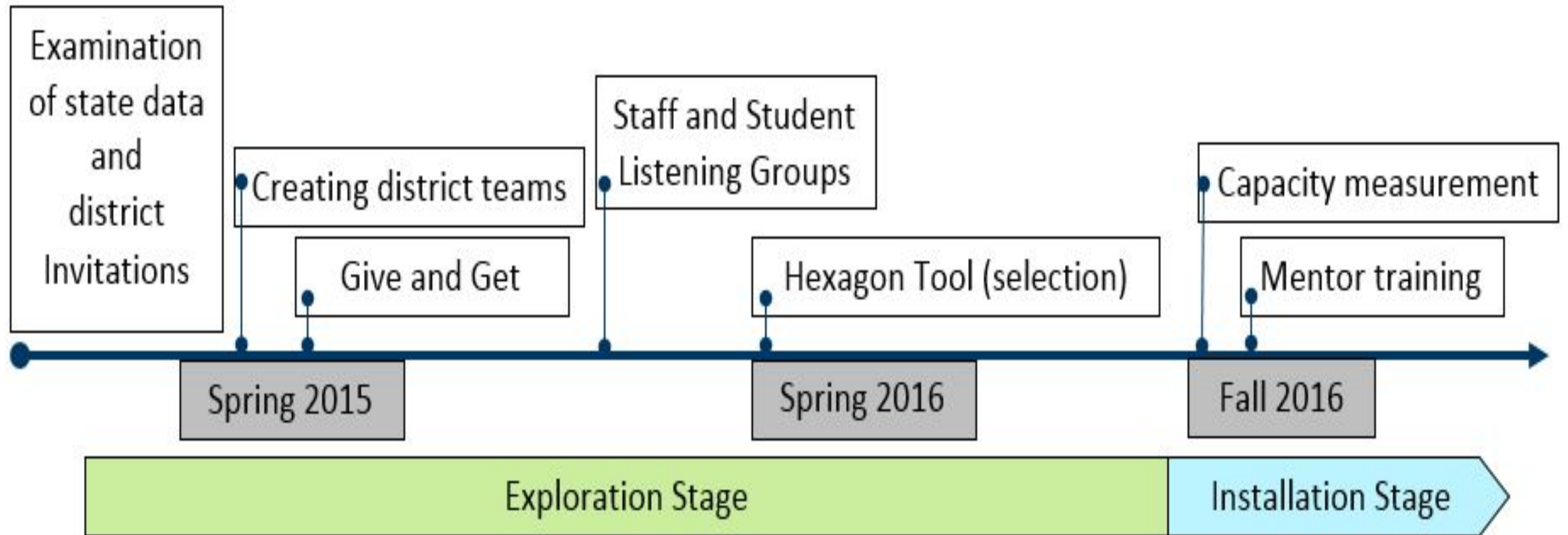
Office of Special Education Program (OSEP) Charge to States

- Develop a comprehensive, ambitious, yet achievable multi-year plan that states will develop to improve results for children/students with disabilities (and their families).
- Increase the capacity of districts to implement, scale up, and sustain evidence-based practices that will result in improved results.

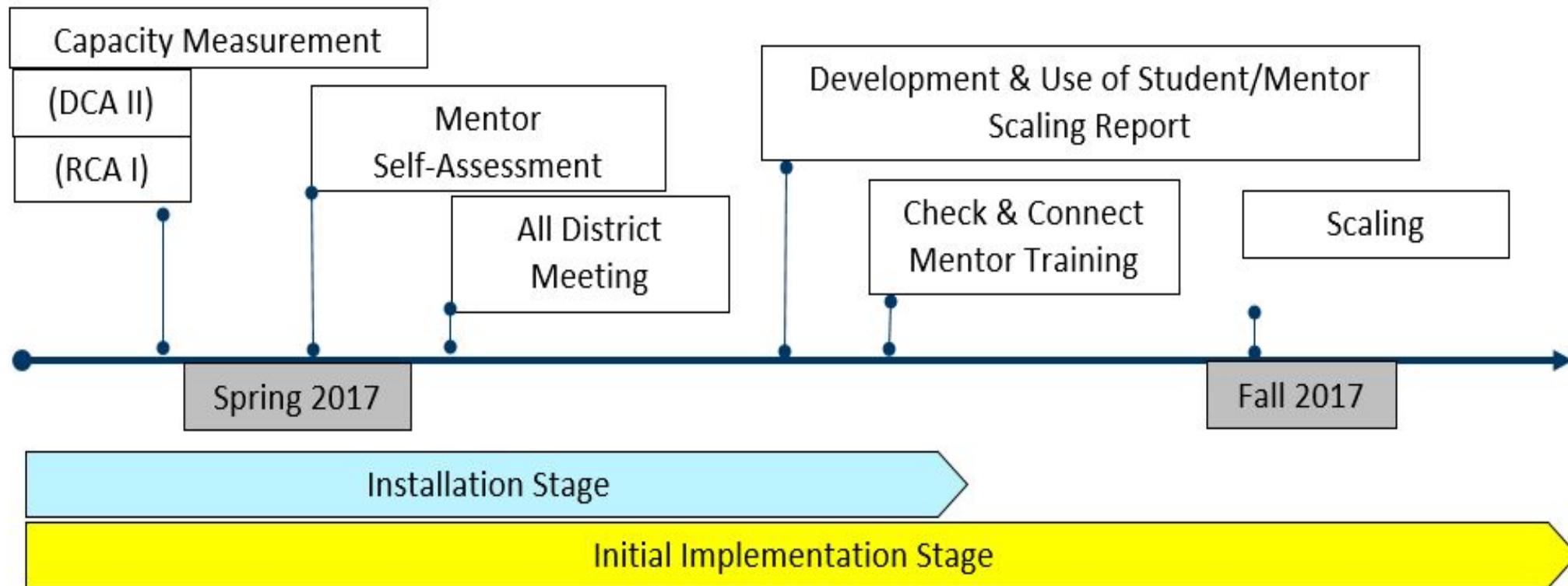


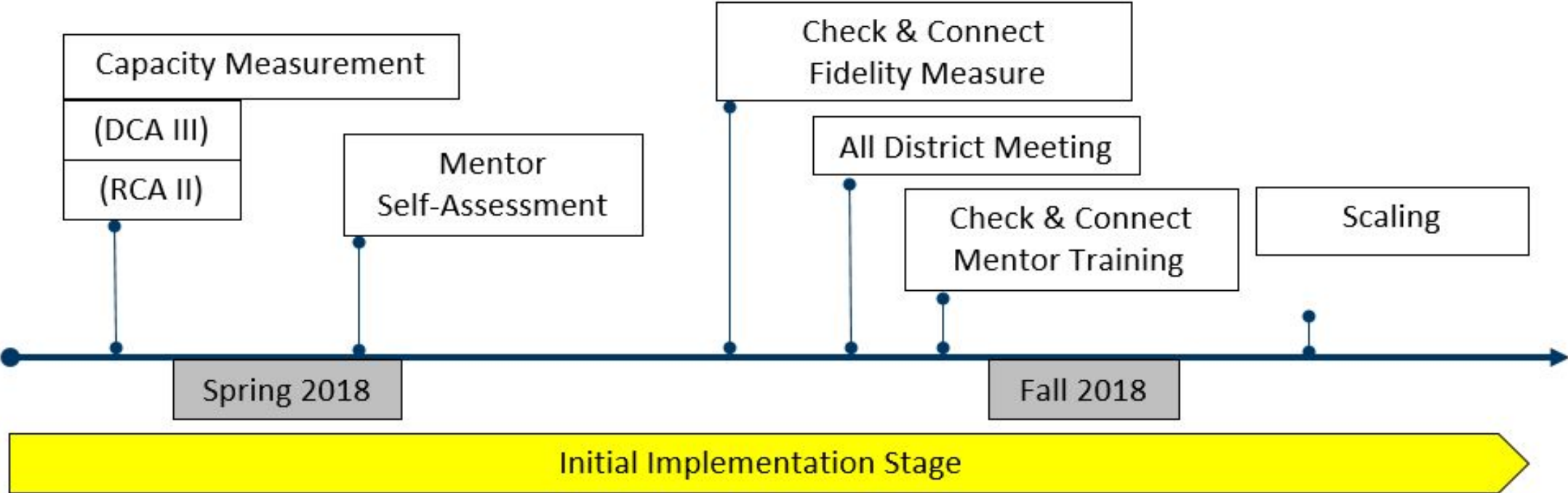
- State identified four districts - these four districts accounted for approximately 30% of the population group
- Goal: Increase 6-year graduation rates for Black and American Indian students with disabilities

