

## Human Resources / Finance Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 20, 2020

Historic Old Central High School - Board Room, 2nd Floor

215 N 1st Ave E

Duluth, MN 55802

6:30 PM

1. **Guest Presentations for this Meeting - None**
2. **Human Resources Report**
  - A. Action Items - Consent Agenda - None
    - 1) Staffing Report
  - B. Resolutions - Consent Agenda - None
  - C. Informational Items
    - 1) Human Resources Administrative Opening
3. **Finance Report**
  - A. Financial Report - Consent Agenda
    - 1) Financial Report - Financial statements only (Cash Flow reports will resume later this year)
    - 2) Approval of Payment of Claims
      - a. Vendor Payments Report
      - b. Student Activity Expenditures Report
    - 3) Budget Revisions
    - 4) Investment Transactions
    - 5) APU Projections
    - 6) Fundraisers
    - 7) Finance Education - None
  - B. Bids, R.F.P.s and Quotes Reports - Consent Agenda
    - 1) Bids - None
    - 2) R.F.P.s - None
    - 3) Quotes - None
  - C. Contracts, Change Orders, and Leases - Consent Agenda
    - 1) Contracts - None
      - a. PLACEHOLDER - Other Contracts
    - 2) Change Orders - None
      - a. PLACEHOLDER - Other Change Orders
    - 3) Leases - None
      - a. PLACEHOLDER - Other Leases
  - D. Resolutions
    - 1) B-10-20-3764 - Acceptance of Donations
    - 2) PLACEHOLDER - Other Resolutions
  - E. Informational - This items are provided for informational purposes only; no action is required

- 1) Expenditure Contracts
- 2) Extension or Renewal Contracts - None
- 3) No Cost Contracts
- 4) Revenue Contracts
- 5) Grant Applications
- 6) Property Sales Updates
- 7) Facilities Management & Capital Project Status Report
- 8) Change Orders Signed - None
- 9) Referrals to Policy Committee - None

**HUMAN RESOURCES ACTION ITEMS FOR 10/20/20**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Aldridge, Jeanna K	.8 Spanish/Denfeld, IV, 9, E Hessler	09/01/20
Cameron, Shaleen K	Grade 1/Lowell, IV, 8, K Holt	09/01/20
Frank, Angie B	.75 ABE Teacher/ABE/24 Hour, IV, 7	09/08/20 06/11/21
Gushulak, Tara	Media Specialist/DW, III, 2, J. Lundorff	09/01/20
Janson, Lee A	.7 English TOSA/ALC and AEO, IV, 2, P Moore	09/01/20 01/22/21
Jarvis, Debra A	Spec Educ ASD Academic/East, III, 8, E Bowman	09/01/20
Kalina, Laurie M	Spanish Immersion Grade 1/Lowell, III, 1, C Ascherman	09/01/20
Kumerow, Nicky C	Spec Educ ECSE/DW, III, 3, K. Baerg	09/01/20
Linn, Adam A	.8 PhyEd and Health/Rockrdige Academy, III, 4, New Pos	09/01/20
Saba, Jessica A	Spec Educ SMI/DCD III/East, IV, 3, M Davidson	09/01/20
Sederberg, Susan B	.6 School Nurse/DW, IV+30, 9, New Pos	09/11/20
Zwak, Joseph L	STARS Coord TOSA/ALC and AEO, III, 1, S. Johns	09/01/20
Total: 12		
<b><u>CERT EXTENSION</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Teng, Ira L	TOSA Head Start Health Coord/HOCHS, Not To Exceed 40 Hrs	08/24/20 08/28/20
Total: 1		
<b><u>CERT LEAVES</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Houglum, Katherine M	Spec. Ed. Psychologist/District Wide, REVISED Parental LWOP	09/28/20 11/25/20
Jackson, Lori A	Grade 4/Homecroft, Extended LWOP	09/01/20 06/09/23
Total: 2		
<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Boomer, Brea A	LTS Grade 4/Homecroft, III,5, L. Jalcson	09/08/20 06/11/21
Rudolph, Veronica L	LTS Grade 3/Lester Park,III, 2	09/01/20 06/11/21
Total: 2		
<b><u>CERT PERM INCREASE</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Frischmann, BreeLynn E	School Social Worker/DW, 0.4 to 0.6	09/01/20
Larson, James B	Orchestra Music/East, 0.8 to 1.00	09/01/20
Marsten, Camille S	Physical Educ/Health/Ordean East and Lowell, 0.6 to 0.8	09/01/20
Van Staagen, Stephanie J	Spec Educ/Lakewood, 0.8 to 1.00	09/01/20
Total: 4		
<b><u>CERT RECALL</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Hoeschen, Kevin F	.7 Orchestra/Ordean East	09/01/20
Total: 1		
<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Benton, Gabrielle M	School Psychologist/District Wide	09/01/20
Saumer, Laura M	Band/Lincoln Park	08/17/20
Stevenson, Leah K	Spec Ed Resource Teacher/Lincoln Park	06/08/20
Total: 3		
<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Antonich, Douglas L	Grade 6/Ordean East	11/06/20
Total: 1		
<b><u>CERT TEMP DECREASE</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Ascherman, Charlotte M	Spanish/Ordean East, 1.00 to 0.6	09/01/20 06/11/21
Knettel, Colleen M	Media Specialist/DW, 1.00 to 0.6	09/01/20 06/11/21
Ratai, Allen R	Physical Educ/East, 1.00 to .9	09/01/20 06/11/21
Stokes, Hannah P	School Social Worker/DW, 1.00 to 0.8	08/25/20 06/18/21
Total: 4		
<b><u>CERT TEMP INCREASE</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
Brown, Lisa C	ECFE Parent Educator/Piedmont, .9375 to 1.00	09/01/20 06/11/21
Churchill, Timothy J	Math/Ordean East, 1/6 Overload	09/01/20 06/11/21
Feyen, Ann E	School Psych/DW, 1/6 Overload	09/01/20 06/11/21
Garnett, William E	Math/East, 1/6 Overload	09/01/20 06/11/21
Hatfield, Kathryn L	Spec Educ/DW, 1/6 Overload	09/01/20 06/11/21
Jones, Greg L	Staff Development Coord/HOCHS, 1/6 Overload	09/01/20 06/11/21
Krafthefer, Brooke E	Social Studies,Science/Ordean East 0.6 to 0.8	09/01/20 06/11/21
Lyle, Richard J	Industrial Arts/Ordean East, 1/6 Overload	09/01/20 06/11/21
Michalick, Kevin P	Science/Denfeld, 1/6 Overload	09/01/20 06/11/21
Moore, Laurelei E	Automotive/Denfeld, 1/6 Overload	09/01/20 06/11/21
Pilate, Scott R	School Psychologist/DW, 1/6 overload	09/01/20 11/25/20
Soderberg, Carl A	Social Studies/Ordean East, 1/6 Overload	09/01/20 06/11/21