Our Journey



Our Journey





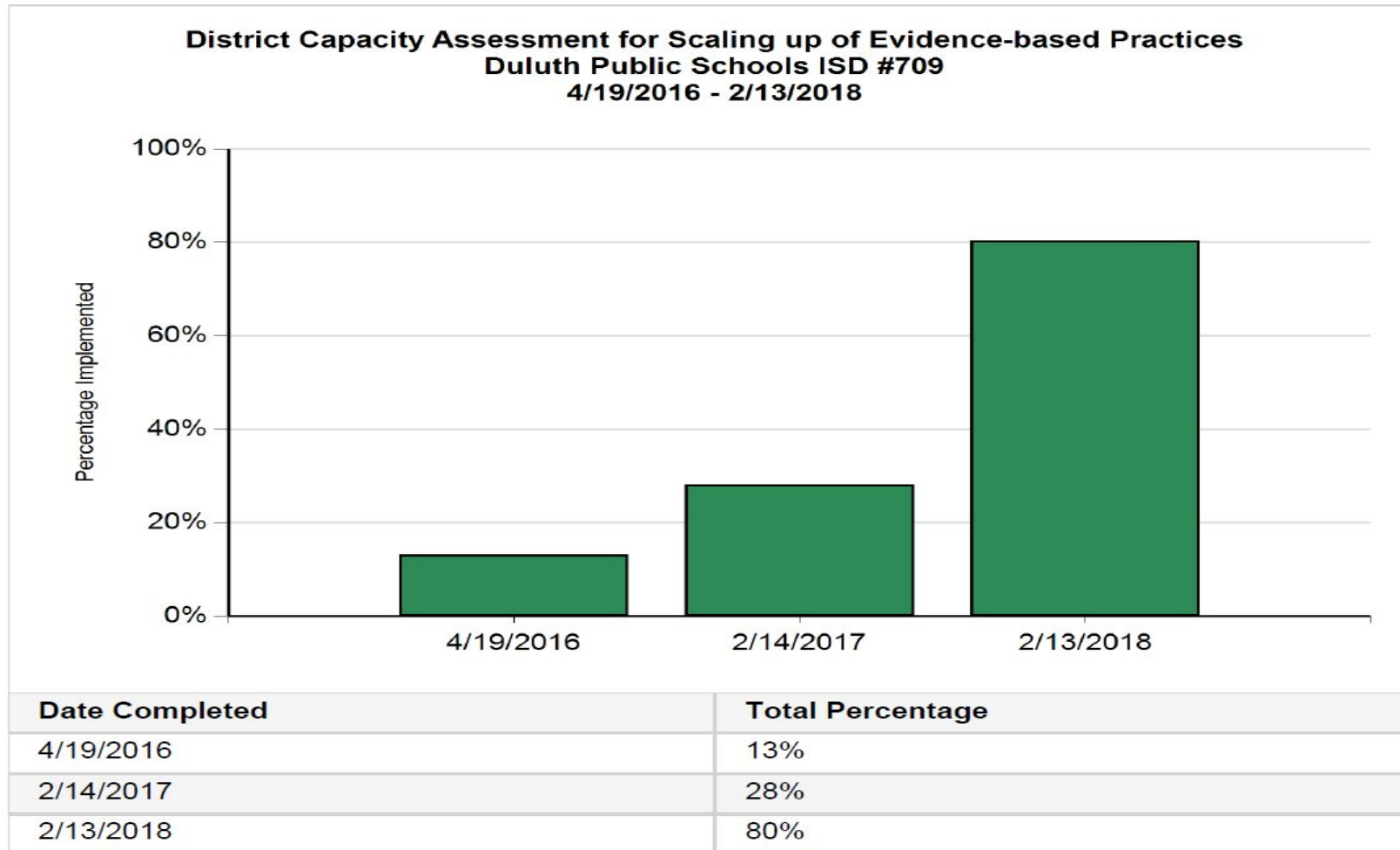
Check and Connect Team:

- Minnesota Department of Education Staff
- District Administration
- Denfeld Principal
- Check and Connect Coordinator
- 2 Check and Connect Mentors

- Each year, improved our district's capacity to implement evidence-based practice
- Each year, increased the number of students served by Check and Connect mentors (currently 60 students)
- Over two years, 13 out of 14 American Indian & Black students with disabilities graduated on time graduation (one student is continuing)

- Staff turnover (Assistant Superintendent, Check and Connect Coordinator, Check and Connect Mentor)
- Required paperwork, data collection, and coaching to implement to fidelity
- Funding and commitment to support scale up efforts
- Chronic absenteeism

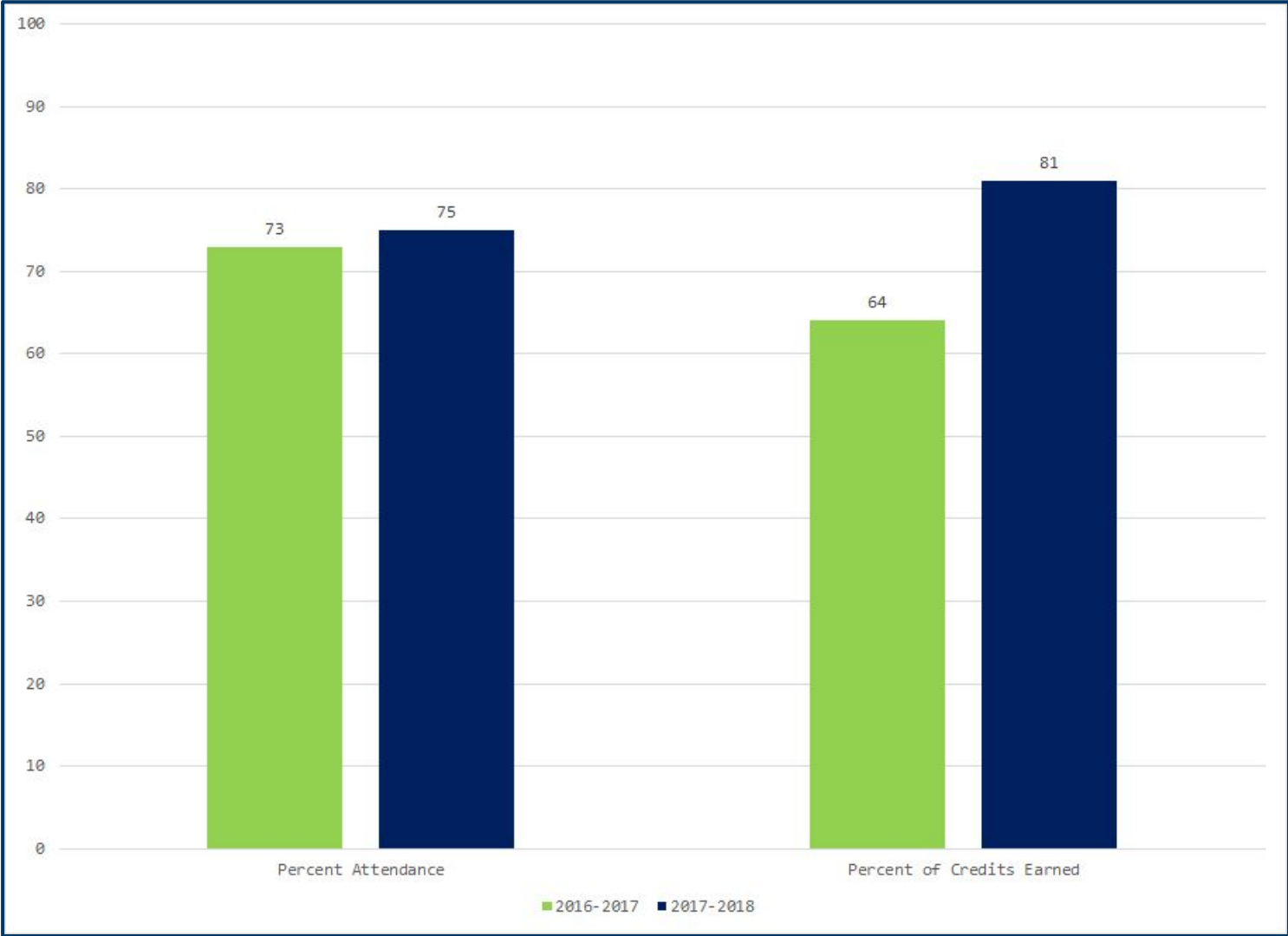
Results: District Capacity



Results: District Capacity



Results: Student Attendance and Credits²²



Results: Graduation Rates - Denfeld

| Four-Year, On-Time Graduation Rate | | | | | | |
|------------------------------------|-----------|---------|-----------|---------|-----------|---------|
| | 2014-2015 | | 2015-2016 | | 2016-2017 | |
| | Percent | Number | Percent | Number | Percent | Number |
| All Students | 73.42 | 174/237 | 73.86 | 178/241 | 80.36 | 180/224 |
| American Indian | 30.00 | 3/10 | 35.00 | 7/20 | 73.33 | 11/15 |
| Asian | * | * | * | * | * | * |
| Hispanic | 72.73 | 8/11 | * | * | * | * |
| Black | 57.14 | 8/14 | 42.86 | 6/14 | 55.56 | 10/18 |
| White | 77.37 | 147/190 | 80.66 | 146/181 | 84.66 | 138/163 |
| Two or More Races | | | 71.43 | 10/14 | 71.43 | 10/14 |
| Special Education | 45.00 | 27/60 | 33.33 | 18/54 | 61.82 | 34/55 |
| Free/Reduced Priced Lunch | 62.42 | 93/149 | 62.07 | 90/145 | 72.55 | 111/153 |

Results: Student Impact 24

“ Being here makes me feel like I’m at home.”



“Kim and Deb are nice.”



“If it wasn’t for Deb, I probably wouldn’t come to school. She motivates me.”



“ If Deb wasn’t here, I wouldn’t graduate.”



- Increase mentor caseloads to 35
- Continue working to increase district capacity to support initiative
- Expand use of Check and Connect at Denfeld
 - Mentor volunteers with Denfeld's Community Schools program
 - Volunteer teachers during WIN
- Explore ways to sustain programming at Denfeld post grant
- Provide information to other schools to encourage expansion beyond Denfeld



Update: College and Career Readiness



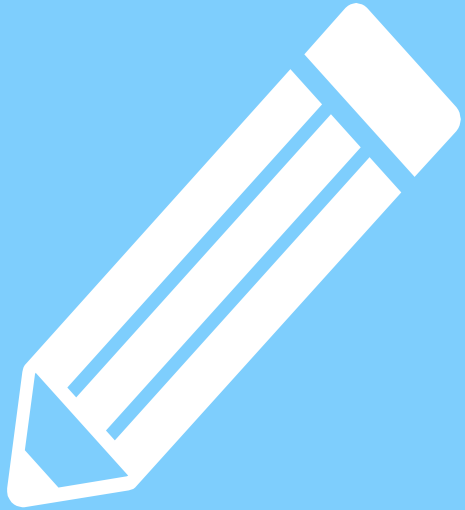
Duluth Public Schools
Graduating Class of 2018

*Dr. Tawnyea Lake, Director of Assessment and Evaluation
Sumair Sheikh, Career and College Readiness Specialist
Brad Vieths, Vocational Programs Coordinator*



"Career and college ready" means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment.

Students who are career and college ready are able to successfully complete credit-bearing coursework at a two or four-year college or university or other credit-bearing postsecondary program without need for remediation.



College and Career Readiness

Programming

State Requirements

World's Best Workforce

30

MN Statute 120B.11

- ▷ 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

State Requirements

31

9 Elements of Student Transition

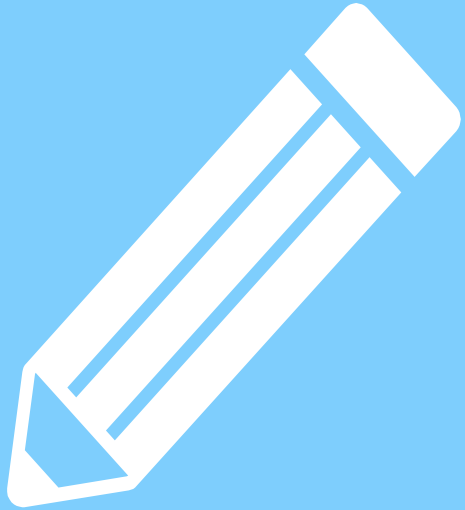
MN Statute 120B.125

- ▶ Aligned Rigorous curriculum **(Element 1 and 2)**
- ▶ Career interest inventory and planning tool **(Element 3)**
- ▶ Set career and/or college goals and track progress **(Element 4 and 5)**
- ▶ Provide rigorous career oriented courses **(Element 6)**
- ▶ Provide access to career/college oriented counseling services **(Element 7)**
- ▶ Local collaboration to improve opportunities **(Element 8)**

Our Process and Supports

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- ▶ Align curriculum to meet the standards set by the state of Minnesota
- ▶ Student interest inventory and planning tools in MCIS
- ▶ Student access to counselors and career centers
- ▶ Career focused courses through CTE
- ▶ College level courses through Advanced Placement and CITS and articulation agreements
- ▶ Collaboration with local universities, workforce development agencies, and industry groups



College and Career Readiness

2018 ACT Results

ACT Overview

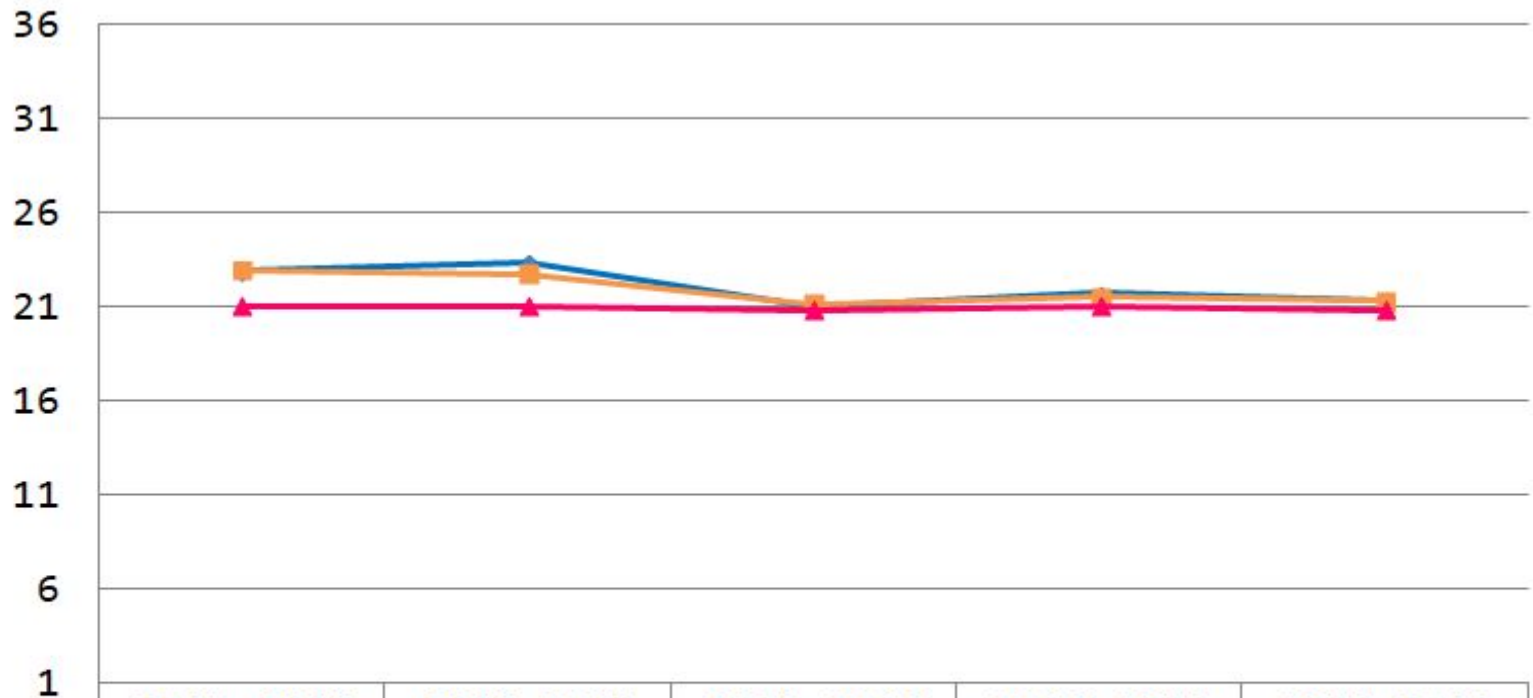
Curriculum-based measure that provides a readiness indicator for college-level work

Tests achievement in 4 primary areas:

- ▶ English (College English)
- ▶ Math (College Algebra)
- ▶ Reading (College Social Science)
- ▶ Science (College Biology)

Year to year comparisons are difficult – participation requirements have changed over time

District, State, National Scores



| | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|------------|-----------|-----------|-----------|-----------|-----------|
| ◆ District | 22.9 | 23.3 | 21 | 21.7 | 21.3 |
| ■ State | 22.9 | 22.7 | 21.1 | 21.5 | 21.3 |
| ▲ Nation | 21 | 21 | 20.8 | 21 | 20.8 |

District Scores by Ethnicity

| Student Group | Composite Score | Number of Students Tested |
|--|-----------------|---------------------------|
| All Students | 21.3 | 512 |
| Black/African American | 15.1 | 11 |
| American Indian | * | 7 |
| White | 21.9 | 277 |
| Hispanic/Latino | * | 9 |
| Asian | 22.7 | 11 |
| Native Hawaiian/Other Pacific Islander | * | 1 |
| Two or more races | 20.0 | 34 |
| Prefer not to respond | 21.0 | 162 |