**CERT TEMP INCREASE**

Steinsberger, Jeffrey D  
Trentor, Douglas J  
Twardowski, Stephanie A  
Webster, Samantha A  
Total: 16

**POSITION**

Industrial Arts/Ordean East, 1/6 Overload  
School Psychologist/DW, 1/6 Overload  
Spec Ed TOSA/DW, 1/6 Overload  
ECFE Parent Educ/Lester Park, 0.7 to 0.85

**EFFECTIVE DATES**

09/01/20 06/11/21  
09/01/20 11/25/20  
09/01/20 06/11/21  
09/01/20 06/11/21

**NONCERT APPOINTMENT**

Lindemood, Laura R  
Zentgraf, Ryan J  
Total: 2

**POSITION**

Spec Ed LPN Para/East, 32.5/38WKS, \$18.20/HR, New Pos  
School Custodian II/Lincoln Park, 40/52WKS, \$12.76/HR, D James

**EFFECTIVE DATES**

09/01/20  
08/19/20

**NONCERT LEAVES**

Battees, Susan L  
Bush, Anthony A  
Canavan, Jasmine R  
Constantini, Thomas J  
Erickson, Brian A  
Gimpel, Sherri A  
Hughley, Mary J  
Iatonna, Mathew T  
Kapsner, McKenzie L  
Koecher, Cindy M  
Lowe, Julie A  
Mainella, Kathy A  
McDonald, Ashley M  
Modean, Rochelle M  
Moncrief, Kimberly C  
Quade, Megan M  
Randa, Kathy J  
Shemwell, Ethna M  
Stingle, Deanna R  
Whittemore, Janice M  
Zoltek, Lori K  
Total: 21

**POSITION**

Cafeteria Helper/Denfeld, "A" personal LWOP  
Spec Ed Paraprofessional/East, A Personal LWOP  
Cafeteria Helper/Denfeld, "A" personal LWOP  
Supervisory Paraprofessional/East, A Medical LWOP  
Supervisory Paraprofessional/Denfeld, A Medical LWOP  
Spec Ed Paraprofessional/East, A Personal LWOP  
Spec Ed Paraprofessional/Congdon, A Medical LWOP  
Cafeteria Helper/Lowell, "A" personal LWOP  
Spec Ed Paraprofessional/Lester Park, A Medical LWOP  
Spec Ed Paraprofessional/Lester Park, A Medical LWOP  
Spec Ed Paraprofessional/Chester Creek, A Personal LWOP  
Health LPN Paraprofessional/Denfeld, A Medical LWOP  
Spec Ed Paraprofessional/East, A Medical LWOP  
Pre-school Paraprofessional/Myers Wilkins, A Medical LWOP  
Cafeteria Helper/Laura MacArthur, A Personal LWOP  
Spec Ed Paraprofessional/Myers Wilkins, A Personal LWOP  
Spec Ed Paraprofessional/Merritt Creek, A Medical LWOP  
Spec Ed Paraprofessional/Laura MacArthur, A Medical LWOP  
Pre-school Paraprofessional/Piedmont, A Personal LWOP  
Cafeteria Helper/Myers Wilkins, A Personal LWOP  
Cafeteria Helper/Laura MacArthur, A Medical LWOP

**EFFECTIVE DATES**

08/11/20 08/14/20  
09/01/20 06/10/21  
08/17/20 08/21/20  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/14/20 09/18/20  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
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09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
09/01/20 06/10/21  
10/05/20 10/09/20  
09/01/20 06/10/21

**NONCERT PERM INCREASE**

Fedler, Annette L  
Total: 1

**POSITION**

Health Asst LPN Para/Stowe .78125 TO ..90625

**EFFECTIVE DATES**

09/08/20

**NONCERT PRESUMED RESIGNATION**

Osuchukwu, Chibuzo J  
Total: 1

**POSITION**

Supervisory Para/East

**EFFECTIVE DATES**

09/11/20

**NONCERT RESIGNATION**

Bushmaker, Jennifer L  
Crowe, Kayli A  
Giernot, Bernice M  
Krause, Cheryl A  
Lehto, Natalie C  
Mills, Stephanie M  
Restad, Terisa L  
Waters, Jacob J  
Williams, Stephanie L  
Total: 9

**POSITION**

Supervisory Paraprofessional/East  
Spec Ed Paraprofessional/Stowe  
Cafeteria Helper/Myers Wilkins  
Executive Clerical/Human Resources  
Supervisory Paraprofessional/Denfeld  
Health LPN Paraprofessional/Ordean East  
Health Paraprofessional LPN/Lakewood  
Bus Driver II/Transportation  
Executive Clerical/Federal & Vocational Programs

**EFFECTIVE DATES**

08/12/20  
08/31/20  
09/01/20  
08/26/20  
08/24/20  
08/19/20  
08/31/20  
08/14/20  
09/24/20

**NONCERT RETIREMENT**

Bushey, Jane D  
MacDonald, Laurie A  
Russell, Elizabeth V  
Sundeen, Sally A  
Sworsky, Timothy L  
Whitebird, Murray J  
Total: 6

**POSITION**

Spec Ed Paraprofessional/District Wide  
Sign Language Interpreter/Lincoln Park  
Satellite Manager II/Lakewood  
Spec. Ed. Paraprofessional/Homecroft  
Sr. HR Manager/HOCHS  
Utility Person II/Facilities