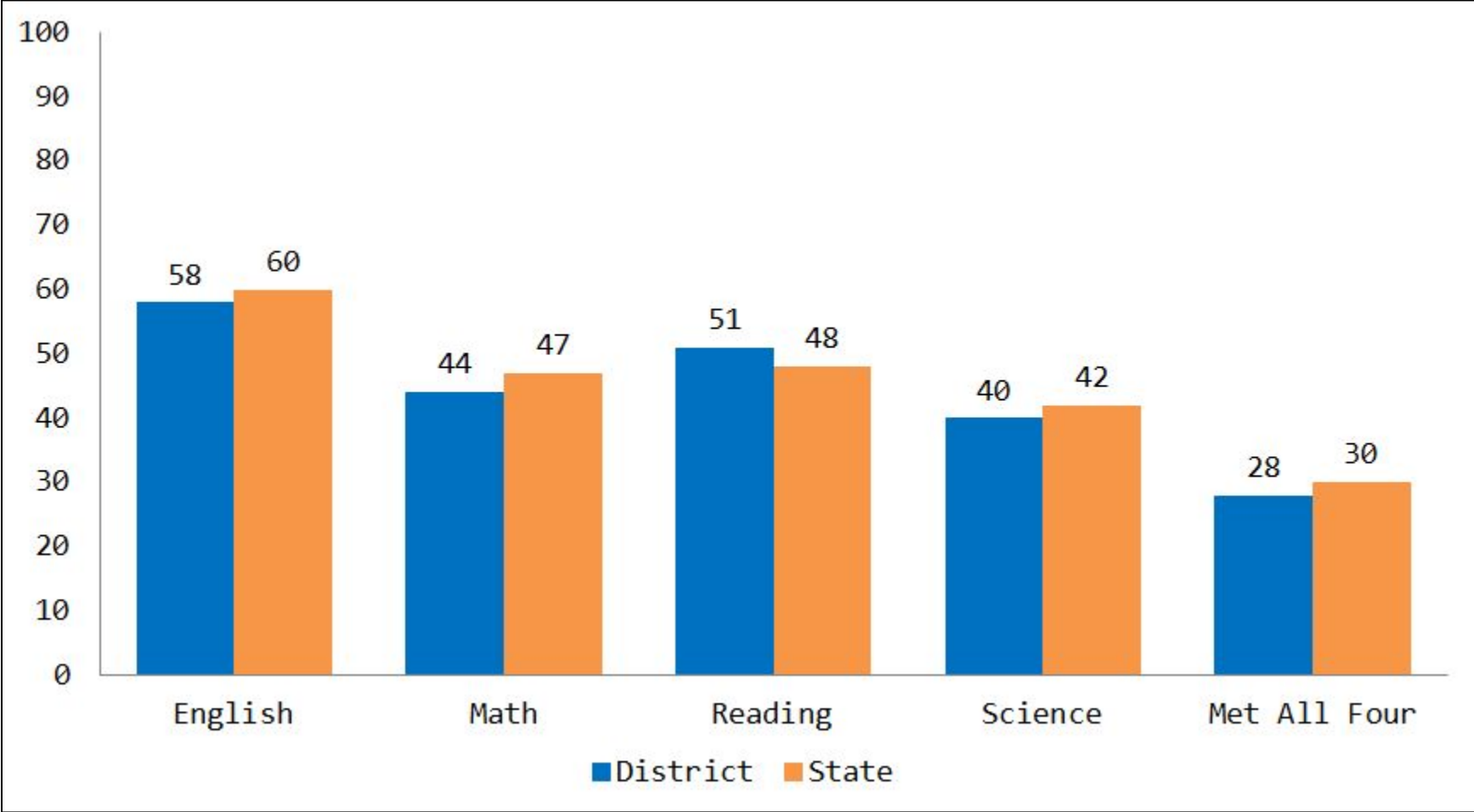
District Scores by School

| School | Composite Score | Number of Students Tested |
|----------------------------|-----------------|---------------------------|
| Academic Excellence Online | * | 2 |
| Area Learning Center | * | 6 |
| Chester Creek Academy | * | 3 |
| Denfeld | 19.1 | 162 |
| East | 22.7 | 328 |
| Merritt Creek Academy | * | 1 |
| Rockridge Academy | * | 10 |

Participation Numbers By Year

| Graduating Class | Number Tested | Required? | Offered During School Day | Free? |
|------------------|---------------|-----------|---------------------------|--|
| 2013 | 469 | No | No | No |
| 2014 | 402 | No | No | No |
| 2015 | 377 | No | No | No |
| 2016 | 658 | Yes | Yes | Yes |
| 2017 | 495 | No | Yes | Yes |
| 2018 | 512 | No | Yes | Yes |
| 2019 | ?? | No | Yes | Yes, if qualify for FRL or unable to pay |

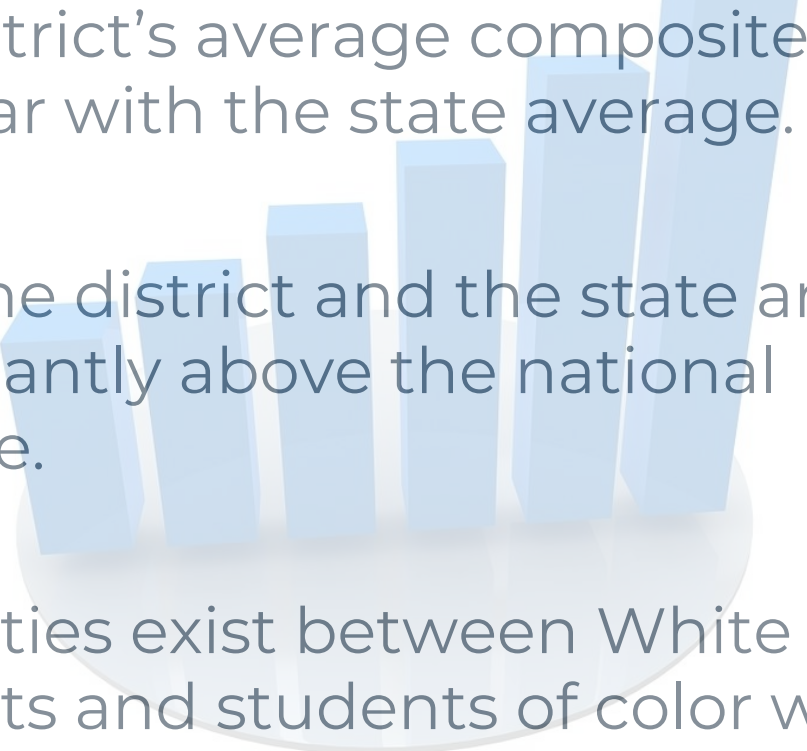
Percent of Students Ready for College-Level Coursework



Percent Taking Core or More By Year

| Graduating Class | Composite Score | Percent Taking Core or More | Number of Students Tested |
|------------------|-----------------|-----------------------------|---------------------------|
| 2015 | 23.3 | 93 | 377 |
| 2016 | 21.0 | 73 | 658 |
| 2017 | 21.7 | 75 | 495 |
| 2018 | 21.3 | 77 | 512 |

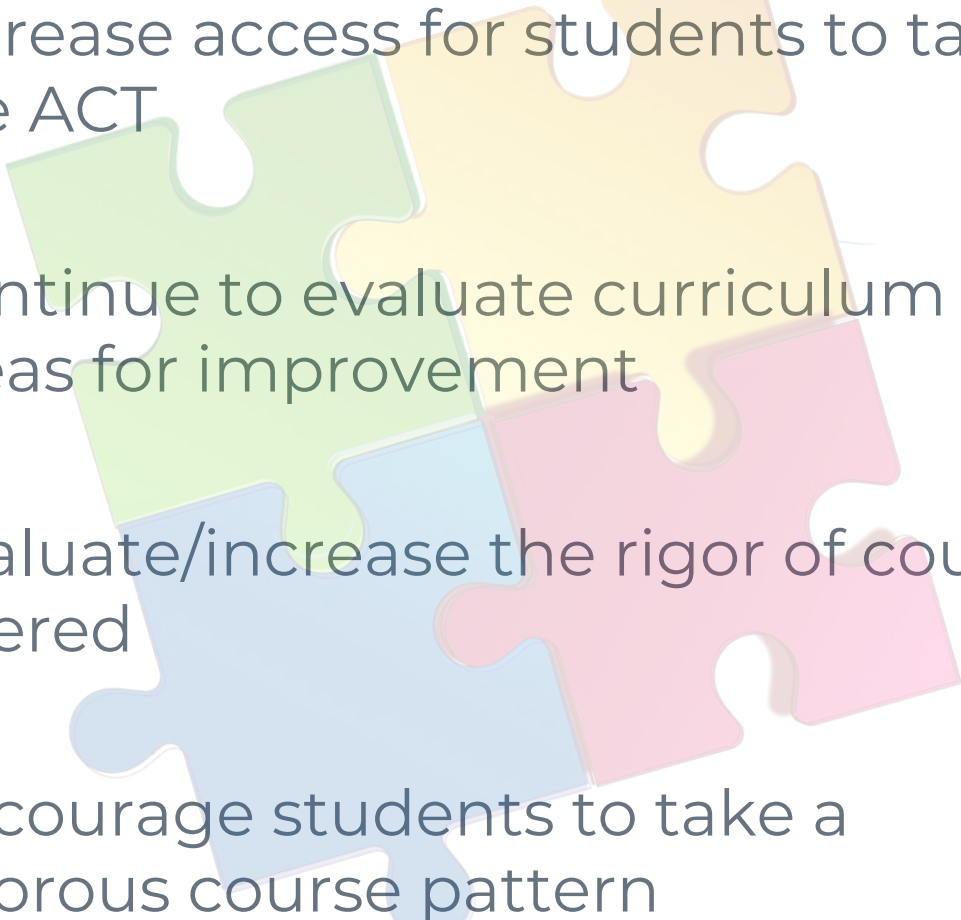
ACT Themes

- 
- ▶ The district's average composite score is on par with the state average.
 - ▶ Both the district and the state are significantly above the national average.
 - ▶ Disparities exist between White students and students of color with regard to participation rates and performance.