**EFFECTIVE DATES**

08/28/20  
08/31/20  
01/22/21  
08/31/20  
11/30/20  
09/09/20

**NONCERT TERMINATION**

Jacoby, Jill  
Total: 1

**POSITION**

Spec Ed Para/Denfeld

**EFFECTIVE DATES**

09/14/20



## Guiding Change: Strategic Realignment of District Structures

### Governance Question: “How would realignment of district structures benefit the district?”

Context and Reality The “Why”	Acceptable Means The “How”	Results “The What”
<p>Despite impressive and thoughtful leadership efforts, the Duluth Public School District faces significant financial and human resource challenges that threaten the economic and workforce health of the district, and therefore the wellbeing of our students, staff and families.</p> <p>We are in a difficult, unsustainable financial situation that requires significant immediate and ongoing attention. Prior to the pandemic, we had a fund balance of approximately \$500,000. Most districts of our size should have a fund balance of at least \$7,000,000. Despite these challenges, we were on course to have a sustainable budget. Since that time, the pandemic has put us into further financial jeopardy with enrollment losses that could have multimillion dollar impacts.</p> <p>Additionally, the human resource challenges of recruiting, retaining and supporting a thriving workforce are challenging in normal times. There are systems improvements needed in diversifying our workforce, and in creating the support efficiencies that make us a nimble organization</p>	<p>Realignment of our district structures within Human Resources and Business Services should be done in the following manner that:</p> <ol style="list-style-type: none"> <li>1. Aligns district leadership to the achievement of our mission and accomplishing the district’s priorities,, as well as to develop, implement, and monitor our strategic plan with supportive accountability</li> <li>2. Positions our district to make effective decisions given the current pandemic situation, as well as future decisions, by reflecting internal and external influences and trends</li> <li>3. Ensures that the district obtains the highest quality of candidate with the expertise and skills needed to serve our district</li> </ol>	<p>Restructure our Human Resources Department by reinstating the Director of Human Resources position. This position will report directly to the Superintendent of Schools, elevating our financial needs as well as the needs of our workforce as key district priorities.</p> <p>By restructuring in this manner, our Chief Financial Officer will be able to focus even more support and leadership on the significant immediate and long-term operational and budgetary needs of the district as key district priorities.</p> <p>By prioritizing support for Business Services leadership with a focus on continuous improvement of systems and structures, we will:</p> <ol style="list-style-type: none"> <li>1. Have a sustainable budget beyond the year that we are in, encompassing a three year vision.</li> <li>2. Conduct an internal audit to examine our programming through an equity lens.</li> </ol>

focused on hiring and supporting the best staff possible for students and families. The pandemic has brought in so many additional challenges that require more support than are currently available.

Business Services, through our Chief Financial Officer, oversees the overall management of the district's \$110 million budget.

Contracting, purchasing, budget and finance, facilities management, transportation, child nutrition, and MARSS coordination are currently under the Business Services umbrella.

Additionally, Human Resources is supervised by our Chief Financial Officer.

This aspect of Duluth's organizational structure is not a common model in other districts. The vast majority of districts of our size have a different structure with a Director of Human Resources that reports to the superintendent. Duluth followed this standard model of having a Director of Human Resources that reported to the superintendent for many years prior to shifting to the current model of a Senior Human Resources Manager reporting to a Chief Financial Officer.

With the pending retirement of our current Senior Human Resources Manager it is imperative that we recruit and retain an experienced, highly skilled candidate to meet the complex needs of our workforce and the district as a whole. The position of Director of Human Resources would be more standardized and desirable, thus attracting the caliber of candidate needed for this work.

during a successful transition

4. Aligns with system needs that were identified during the superintendent's 100 Day Entry Plan conversations and needs analysis
5. Requires analysis for overall departmental needs as a "next step" by the departmental lead

Assess what is the core of what we need to fund and what is not. Prioritize what we can and cannot do and allocate resources accordingly.

3. Support buildings with financial needs so that things also are more systematized. This will allow leaders to focus more on instructional leadership of their buildings.
4. Build a base of knowledge for the community, board and leadership to better understand the financial needs of the district as well as financial needs overall.
5. Increase our resources to support students through solution finding, enrollment planning, advocacy at the state and local level, grant seeking, debt restructuring, and levy activities.
6. Ensure that our budgeting process is aligned with, and in support, of our strategic priorities through the budgeting and strategic planning processes.

By prioritizing support for Human Resources leadership with a focus on continuous improvement of systems and structures, we will:

1. Create a thriving workforce culture focused on continuous improvement of our human capital management systems
2. Develop and improve upon systems and

With the change in staffing, selecting the position and structure that is best aligned to our needs, especially in given our pandemic needs, is timely.

structures of our human resources <sup>7</sup> department to increase efficiencies, timeliness and ability to serve the human resource needs of our district

3. Improve well being, safety and support for all employees, both in a time of pandemic needs and into the future
4. Operationalize the recruitment, hiring and onboarding processes for all employee groups
5. Continue to develop career ladder opportunities for employees
6. Focus on increasing the percentage of employees with culturally, linguistically and ethnically diverse backgrounds.



CLASSIFICATION DESCRIPTION

Director of Human Resources

<p><b><u>Title of Immediate Supervisor:</u></b> Superintendent</p>	<p><b><u>Department:</u></b> Human Resources</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Benefits Coordinator, Clerical Level 4 – EEA, Human Resources Manager</p>		<p><b><u>Pay Grade Assignment:</u></b> Individual Employment Agreement. Rates are linked to the Education Directors Association Agreement</p>

<p><b>General Summary or Purpose Of Job:</b></p>
<p>Provides leadership and management for the District’s human resource functions. These functions include labor agreement negotiations and contract administration, employee relations and grievance processing, investigating complaints of alleged human rights violations, staffing, compensation and benefits administration, personnel records and information, and compliance with employment laws and District policies and procedures. Supervises staff in the performance of these functions.</p>



## CLASSIFICATION DESCRIPTION

### Director of Human Resources

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Administers the District’s staffing functions and supervises staff performing recruitment, screening, selection and assignment of licensed, classified, and substitute staff, coordinates and directs transfers, leaves of absence, promotions and separations of staff. In conjunction with other District departments, develops staffing projections and identifies staffing needs. Promotes employment practices to ensure that the District staff is diverse. Prepares and presents personnel recommendations to the Superintendent and the Board of Education for approval. Coordinates and directs a comprehensive orientation program for new employees.	Weekly 40%
2.	Administers and interprets the provisions of all collective bargaining agreements. Serves as the chief negotiator or facilitator for various labor agreements. Coordinates negotiation processes for all labor groups, including the assignment of administrators to management teams for purposes of negotiations. Directs the preparation and distribution of all master agreements for all employee groups, as well as individual employment agreements, as appropriate. Maintains all historical negotiations records, including proposals, counterproposals, and cost analysis, in a central location. Processes grievances; represents the District at mediation and arbitration. Coordinates any litigation regarding employment issues for the District.	Daily 20%
3.	Reviews legislative statutes, proposed regulations, and labor agreement proposals regarding human resource issues, and makes recommendations to the District administration. Coordinates the implementation of performance appraisal systems for all employees in accordance with District policies and procedures, and State law, as appropriate. In conjunction with the director’s secretary, prepares and administers the Human Resource Department budget.	Monthly 10%
4.	Manages classification and compensation processes, and supervises staff involved in these processes, including determining the	Monthly 10%



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Director of Human Resources

	appropriate levels of compensation based upon labor agreements and District policies and procedures, and ensures that the District is in compliance with pay equity requirements. Administers the job evaluation process in accordance with District policies and procedures. In conjunction with the HRIS specialist, provides leadership for the development and maintenance of the computer-based human resource management system (IFAS), including reporting functions and linkages to payroll.	
5.	Serves as the District's EEO coordinator and human rights officer. Develops and maintains a process to investigate and report employee sexual/racial/religious harassment/bias/discrimination complaints. Serves as the primary investigator in staff-staff or staff-student complaints; assigns other investigators, as necessary. Complies with ADA regulations and provides for reasonable accommodation, as appropriate.	Monthly 10%
6.	Recommends, prepares and/or revises personnel policies and processes in order to achieve School Board objectives. Provides for operating and special reports, as necessary.	Monthly 5%
7.	Administers benefits functions and supervises staff providing health, dental and life insurance benefits programs and plans, the employee assistance program, staff recognition programs, COBRA processing, unemployment, and long-term disability and workers compensation claims processing.	Weekly 5%
8.	Performs other duties of a comparable level or type.	As required



## CLASSIFICATION DESCRIPTION

### Director of Human Resources

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a graduate degree in human resource management, industrial relations, personnel management, labor relations or a closely-related field and five (5) years experience (full-time equivalent) in human resources, personnel administration, or a closely-related field; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work. Experience in a larger school-district setting is preferred.

**Certification or Licensing Requirements**\_(prior to job entry):

None required upon entry.

**Knowledge Requirements:**

Requires knowledge of:

- All areas of functionality in the areas of human resources/personnel administration, employee/labor relations, including staffing, benefits, compensation, and compliance.
  - State statutes and federal laws regarding employment and human rights.
  - Laws, rules, labor agreements, regulations, policies and procedures affecting school district personnel operations.
  - Labor relations and negotiations processes.
  - Computer-based human resource management systems.
  - Organizational environments where human resources is strategic in terms of planning and setting the culture, optimizing human potential, performance, and open communication.
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Director of Human Resources

<b>Skill Requirements:</b>
Skilled in:
<ul style="list-style-type: none"><li>▪ Written and verbal communication.</li><li>▪ Management, planning and organization, including project management skills.</li><li>▪ Ability to work with diverse groups, team building and collaboration, and interpersonal skills.</li><li>▪ Ability to establish and maintain effective working relationships with employees, public and private officials, agencies, and labor unions.</li><li>▪ Supervision, especially professional-level employees.</li></ul>



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Director of Human Resources

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>General Environmental Conditions:</b>				
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.				
<b>General Physical Conditions:</b>				
<b>Work can be generally characterized as:</b>				
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		



CLASSIFICATION DESCRIPTION

Director of Human Resources

Peripheral Vision		
<p><b><u>Job Classification History:</u></b></p> <p>Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting, March 29, 2002. Revised by Mary Kearney, Director of Labor Relations/Human Resources, May 9, 2003. – Revised by Julio Almanza – July 16, 2003</p>		

		General Fund Aug-20			Percent of year	16.67%
		FY21 Actual	FY 21 Budget		Revised Budget Balance	Percent Budget Remaining
			Adopted	Revised		
<b>Revenues</b>						
Levy	\$	-	\$ 18,709,995	\$ 18,709,995	\$ 18,709,995	100%
State aids		14,782,415	70,295,234	70,295,234	55,512,819	79%
Special ED (fin 740)		1,039,661	14,856,750	14,856,750	13,817,089	93%
Federal		1,141,987	5,878,574	7,764,926	6,622,939	85%
Other		401,870	-	-	(401,870)	
Other Local		61,155	2,978,214	2,978,214	2,917,059	98%
Student Activities		-	1,341,256	1,341,256	1,341,256	100%
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Total Revenue	\$	17,427,088	\$ 114,060,023	\$ 115,946,375	\$ 98,519,287	85%
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<b>Expenditures</b>						
010-050 Administration	\$	459,805	\$ 5,546,316	\$ 5,546,316	\$ 5,086,511	92%
105-110 District Support Services		1,447,191	5,854,475	5,854,475	4,407,284	75%
200-298 Elem & Secondary Reg		301,759	45,738,940	47,625,292	47,323,533	99%
300-380 Vocational Education		6,117	1,544,477	1,544,477	1,538,360	100%
400-422 Special Education		311,678	24,735,656	24,735,656	24,423,978	99%
505-590 Community Education						
605-640 Instructional Support		166,235	3,934,727	3,934,727	3,768,492	96%
710-770 Pupil Support		100,949	8,968,496	8,968,496	8,867,547	99%
805-865 Sites and Buildings		1,605,107	13,031,439	13,031,439	11,426,332	88%
910-940 Fiscal & Other Fixed		414,946	3,363,554	3,363,554	2,948,608	88%
Student Activities		-	1,341,256	1,341,256	1,341,256	100%
<hr/>						
Total Expenditures	\$	4,813,787	\$ 114,059,336	\$ 115,945,688	\$ 111,131,901	96%
<hr/>						
Excess Rev Over (Under)	\$	12,613,301	\$ 687	\$ 687	\$ (12,612,614)	