ACT Themes

- ▶ There was a slight increase in the number of students who took the ACT from 2017 to 2018. Approximately 83% of senior class (vs. 82%)
- ▶ Participation requirements have changed over time; Caution should be used in making year to year comparisons.
- ▶ Course work matters. Students who take a rigorous course pattern earn substantially higher ACT composite scores.

Ongoing Efforts

- 
- ▶ Increase access for students to take the ACT
 - ▶ Continue to evaluate curriculum for areas for improvement
 - ▶ Evaluate/increase the rigor of courses offered
 - ▶ Encourage students to take a rigorous course pattern

Next Steps: Supports and Programing



- ▶ Develop Career and College Readiness Advisory Committee
- ▶ Better integrate and align work-ready skills and careers pathways into core academic areas
- ▶ Encourage students to take a rigorous course pattern based on self-identified interests
 - Recruitment, retention, and access
- ▶ State Career and College Readiness Toolkit

Career and College Success

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Navigation bar with browser address bar showing <https://education.mn.gov/MDE/dse/ccs/> and various bookmark icons including CareerOneStop, IC-LIVE, IC-Sandbox, PIPELINE Project, Career Cluster Log, Welcome to Minne, Academics, and Other bookmarks.

[Skip navigation](#) [Español](#) [Soomaali](#) [Hmoob](#) [Resources by Language](#)



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Career and College Success

- Advanced Placement
- Concurrent Enrollment
- International Baccalaureate
- Minnesota Career Information System (MCIS)
- Personal Learning Plans
- Postsecondary Enrollment Options (PSEO)

Contact

mde.ccrresource@state.mn.us

Career and College Success

All Minnesota students need to be prepared to move successfully from middle school to high school and into an increasingly wide array of postsecondary options. We provide and support the development of quality tools and strategies, centralize and disseminate resources, and develop and promote models that successfully implement multiple pathways to postsecondary training or college.

Minnesota's Vision of Career and College Readiness (CCR)

In March 2016, the Office of Career and College Success, in collaboration with the Regional Educational Laboratory (REL) Midwest and the Midwest Comprehensive Center (MWCC), brought together a group of stakeholders to articulate what career and college readiness means for Minnesota students. Embracing a well-rounded view of education is needed to drive educational and workforce goals and policies. Taking many perspectives into consideration, along with stakeholder feedback, this holistic vision of career and college readiness was developed:

A sufficiently prepared student is one who has the knowledge, skills, mindset, and experiences in the academic, workplace, and personal/social domains to keep learning and, beyond secondary school, to successfully navigate toward and adapt to an economically viable career.

CCR Resource Guide

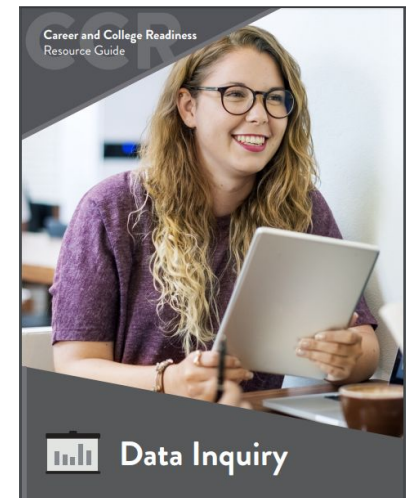
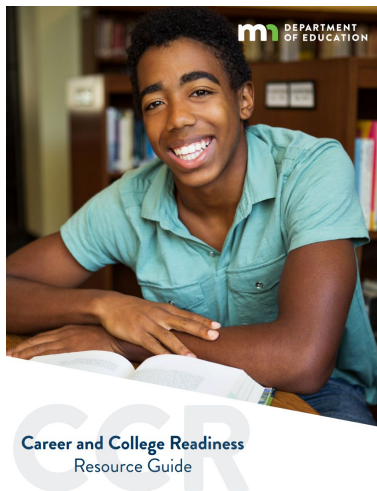
The following collection of resources provides a comprehensive set of guidance, strategies, and tools for engaging districts



Operating system taskbar showing icons for Chrome, Email, Files, YouTube, and other applications, along with system tray icons for volume, network, and battery.

Career and College Readiness Toolkit

- [Career and College Readiness Resource Guide](#)
- [CCR Resource Guide: Domains and Competencies](#)
- [CCR Resource Guide: Program Planning Guide](#)
- [CCR Resource Guide: Data Inquiry](#)





Questions?

Career and College Programming:

sumair.sheikh@isd709.org

bradley.vieths@isd709.org

Data:

tawnyea.lake@isd709.org

FORM A

RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District 709 Duluth School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Duluth School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair

Date

Board Clerk - Treasurer

**MSHSL Foundation
Application for Grant for Student Participation**

Mission Statement: Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

Awarding of Grants: The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

- 1. List the number of free/reduced lunch students identified in your schools' **October 1, 2017** report to the Department of Education.

| | | |
|-----------|------------|---|
| Grade 9: | <u>153</u> | |
| Grade 10: | <u>145</u> | |
| Grade 11: | <u>115</u> | |
| Grade 12: | <u>90</u> | |
| | | TOTAL 503 |

- 2. Identify the total **UNDUPLICATED** number of free or reduced lunch students who participated in your schools' activity programs during the 2017-2018 school year.

135

TOTAL UNDUPLICATED COUNT

- 3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation
2100 Freeway Blvd.
Brooklyn Center, MN 55430

OR

Email both documents to ljohnson@mshsl.org

- 4. All documentation **MUST** be submitted by email or postmarked **NO LATER** than November 1, 2018.

Name of School: Duluth Denfeld Federal Tax ID # 41-600-3776

Street Address: 401 N. 44th Ave W.

City, State, Zip: Duluth MN 55807

Tom Pearson
Name of Person Completing this Form

Tom Pearson
Signature

Jeff Johnson, Assistant Superintendent
Name of School Superintendent

[Signature]
Signature

FORM A

MSHSL Foundation
Application for Grant for Student Participation

Mission Statement: Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts.

Awarding of Grants: The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

- 1. List the number of free/reduced lunch students identified in your schools' October 1, 2017 report to the Department of Education.

Grade 9:
Grade 10:
Grade 11:
Grade 12:

TOTAL 273

62

- 3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation
2100 Freeway Blvd.
Brooklyn Center, MN 55430

OR
Email both documents to ljohnson@mshsl.org

- 4. All documentation MUST be submitted by email or postmarked NO LATER than November 1, 2018.

Name of School: EAST HIGH SCHOOL Federal Tax ID # 41-6003776
Street Address: 301 N 40TH AVE
City, State, Zip: DULUTH, MN 55811

Name of Person Completing this Form: GAIL CAMPBELL, Activities Asst.
Name of School Superintendent: Jeff Horton, Assistant Superintendent
Signatures: [Handwritten signatures]

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 |
|--|-----------------------|------------------------------|---------------------|---|
| Miller-Dwan Foundation | Ron Lake | Sources of Strength (S.O.S.) | \$20,000 | Funds will be used to support Sources of Strength (S.O.S.) programing Duluth East and Denfeld High Schools. |
| Northland Foundation – KIDS PLUS Youth in Philanthropy Board | Calvin Harris | Soaring Eagles Robotics Team | \$500 | Fund will be used to support the Soaring Eagles Robotics Team at Laura MacArthur Elementary School. |



October 19, 2018

Ron Lake
Climate Coordinator
Duluth Public Schools
215 N 1st Ave East
Duluth, MN 55802

Re: 201802-11, Sources of Strength (S.O.S.) **(Please use this Grant # in all Foundation Correspondence)**

Dear Ron,

It is my pleasure to inform you that on October 17, 2018 the Board of Directors of the Miller-Dwan Foundation approved a \$20,000 grant to help initiate Sources of Strength (S.O.S.) in East and Denfeld Schools. It is our expectation that you will use the grant funds for the activities as stated in your proposal.

Enclosed with this letter are two copies of the Agreement of Grantee and grant reporting guidelines. Please review these documents carefully and return one signed copy of the Agreement of Grantee to us. We will release payment at that time. A final report is due within 60 days of the completion of the project.

Please note that we encourage the promotion of your project through all available media resources and require acknowledgement of the Miller-Dwan Foundation as a source of support as a part of our Agreement of Grantee. If you have any questions, contact our office at 786-5829.