		Percent of year			16.67%	
		General Fund Unrestricted				
		Aug-20				
		FY21	FY 21 Budget		Revised	Percent
		Actual	Adopted	Revised	Budget	Budget
					Balance	Remaining
<b>Revenues</b>						
Levy	\$	-	\$ 14,961,986	\$ 14,961,986	\$ 14,961,986	100%
State aids		14,728,095	60,363,736	60,363,736	45,635,641	76%
Special ED (fin 740)		1,039,661	14,856,750	14,856,750	13,817,089	93%
Federal		-	-	-	-	
Other		401,870	-	-	(401,870)	
Other Local		61,155	2,173,488	2,173,488	2,112,333	97%
Student Activities		-	1,341,256	1,341,256	1,341,256	100%
<hr/>						
Total Revenue	\$	16,230,781	\$ 93,697,216	\$ 93,697,216	\$ 77,466,435	83%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	459,805	\$ 5,546,316	\$ 5,546,316	\$ 5,086,511	92%
105-110 District Support Services		1,320,751	5,712,117	5,712,117	4,391,366	77%
200-298 Elem & Secondary Reg		70,203	34,704,489	34,704,489	34,634,286	100%
300-380 Vocational Education		6,117	1,353,081	1,353,081	1,346,964	100%
400-422 Special Education		173,798	21,696,576	21,696,576	21,522,778	99%
505-590 Community Education						
605-640 Instructional Support		65,209	1,727,665	1,727,665	1,662,456	96%
710-770 Pupil Support		100,949	8,342,573	8,342,573	8,241,624	99%
805-865 Sites and Buildings		1,119,210	9,774,643	9,774,643	8,655,433	89%
910-940 Fiscal & Other Fixed		414,946	3,363,554	3,363,554	2,948,608	88%
Student Activities		-	1,341,256	1,341,256	1,341,256	100%
<hr/>						
Total Expenditures	\$	3,730,988	\$ 93,562,270	\$ 93,562,270	\$ 89,831,282	96%
<hr/>						
Excess Rev Over (Under)	\$	12,499,793	\$ 134,946	\$ 134,946	\$ (12,364,847)	

		Percent of year			16.67%	
		General Fund Restricted Aug-20				
		FY21	FY 21 Budget		Revised	Percent
		Actual	Adopted	Revised	Budget Balance	Budget Remaining
<b>Revenues</b>						
Levy	\$	-	\$ 3,748,009	\$ 3,748,009	\$ 3,748,009	100%
State aids		54,320	9,931,498	9,931,498	9,877,178	99%
Special ED (fin 740)		-	-	-	-	
Federal		1,141,987	5,878,574	7,764,926	6,622,939	85%
Other		-	-	-	-	
Other Local		-	804,726	804,726	804,726	100%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	1,196,307	\$ 20,362,807	\$ 22,249,159	\$ 21,052,852	95%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		126,440	142,358	142,358	15,918	11%
200-298 Elem & Secondary Reg		231,556	11,034,451	12,920,803	12,689,247	98%
300-380 Vocational Education		-	191,396	191,396	191,396	100%
400-422 Special Education		137,880	3,039,080	3,039,080	2,901,200	95%
505-590 Community Education						
605-640 Instructional Support		101,026	2,207,062	2,207,062	2,106,036	95%
710-770 Pupil Support		-	625,923	625,923	625,923	
805-865 Sites and Buildings		485,897	3,256,796	3,256,796	2,770,899	85%
910-940 Fiscal & Other Fixed Student Activities		-	-	-	-	
<hr/>						
Total Expenditures	\$	1,082,799	\$ 20,497,066	\$ 22,383,418	\$ 21,300,619	95%
<hr/>						
Excess Rev Over (Under)	\$	113,508	\$ (134,259)	\$ (134,259)	\$ (247,767)	

		Percent of year			16.67%	
		Food Service Fund				
		Aug-20				
		FY21	FY 21 Budget		Revised	
		Actual	Adopted	Revised	Budget	
					Balance	
					Percent	
					Budget	
					Remaining	
<b>Revenues</b>						
Levy	\$	-	\$ -	\$ -	\$ -	
State aids		-	225,000	225,000	225,000	100%
Special ED (fin 740)		-	-	-	-	
Federal		238,864	2,588,000	2,588,000	2,349,136	91%
Other		5,496	10,000	1,470,000	1,464,504	100%
Other Local		2,250		10,000	7,750	78%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	246,610	\$ 2,823,000	\$ 4,293,000	\$ 4,046,390	94%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		-	-	-	-	
200-298 Elem & Secondary Reg		-	-	-	-	
300-380 Vocational Education		-	-	-	-	
400-422 Special Education		-	-	-	-	
505-590 Community Education		-	-	-	-	
605-640 Instructional Support		-	-	-	-	
710-770 Pupil Support		126,494	4,433,337	4,433,337	4,306,843	97%
805-865 Sites and Buildings		-	-	-	-	
910-940 Fiscal & Other Fixed		-	-	-	-	
Student Activities		-	-	-	-	
<hr/>						
Total Expenditures	\$	126,494	\$ 4,433,337	\$ 4,433,337	\$ 4,306,843	97%
<hr/>						
Excess Rev Over (Under)	\$	120,116	\$ (1,610,337)	\$ (140,337)	\$ (260,453)	

		Percent of year			16.67%	
		Community Service Fund				
		Aug-20				
		FY21	FY 21 Budget		Revised	
		Actual	Adopted	Revised	Budget	
					Balance	
					Percent	
					Budget	
					Remaining	
<b>Revenues</b>						
Levy	\$	-	\$ 967,904	\$ 967,904	\$ 967,904	100%
State aids		287,607	2,554,075	2,554,075	2,266,468	89%
Special ED (fin 740)		-	-	-	-	
Federal		366,946	2,048,958	2,048,958	1,682,012	82%
Other		-	-	-	-	
Other Local		221,762	1,992,063	1,992,063	1,770,301	89%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	876,315	\$ 7,563,000	\$ 7,563,000	\$ 6,686,685	88%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		-	-	-	-	
200-298 Elem & Secondary Reg		-	-	-	-	
300-380 Vocational Education		-	-	-	-	
400-422 Special Education		-	-	-	-	
505-590 Community Education		168,565	7,789,371	7,789,371	7,620,806	98%
605-640 Instructional Support		-	-	-	-	
710-770 Pupil Support		-	-	-	-	
805-865 Sites and Buildings		-	-	-	-	
910-940 Fiscal & Other Fixed		-	-	-	-	
Student Activities		-	-	-	-	
<hr/>						
Total Expenditures	\$	168,565	\$ 7,789,371	\$ 7,789,371	\$ 7,620,806	98%
<hr/>						
Excess Rev Over (Under)	\$	707,750	\$ (226,371)	\$ (226,371)	\$ (934,121)	

Percent of year

16.67%

**Capital Projects Fund  
Aug-20**

	FY21 Actual	FY 21 Budget		Revised Budget Balance	Percent Budget Remaining
		Adopted	Revised		
<b>Revenues</b>					
Levy	\$ -	\$ -	\$ -	\$ -	
State aids	-	-	-	-	
Special ED (fin 740)	-	-	-	-	
Federal	-	-	-	-	
Sales	-	-	-	-	
Other Local	-	-	-	-	
Student Activities	-	-	-	-	
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Expenditures</b>					
010-050 Administration	\$ -	\$ -	\$ -	\$ -	
105-110 District Support Services	-	-	-	-	
200-298 Elem & Secondary Reg	-	-	-	-	
300-380 Vocational Education	-	-	-	-	
400-422 Special Education	-	-	-	-	
505-590 Community Education	-	-	-	-	
605-640 Instructional Support	-	-	-	-	
710-770 Pupil Support	-	-	-	-	
805-865 Sites and Buildings	-	-	-	-	
910-940 Fiscal & Other Fixed Student Activities	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Excess Rev Over (Under)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

		Percent of year			16.67%	
		Debt Service Fund Aug-20				
		FY21	FY 21 Budget		Revised	Percent
		Actual	Adopted	Revised	Budget Balance	Budget Remaining
<b>Revenues</b>						
Levy	\$	-	\$ 19,608,723	\$ 19,608,723	\$ 19,608,723	100%
State aids		841,888	2,188,563	2,188,563	1,346,675	62%
Special ED (fin 740)		-	-	-	-	
Federal		-	-	-	-	
Other		-	-	-	-	
Other Local		-	1,000	1,000	1,000	100%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	841,888	\$ 21,798,286	\$ 21,798,286	\$ 20,956,398	96%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		-	-	-	-	
200-298 Elem & Secondary Reg		-	-	-	-	
300-380 Vocational Education		-	-	-	-	
400-422 Special Education		-	-	-	-	
505-590 Community Education		-	-	-	-	
605-640 Instructional Support		-	-	-	-	
710-770 Pupil Support		-	-	-	-	
805-865 Sites and Buildings		-	-	-	-	
910-940 Fiscal & Other Fixed Student Activities		3,128,055	21,506,300	21,506,300	18,378,245	85%
<hr/>						
Total Expenditures	\$	3,128,055	\$ 21,506,300	\$ 21,506,300	\$ 18,378,245	85%
<hr/>						
Excess Rev Over (Under)	\$	(2,286,167)	\$ 291,986	\$ 291,986	\$ 2,578,153	

		Trust Fund Aug-20			Percent of year	16.67%
		FY21 Actual	FY 21 Budget		Revised Budget Balance	Percent Budget Remaining
			Adopted	Revised		
<b>Revenues</b>						
	Levy	\$ -	\$ -	\$ -	\$ -	
	State aids	-	-	-	-	
	Special ED (fin 740)	-	-	-	-	
	Federal	-	-	-	-	
	Other	-	-	-	-	
	Other Local	-	258,575	258,575	258,575	100%
	Student Activities	-	-	-	-	
<hr/>						
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 258,575</b>	<b>\$ 258,575</b>	<b>\$ 258,575</b>	<b>100%</b>
<hr/>						
<b>Expenditures</b>						
	010-050 Administration	\$ -	\$ -	\$ -	\$ -	
	105-110 District Support Services	-	-	-	-	
	200-298 Elem & Secondary Reg	-	250,000	250,000	250,000	100%
	300-380 Vocational Education	-	-	-	-	
	400-422 Special Education	-	-	-	-	
	505-590 Community Education	-	-	-	-	
	605-640 Instructional Support	-	-	-	-	
	710-770 Pupil Support	-	-	-	-	
	805-865 Sites and Buildings	-	-	-	-	
	910-940 Fiscal & Other Fixed	-	-	-	-	
	Student Activities	-	-	-	-	
<hr/>						
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>100%</b>
<hr/>						
	<b>Excess Rev Over (Under)</b>	<b>\$ -</b>	<b>\$ 8,575</b>	<b>\$ 8,575</b>	<b>\$ 8,575</b>	