Sincerely,

Traci Marciniak
President

Leave a legacy—Make a charitable gift through your will or estate plan.

Miller-Dwan Foundation | 502 East Second Street | Duluth, MN 55805 | P 218.786.5829 | F 218.786.8062 | www.mdfoundation.org



Support for a healthier region.



AGREEMENT OF GRANTEE

Grant # 201802-11

As a condition of a total grant of \$20,000 from the Miller-Dwan Foundation for Sources of Strength (S.O.S.), the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant proposal and to notify Miller-Dwan Foundation of, and obtain consent in writing for, any deviations from same grant application;
2. To maintain separate records to account for the funds received under this grant, and to maintain adequate records of expenditures to clearly identify the purposes for which these grant funds have been expended;
3. To permit Miller-Dwan Foundation complete access to the grantee's files and records for the purpose of making financial audits, verifications and investigations as the Foundation deems necessary concerning the grant, and to maintain such records and files for a period of at least (4) years after completion or termination of the project;
4. To repay Miller-Dwan Foundation any portion of the grant which was not used for the purposes specified herein or in the grant proposal;
5. Not to use the funds for any purpose prohibited by law and to notify Miller-Dwan Foundation in writing of any lawsuit or legal proceedings which may be initiated against the project as a result of grant related activities;
6. To submit a final written report on activities and expenditures within 60 days of completion of the project or at intervals as requested by the Foundation with project documentation, including copies of newsletters, news articles, photographs, flyers, programs, brochures and other materials produced as a part of the grant or for public relations/publicity purposes;
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 Miller-Dwan Foundation, such action is necessary to comply with requirements of state, federal or local law;

Leave a legacy—Make a charitable gift through your will or estate plan.

Miller-Dwan Foundation | 502 East Second Street | Duluth, MN 55805 | P 218.786.5829 | F 218.786.8062 | www.mdfoundation.org

8. To provide public acknowledgment of the **Miller-Dwan Foundation** for the award of these project funds, recognizing the source of funding, the amount of funding and purpose of the grant. This notification shall include community media (local newspapers etc.), and internal organizational media sources (newsletters, brochures etc.) used by our organization to notify employees and other stakeholders about the activities of our organization.
9. To provide acknowledgment of funding from the **Miller-Dwan Foundation** on any equipment that is purchased with grant funds or flyers, programs, brochures, handouts, materials, videos or video footage and other electronic products produced in conjunction with this grant project. **Please note that the Miller-Dwan Foundation is unable to assist with these or other marketing/event-planning activities. However, an approved Miller-Dwan Foundation logo will be provided on request.**
10. To permit the Miller-Dwan Foundation access to events, sessions, activities or the project site for purposes of monitoring grant activities or for publicity/public relations purposes;
11. To assign to the Miller-Dwan Foundation copyrights, patent or patent rights and/or proportional royalties or income when the use of grant funds results in the development of materials, an invention, or a product that may foster proper commercial exploitation for the public benefit, and also provide additional funds for the use of the Foundation in the furtherance of its purposes.
12. To comply with the spirit and intent of the USA PATRIOT Act and other counter-terrorism laws by ensuring that the undersigned and its organization does not knowingly provide financial, technical, in-kind or other material support or resources to any individual or entity that is supporting or funding terrorism.

 Name of Organization/Department

By _____
 Board Chair/President/or Department Director

 Date

October 23, 2018

55

Project # 18-18244

Calvin Harris
Laura MacArthur Elementary - ISD #709
720 North Central Avenue
Duluth, MN 55807

Dear Calvin Harris:

I am pleased to inform you that the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* has reviewed your proposal for the **Soaring Eagles Robotics Team** and has approved a grant of **\$500.00** for the period (10/08/2018 to 12/11/2018) to **Laura MacArthur Elementary - ISD #709**. Your grant was made with funding support from Minnesota Power. Please take a few minutes to send a special "thank-you" to Aimee Curtis, Foundation Director, Minnesota Power, 30 West Superior Street, Duluth, MN 55802.

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 25th of the month before** your payment is scheduled. We accept forms via email (scanned copies), fax (218-723-4048), or USPS (hard copies).

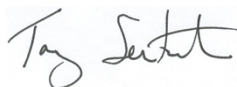
The Northland Foundation will issue a full payment schedule for this grant. The payment will be distributed in the sum of **\$500.00 on or around 12/01/2018**.

The Northland Foundation will be making public news releases through the regional media regarding all of the *KIDS PLUS Youth in Philanthropy* 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 activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **01/31/2019**. Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, the reporting form is available on-line at <https://northlandfdn.org/grants/apply-report.php>. The completed report can be submitted electronically to carolc@northlandfdn.org.

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
President

Attachments
cc: Carol Chipman

AGREEMENT OF GRANTEE FOR:

Organization Name: Laura MacArthur Elementary - ISD #709

Project #18-18244

Project Name: Soaring Eagles Robotics Team

Amount: \$500.00

By accepting this grant, Laura MacArthur Elementary - ISD #709 (hereafter “GRANTEE”) agrees to the following terms and conditions of the Northland Foundation.

1. To use the funds only for the designated activities as described in the approved grant request dated 10/22/2018 and to notify the Northland Foundation of and obtain its consent to any significant programmatic changes or any changes to the budget of 20% or more 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. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. 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.
8. 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.

Project # 18-18244

ACH CREDIT AUTHORIZATION FOR DIRECT DEPOSIT VIA ACH

PROJECT # 18-18244

Please complete the information below with the name and contact information of the person we should contact in case of questions and to notify when payment is made. Please print legibly.

 Payment Contact Name (Printed)

 Payment Contact Email Address

 Organization Name (Grantee)

 Payment Contact Phone Number

FISCAL AGENT INFORMATION (if applicable)

 Fiscal Agent Organization Name

 Fiscal Agent Contact Name

 Fiscal Agent Contact Phone Number

 Fiscal Agent Contact Email Address

Please complete the information below for the bank account you would like your grant payment deposited. Please print legibly.

 Name of Financial Institution

 Account Name (if applicable)

 Financial Institution - Street Address

 Financial Institution - City/State/Zip

 Routing Number

 Account Number



Savings Account



Checking Account

I (we) hereby authorize the Northland Foundation to electronically credit my (our) account (and, if necessary, to electronically debit my (our) account to correct erroneous credits) Prior notice will be given to grantee prior to any corrections.

I (we) understand that this authorization will remain in full force and effect until I (we) notify the Northland Foundation that we wish to revoke this authorization or for the duration of the grant. I (we) understand that the Northland Foundation requires at least a 5 business days prior notice in order to cancel this authorization.

 Authorized Signature / Title

 Date

PLEASE ATTACH VOIDED CHECK HERE

Return the completed form to:
 Northland Foundation
 202 W. Superior Street, Suite 610
 Duluth, MN 55802
 Fax: 218-723-4048
 Email: grants@northlandfdn.org

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

EXTENDED TRIP ACTION

Principal: Recommended Name: [Signature]
 Not recommended Date: 10/24/18

Assistant Superintendent: Recommended Name: [Signature]
 Not recommended Date: 10/2/18

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: October 10, 2018 | | |
| Type of Trip: | Instructional Supplementary | x Extended |
| 1. Organization/Grade/Course Planning Trip | HOSA 11th and 12th | |
| 2. Contact Person (Responsible for Checklist Completion): | Kimberly S. Olson | |
| 3. Field Trip Date(s): | Nov. 1, 2018 and November 2, 2018 Minneapolis Marriott Northwest 7025 Northland Drive N, Brooklyn Park, MN 55428 | |
| 4. Field Trip Overview (Include events, establishments and locations): | 2018-19 State Conference for HOSA will have 3-4 students that will compete for the offices. | |
| 5. Field Trip Departure from School (Date and Time): Return to School (Date and Time): | 09:00 am November 1, 2018 7:00 pm on November 2, 2018 | |
| 6. Objectives of field trip: | Students will be running for the state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedures and career development. | |
| 7. Relationship to Curriculum or Student Learning: | State officer will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills. | |
| 8. Planned Follow-Up Field Trip Activities: | Midwinter, State and National Conferences for HOSA, Service project. | |
| 9. Field Trip Budget Request | | |

| Estimated Expenses | |
|---|-----------------|
| Total Admission/Fees (Paid for HOSA - 3-4 students plus advisor) | 0 |
| Total Meals (Breakfast, lunch and dinner) \$25.00 per person | \$125.00 |
| Total Lodging (paid for HOSA) | 0 |
| Total Transportation (estimate) School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) | \$165.00 |
| Total Additional Stipends: | \$144.00 |
| Other: Sub pay for 1 days | |
| Total | \$454.00 |

| Revenues | | 60 |
|----------------------------|-------------------------|-----------------|
| District Budget | Code:01-380-005-428-000 | \$259.00 |
| Booster Group | | |
| Donations | | |
| Student Fees | | \$195.00 |
| Total Additional Stipends: | | |
| Total | | \$454.00 |

11. Reviewed/Completed Request Checklist: Yes No
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

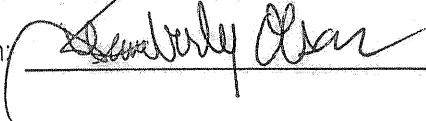
DIRECTIONS: Please complete checklist. No attachments are necessary.