		Percent of year			16.67%	
<b>Dental Internal Service Fund</b>						
<b>Aug-20</b>						
	FY21	FY 21 Budget		Revised	Percent	
	Actual	Adopted	Revised	Budget	Budget	
				Balance	Remaining	
<b>Revenues</b>						
Levy	\$ -	\$ -	\$ -	\$ -		
State aids	-	-	-	-		
Special ED (fin 740)	-	-	-	-		
Federal	-	-	-	-		
Other	-	-	-	-		
Other Local	10,291	917,000	917,000	906,709	99%	
Student Activities	-	-	-	-		
<b>Total Revenue</b>	<b>\$ 10,291</b>	<b>\$ 917,000</b>	<b>\$ 917,000</b>	<b>\$ 906,709</b>	<b>99%</b>	
<b>Expenditures</b>						
010-050 Administration	\$ -	\$ -	\$ -	\$ -		
105-110 District Support Services	-	-	-	-		
200-298 Elem & Secondary Reg	-	-	-	-		
300-380 Vocational Education	-	-	-	-		
400-422 Special Education	-	-	-	-		
505-590 Community Education	-	-	-	-		
605-640 Instructional Support	-	-	-	-		
710-770 Pupil Support	-	-	-	-		
805-865 Sites and Buildings	-	-	-	-		
910-940 Fiscal & Other Fixed	140,249	917,000	917,000	776,751	85%	
Student Activities	-	-	-	-		
<b>Total Expenditures</b>	<b>\$ 140,249</b>	<b>\$ 917,000</b>	<b>\$ 917,000</b>	<b>\$ 776,751</b>	<b>85%</b>	
<b>Excess Rev Over (Under)</b>	<b>\$ (129,958)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,958</b>		

**ISD 709 ACH & WIRE TRANSFER SUMMARY FOR THE MONTH ENDING 9/30/2020**

<b>Check Date</b>	<b>Wire Trx/CP</b>	<b>Vendor Name</b>	<b>Check Amount</b>
9/4/2020	8000000156	CITISTREET FOR MSRS EFT	\$ 134,304.40
9/4/2020	8000000157	EBC - FLEX EFT	\$ 7,803.71
9/4/2020	8000000158	EBC - TSA EFT	\$ 48,472.69
9/4/2020	8000000159	FEDERAL 941 PR TAXES	\$ 505,719.24
9/4/2020	8000000160	MG TRUST	\$ 118,259.94
9/4/2020	8000000161	MN CHILD SUPPORT EFT	\$ 324.41
9/4/2020	8000000162	MN DEPT OF REVENUE EFT	\$ 261.49
9/4/2020	8000000163	MN STATE PR TAXES	\$ 86,311.70
9/4/2020	8000000164	PUBLIC EMPLOYEES RETIREMENT EFT	\$ 47,179.77
9/4/2020	8000000165	TEACHERS RETIREMENT ASSOC EFT	\$ 283,576.26
9/9/2020	8000000166	ARROWHEAD RADIO & SECURITY HUNT ELCTRC CORP	\$ 960.00
9/9/2020	8000000167	FOLLETT SCHOOL SOLUTIONS INC	\$ 847.99
9/9/2020	8000000168	FRYBERGER BUCHANAN SMITH & FREDRICK INC	\$ 5,358.10
9/9/2020	8000000169	GOODIN COMPANY	\$ 716.64
9/9/2020	8000000170	HUNT ELECTRIC CORP	\$ 4,881.09
9/9/2020	8000000171	INVOLTA LLC	\$ 2,500.00
9/9/2020	8000000172	JOHNSON CONTROLS INC	\$ 2,467.58
9/9/2020	8000000173	MARS SUPPLY	\$ 12,156.40
9/9/2020	8000000174	MICHAUD DIST INC	\$ 82.50
9/9/2020	8000000175	NORTHLAND FIRE AND SAFETY INC	\$ 983.06
9/9/2020	8000000176	PER MAR SECURITY SERVICES	\$ 35.75
9/9/2020	8000000177	PRAXAIR DISTRIBUTION INC	\$ 1,394.47
9/9/2020	8000000178	PRO-ED INC	\$ 396.00
9/9/2020	8000000179	SCHOLASTIC INC TEACHING RESOURCES	\$ 834.40
9/9/2020	8000000180	SCHOOL HEALTH CORP	\$ 664.42
9/9/2020	8000000181	SCHOOL SPECIALTY INC	\$ 11,405.59
9/9/2020	8000000182	SPS COMPANIES INC	\$ 106.12
9/9/2020	8000000183	SUPERIOR GLASS INC	\$ 1,291.40
9/9/2020	8000000184	TRI DIM FILTER CORPORATION	\$ 3,196.33
9/9/2020	8000000185	VIKING ELECTRIC SUPPLY	\$ 70.36
9/14/2020	8000000186	DRYER, REED, PETERSON, BRAY STORAASLI & KNUTSON	\$ 520.00
9/14/2020	8000000187	DULUTH NEWS TRIBUNE	\$ 399.00
9/14/2020	8000000188	HOGLUND BUS CO INC	\$ 223.50
9/14/2020	8000000189	NORTHERN BUSINESS PRODUCTS INC	\$ 1,285.87
9/14/2020	8000000190	PHONAK INC SONOVA USA INC	\$ 6,000.87
9/14/2020	8000000191	SCHOLASTIC INC TEACHING RESOURCES	\$ 496.22
9/14/2020	8000000192	SCHOOL SPECIALTY INC	\$ 70.17
9/14/2020	8000000193	TWIN PORTS PAPER AND SUPPLY	\$ 65.60
9/18/2020	8000000194	EBC - TSA EFT	\$ 261.54
9/18/2020	8000000195	FEDERAL 941 PR TAXES	\$ 4,269.01
9/18/2020	8000000196	MG TRUST	\$ 870.83
9/18/2020	8000000197	MN STATE PR TAXES	\$ 688.22
9/18/2020	8000000198	TEACHERS RETIREMENT ASSOC EFT	\$ 2,969.20