- 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
- Planned Itinerary WAITING FOR.....FROM STATE

TIME

LOCATION

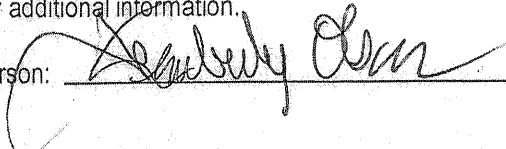
- X Maintain Student Roster and Check-in/Check-out Procedure
- X Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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: 



future
health
professionals

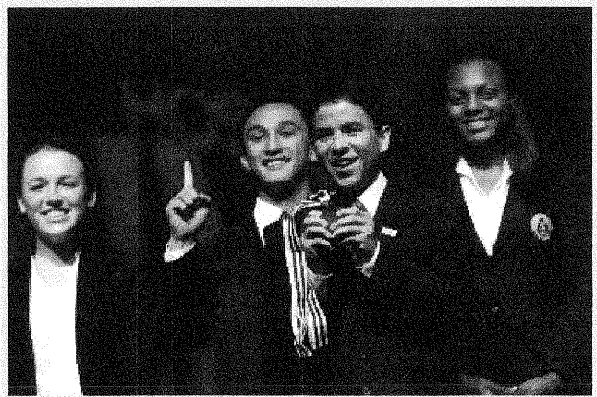
TRANSLATE | DONATE | LOGIN | SHOP HOSA

ABOUT JOIN ADVISORS EVENTS PARTNERS COMPETITION ALUMNI RESOURCES NEWS STEM PREMIER

About HOSA

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!



Since its inception in 1976, HOSA has grown steadily reaching over 200,000 members through 51 chartered **HOSA Associations**, American Samoa, Canada, District of Columbia, Germany, Italy, and Puerto Rico.

HOSA is not a club to which a few students in school join. Rather, HOSA is a powerful instructional tool that works best when it is integrated into the HSE and health science related curriculum and classroom. HSE instructors are committed to the development of the total person. Those who join the HSE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the health care field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HSE-HOSA Partnership maintain its momentum and encourage all HSE instructors to integrate HOSA into their curriculum and classrooms.



National Association of Secondary School Principals

The National Association of Secondary of Secondary School Principals has placed HOSA on the NASSP National Advisory List of Contests and Activities for 2015-16.

The U.S. Department of Education has issued a policy statement in support of HOSA as one of the Career and Technical Student Organizations. A copy of the policy statement is available by [clicking here](#)

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
 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

EXTENDED TRIP ACTION

Principal:

- Recommended
 Not recommended

Name: [Signature]

Date: 10/24/18

Assistant Superintendent:

- Recommended
 Not recommended

Name: [Signature]

Date: 11/2/18

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 FORM

| | | |
|---|--|-------------------|
| Date of Submission: October 10, 2018 | | |
| Type of Trip: | Instructional Supplementary | X extended |
| 1. Organization/Grade/Course Planning Trip | HOSA 11th and 12th grade, Leadership Conference at Marriott Northwest, Brooklyn Park, MN | |
| 2. Contact Person (Responsible for Checklist Completion): | Kimberly S. Olson, Denfeld and East Teacher | |
| 3. Field Trip Date(s): | November 9, 2018 - November 10, 2018 | |
| 4. Field Trip Overview (Include events, establishments and locations): | Field trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities of confident speakers and writers of HOSA and as representatives of ISD 709 Duluth team, Roberts Rule, leadership training and etiquette. | |
| 5. Field Trip Departure from School (Date and Time): Return to School (Date and Time): | November 9th at 7:00 am (tentative) November 10th at 7:00 pm (tentative) | |
| 6. Objectives of field trip: | Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques. | |
| 7. Relationship to Curriculum or Student Learning: | Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills. REinforcement of skills taught and application of skills. | |
| 8. Planned Follow-Up Field Trip Activities: | Midwinter, State and National Conferences for HOSA | |
| 9. Field Trip Budget Request | | |

Estimated Expenses

| | |
|--|-----------------|
| Total Admission/Fees | 0 |
| Total Meals (Breakfast, lunch and dinner) | \$125.00 |
| Total Lodging | 0 |
| Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) | \$165.00 |
| Total Additional Stipends: | \$144.00 |
| Other: Sub pay for 1 days | |
| Total | \$454.00 |

Revenues

| | | | |
|----------------------------|-------------------------|-----------------|----|
| District Budget | Code:01-380-005-428-000 | \$259.00 | 65 |
| Booster Group | | | |
| Donations | | | |
| Student Fees | | \$195.00 | |
| Total Additional Stipends: | | | |
| Total | | \$454.00 | |

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.


- 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

TIME

LOCATION

Awaiting itinerary form the state department _____

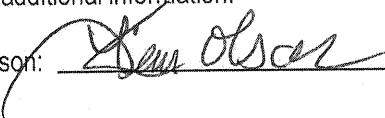
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

2018-2019
MN HOSA STATE OFFICER DATES

| | | | |
|---------------------------------|--|--|---|
| November | 9 th & 10 th | State Officer Training- MANDATORY | Marriott Northwest |
| November December January | 29 th , 30 th , & 1 st 10 th | MRC Camp- Camp Ripley Metro Mid- Winter Competitive Events Day | Little Falls, MN Northeast Metro 916/ Century College- White Bear Lake, MN |
| January | 4 th | Southeast MN Mid-Winter Competitive Events Day | Rochester Community College- Rochester, MN |
| February | TBD | Mid- Winter HOSA Activity (Possible MRC Training?) | Duluth, MN |
| February | 17 th & 18 th | State Officer Conference Planning Meeting | Best Western Kelly Inn |
| February | 4 th & 5 th | HOSA / State Officer Day at the Capitol | St. Paul, MN |
| March | 28 th – 30 th | MN HOSA State Leadership Conference- MANDATORY | St. Cloud Best Western and Convention Center |
| June | 19 th – 22 nd | International HOSA Leadership Conference | Orlando, FLA |
| September | 14 th – 17 th Tentative dates | Washington Leadership Academy | Arlington, VA |

10/3/20

18

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Amel K. Okboe
 Not Recommended Date: 10/24/18

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/2/18

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: October 10, 2108 | 69 |
| Type of Trip: Instructional Supplementary | X Extended |
| 1. Organization/Grade/Course Planning Trip: | HOSA 11th and 12th Grade |
| 2. Contact Person (Responsible for Checklist Completion): | Kimberly Olson |
| 3. Field Trip Date(s): | November 29, 2018 - 7:00 am December 1, 2018 7:00 pm Destination: Camp Ripley 15000 Highway 115 Little Falls City, MN |
| 4. Field Trip Overview (Include events, establishments and locations): | Emergency Preparedness camp, lessons in an authentic setting on CPR, First Aid, Psychological First Aid and medical Reserve Corps along with educational training sessions for HOSA, and breakouts to learn more about careers in the medical fields. |
| 5. Field Trip Departure from School (Date and Time): Field Trip Return to School (Date and Time): | November 29, 2018 - 7:00 am (tentative) December 1, 2018 7:00 pm (tentative) |
| 6. Objectives of Field Trip: | MN HOSA Emergency Preparedness Camp |
| 7. Relationship to Curriculum or Student Learning | Leadership, teamwork, POS and Career Pathway explorations, Partnership for CTE, implementation of Health, Science Programs (HSP), parliamentary procedures and citizenship. |
| 8. Planned Follow-up Field Trip Activities: | Midwinter, State and National Conference for HOSA. The students will will be presenting two camps for our community implementing the information and skills taught. |
| 9. Field Trip Budget Request: | |

| Estimated Expenses | |
|---|-------------|
| Total Admission/Fees: \$85.00 Estimate 7 students, 1 advisor) | 680 |
| Total Meals: Estimate \$20.00 each | 160 |
| Total Lodging: \$60.00 each | 420.00 |
| Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) ~ Estimate (van) | 200.00 |
| Total Additional Stipends: | |
| Other: Subs | 248.00 |
| Total | 1708 |

| Revenues | | |
|----------------------------|-------------------------|-------------|
| District Budget | Code:01-380-005-428-000 | 438 |
| Booster Group | | |
| Donations | | |
| Student Fees | | 1270 |
| Total Additional Stipends: | | |
| Total | | 1708 |

11. Reviewed/Completed Request Checklist: Yes No

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

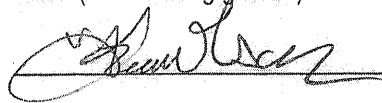
TIME

LOCATION

Awaiting from HOSA State advisor _____

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

Signature of Contact Person:

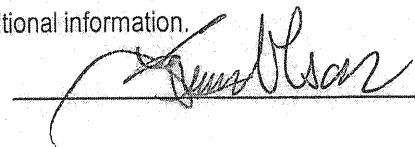


FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

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:



2018-2019
MN HOSA STATE OFFICER DATES

| | | | |
|----------------------|--|--|---|
| November | 9 th & 10 th | State Officer Training- MANDATORY | Marriott Northwest |
| November December | 29 th , 30 th , & 1 st | MRC Camp- Camp Ripley | Little Falls, MN |
| January | 10 th | Metro Mid- Winter Competitive Events Day | Northeast Metro 916/ Century College- White Bear Lake, MN |
| January | 4 th | Southeast MN Mid-Winter Competitive Events Day | Rochester Community College- Rochester, MN |
| February | TBD | Mid- Winter HOSA Activity (Possible MRC Training?) | Duluth, MN |
| February | 17 th & 18 th | State Officer Conference Planning Meeting | Best Western Kelly Inn |
| February | 4 th & 5 th | HOSA / State Officer Day at the Capitol | St. Paul, MN |
| March | 28 th – 30 th | MN HOSA State Leadership Conference- MANDATORY | St. Cloud Best Western and Convention Center |
| June | 19 th – 22 nd | International HOSA Leadership Conference | Orlando, FLA |
| September | 14 th – 17 th Tentative dates | Washington Leadership Academy | Arlington, VA |

10/3/20

18

10/21/18
March 27th-30th, 2019

[Type text]

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Ostke
 Not Recommended Date: 10/22/18

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/2/18

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

73

| | | |
|---|--|------------|
| Date of Submission: October 10, 2017 | | |
| Type of Trip: | Instructional Supplementary | x Extended |
| 1. Organization/Grade/Course Planning Trip | HOSA 11th and 12th Grade 2018 Spring Leadership and State Conference | |
| 2. Contact Person (Responsible for Checklist Completion): | Kimberly S. Olson | |
| 3. Field Trip Date(s): | March 27 - 30 , 2019 | |
| 4. Field Trip Overview (Include events, establishments and locations): | Students will be competing at the State Health Occupations Students of America (HOSA) now called Future Health Care Workers Spring Leadership Conference. | |
| 5. Field Trip Departure from School (Date and Time): Return to School (Date and Time): | March 27 @ 7:00 am Marth 30 @ 7:00 pm | |
| 6. Objectives of field trip: | Students will be competing at STATE HOSA | |
| 7. Relationship to Curriculum or Student Learning: | Students will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills. | |
| 8. Planned Follow-Up Field Trip Activities: | National Conferences for HOSA | |
| 9. Field Trip Budget Request | | |

| Estimated Expenses | |
|---|---------------|
| Total Admission/Fees (Approximately 16 students and 1 Instructors) | \$1700 |
| Total Meals (About 75.00 per person) | \$1275 |
| Total Lodging (\$136 per instructor, 4 students per room - 4 rooms) | \$2040 |
| Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Voyageur Private Vehicle (requires certificate of insurance) ~ Name: | \$1000 |
| Total Additional Stipends: | \$0 |
| Other: Sub pay for 3 days | \$432 |
| Total | \$6447 |

| Revenues | | |
|----------------------------|-------------------------|---------------|
| District Budget | Code:01-380-005-428-000 | \$1075 |
| Booster Group | | \$ |
| Donations | | \$ |
| Student Fees | | \$5372 |
| Total Additional Stipends: | | \$ |
| Total | | \$6447 |

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.

- 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

TIME

LOCATION

Awaiting itinerary form the state department _____

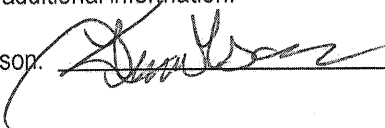
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

2018-2019
MN HOSA STATE OFFICER DATES

| | | | |
|-----------------------------------|--|--|---|
| ✓ November | 9 th & 10 th | State Officer Training- MANDATORY | Marriott Northwest |
| ✓ November December January | 29 th , 30 th , & 1 st 10 th | MRC Camp- Camp Ripley Metro Mid- Winter Competitive Events Day | Little Falls, MN Northeast Metro 916/ Century College- White Bear Lake, MN |
| January | 4 th | Southeast MN Mid-Winter Competitive Events Day | Rochester Community College- Rochester, MN |
| February | TBD | Mid- Winter HOSA Activity (Possible MRC Training?) | Duluth, MN |
| ✓ February | 17 th & 18 th | State Officer Conference Planning Meeting | Best Western Kelly Inn |
| February | 4 th & 5 th | HOSA / State Officer Day at the Capitol | St. Paul, MN |
| March | 28 th – 30 th | MN HOSA State Leadership Conference- MANDATORY | St. Cloud Best Western and Convention Center |
| June | 19 th – 22 nd | International HOSA Leadership Conference | Orlando, FLA |
| September | 14 th – 17 th Tentative dates | Washington Leadership Academy | Arlington, VA |

10/3/20

18

Wolf Ridge 2019
06/08/10
(parent-run)
76
no school staff involvement

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
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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: Sue Lehna
Date: 11-5-18

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: 11/8/18

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 FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Wolf Ridge Parent Group

2. Contact Person (Responsible for Checklist Completion): Sarah Burt

3. Field Trip Date(s): March 15-17th Destination: Wolf Ridge Elk

4. Field Trip Overview (Include events, establishments and locations):
Environmental Ed @ Wolf Ridge Elk

5. Field Trip Departure from School (Date and Time): March 15th 2019 @ 2:45

Field Trip Return to School (Date and Time): March 17th 2019 @ 3:00pm

6. Objectives of Field Trip: environmental ed & team building

7. Relationship to Curriculum or Student Learning: N/A

8. Planned Follow-up Field Trip Activities: N/A

9. Field Trip Budget Request N/A parent funded

| 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: | \$ |
| Total | \$ |

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

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: Sarah But

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: Sarah But

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and the NORTHERN MICHIGAN UNIVERSITY, Marquette, Michigan, is entered into as of October 8, 2018 ("Effective Date"). The District and the NORTHERN MICHIGAN UNIVERSITY, Marquette, Michigan are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with the NORTHERN MICHIGAN UNIVERSITY, Marquette, Michigan (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2018-2019 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or "educational data" as defined in the MGDPA, Minn. Stat. § 13.32.
3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District's Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District's direct control.
 - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District's Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data.

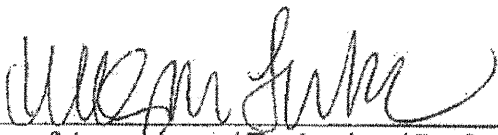
through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as STUDENT TEACHERS access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.


- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as STUDENT TEACHERS shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd.

2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2019. On July 1, 2019, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 10/8/18 By: 
Director of Assessment / Evaluation / Performance

DATE: 10/10/18 By: 
Andrew K. Zerbel
Title: Northern Michigan University
Manager, Risk & Insurance
Phone: 906.227.2745

DATE: _____ By: _____
School Board Chair, Duluth School District 709

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and the State of Minnesota, DEED, Vocational Rehabilitation Services, is entered into as of July 1, 2018 ("Effective Date"). The District and the State of Minnesota, DEED, Vocational Rehabilitation Services are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with the State of Minnesota, DEED, Vocational Rehabilitation Services (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2018-2019 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a STATE AGENCY *whose TRANSITIONAL COUNSELOR* will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.
2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. §

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES, GRADEBOOK, TRANSCRIPTS, TEST SCORES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.

4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *The TRANSITIONAL COUNSELOR* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, the TRANSITIONAL COUNSELOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.

 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its the TRANSITIONAL COUNSELOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).

 - c. The use and maintenance of Protected Student Data by the TRANSITIONAL COUNSELOR shall be at all times subject to the District’s direct control.

 - d. Individuals providing services as a TRANSITIONAL COUNSELOR shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names as well as signed consent forms for the individuals to whom the “Youth Employment Specialist” will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is

legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as a TRANSITIONAL COUNSELOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- e. The individuals providing services as a TRANSITIONAL COUNSELOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - f. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Rediscovery of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as a TRANSITIONAL COUNSELOR shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2019. On July 1, 2019, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above:

DATE: 10-8-18

By: 
Director of Assessment / Evaluation / Performance

~~DATE: 10-11-18~~

By: Sonia Vinnes
Title: Rehabilitation Manager
Phone: 218-302-8421

DATE: _____

By: _____
School Board Chair, Duluth School District 709

November 7, 2018

Jeff Horton, Assistant Superintendent
 Independent School District 709
 215 N 1st 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> |
|-------------------------|--------------------------|------------------------|
| Rilee Marie Pallum | Duluth Public Schools | 11/7/2018 |

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

Adrian Norman
 Principal

Michelle Porter
 Administrative Assistant
 Area Learning Center

November 5, 2018

Jeff Horton, Assistant Superintendent
Independent School District 709
215 N 1st 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> |
|-------------------------|--------------------------|------------------------|
| Zachary T. Lund | Denfeld High School | 12/18/2018 |

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center