9/18/2020	8000000199	CITISTREET FOR MSRS EFT	\$	14,773.60
9/18/2020	8000000200	EBC - FLEX EFT	\$	8,453.73
9/18/2020	8000000201	EBC - TSA EFT	\$	48,771.55
9/18/2020	8000000202	FEDERAL 941 PR TAXES	\$	524,580.42
9/18/2020	8000000203	MG TRUST	\$	164,959.78
9/18/2020	8000000204	MN CHILD SUPPORT EFT	\$	258.41
9/18/2020	8000000205	MN DEPT OF REVENUE EFT	\$	270.53
9/18/2020	8000000206	MN STATE PR TAXES	\$	88,880.97
9/18/2020	8000000207	PUBLIC EMPLOYEES RETIREMENT EFT	\$	57,556.90
9/18/2020	8000000208	TEACHERS RETIREMENT ASSOC EFT	\$	288,855.37
9/21/2020	8000000209	BARNES AND NOBLE BKSTR	\$	270.97
9/21/2020	8000000210	MARS SUPPLY	\$	372.15
9/21/2020	8000000211	MICHAUD DIST INC	\$	176.00
9/21/2020	8000000212	NORTHERN BUSINESS PRODUCTS INC	\$	370.51
9/21/2020	8000000213	PER MAR SECURITY SERVICES	\$	3,791.94
9/21/2020	8000000214	SCHOLASTIC INC TEACHING RESOURCES	\$	65.45
9/21/2020	8000000215	SCHOOL HEALTH CORP	\$	3,004.03
9/21/2020	8000000216	TWIN PORTS PAPER AND SUPPLY	\$	701.52
9/28/2020	8000000217	BARNES AND NOBLE BKSTR	\$	792.40
9/28/2020	8000000218	FOLLETT SCHOOL SOLUTIONS INC	\$	2,485.24
9/28/2020	8000000219	JOHNSON CONTROLS INC	\$	13,479.61
9/28/2020	8000000220	MARS SUPPLY	\$	762.05
9/28/2020	8000000221	MN HOIST INSPECTION INC	\$	5,007.48
9/28/2020	8000000222	NORTHLAND FIRE AND SAFETY INC	\$	11,497.85
9/28/2020	8000000223	SCHOOL SPECIALTY INC	\$	38.38
9/28/2020	8000000224	TRI DIM FILTER CORPORATION	\$	9,369.74
9/28/2020	8000000225	TWIN PORTS PAPER AND SUPPLY	\$	10,857.16
9/28/2020	8000000226	VIKING ELECTRIC SUPPLY	\$	10.56
9/30/2020	8000000227	ALL-LINES LEASING DIV OF FIRST WSTN BK & TRT	\$	79,288.99
9/30/2020	8000000228	DELTA DENTAL PLAN OF MN(EFT)	\$	73,650.96
9/30/2020	8000000229	HARRIS BANK MASTERCARD EFT	\$	23,457.08
9/30/2020	8000000230	MEDICA HEALTH PLAN (EFT)	\$	173,061.30
9/30/2020	8000000231	PEIP - HLTH EFT	\$	1,535,691.28

**Report Total \$ 4,446,245.75**

**ISD 709 VENDOR REPORT FOR THE MONTH ENDING 9/30/2020**

<b>Check Date</b>	<b>Check Number</b>	<b>Vendor Name</b>	<b>Check Amount</b>
9/1/2020	700375	VOID	\$ -
9/4/2020	700376	Grensing, Jane C	\$ 174.27
9/4/2020	700377	Durick Eder, Kelly A	\$ 581.80
9/4/2020	700378	Hopen, Elliott A	\$ 1,123.78
9/4/2020	700379	Monson, Hannah R	\$ 921.79
9/4/2020	700380	Saba, Jessica A	\$ 1,399.76
9/4/2020	700381	Zwak, Joseph L	\$ 1,108.87
9/4/2020	700382	EDUCATION MINNESOTA	\$ 30.94
9/4/2020	700383	EXECUTIVE EMPLOYEES ASSN	\$ 180.00
9/4/2020	700384	MESSERLI & KRAMER	\$ 68.88
9/4/2020	700385	NATIONAL CONFERENCE OF FIREMEN AND OILERS	\$ 2,884.66
9/4/2020	700386	NON CERT SUPV EMPLOYEES	\$ 200.00
9/4/2020	700387	RANGE CREDIT BUREAU	\$ 539.03
9/4/2020	700388	UNITED WAY OF GREATER DULUTH	\$ 90.25
9/4/2020	700389	WI SCTF	\$ 1,247.84
9/9/2020	700390	ACME TOOLS	\$ 27.96
9/9/2020	700391	AT&T WIRELESS	\$ 276.77
9/9/2020	700392	B & H PHOTO AND ELECTRONICS	\$ 2,798.00
9/9/2020	700393	BIMBO BAKERIES USA	\$ 154.35
9/9/2020	700394	CARLSON REFRIGERATION	\$ 154.88
9/9/2020	700395	CDW GOVERNMENT INC	\$ 156,669.00
9/9/2020	700396	CHILDREN'S DENTAL SERVICES	\$ 60.00
9/9/2020	700397	COMFORTSYSTEMS DULUTH PUBLIC UTILITIES	\$ 2,419.86
9/9/2020	700398	COSTIN GROUP INC	\$ 3,000.00
9/9/2020	700399	DALCO	\$ 1,921.45
9/9/2020	700400	DIAMOND VOGEL ST GERMAIN'S	\$ 65.97
9/9/2020	700401	DONALD HOLM CONSTRUCTION	\$ 1,548.35
9/9/2020	700402	DULUTH AREA CHAMBER OF COMMERCE	\$ 392.00
9/9/2020	700403	DULUTH LAWN AND SPORT	\$ 278.32
9/9/2020	700404	DULUTH MAKER SPACE	\$ 200.00
9/9/2020	700405	DULUTH TIRE	\$ 100.26
9/9/2020	700406	GRAINGER W W INC	\$ 564.90
9/9/2020	700407	GRAYBAR ELECTRIC CO	\$ 196.10
9/9/2020	700408	GREAT LAKES OFFICE SOLUTIONS INC	\$ 262.93
9/9/2020	700409	GREEN LIGHTS RECYCLING INC	\$ 695.15
9/9/2020	700410	GUARDIAN PEST SOLUTIONS INC	\$ 50.00
9/9/2020	700411	H2I GROUP INC HALDEMAN-HOMME	\$ 2,220.00
9/9/2020	700412	HAWKINS WATER TREATMENT	\$ 43.00
9/9/2020	700413	HILLYARD INC	\$ 90.42
9/9/2020	700414	ILLUMINATE EDUCATION INC	\$ 16,500.00
9/9/2020	700415	JOHNSTONE SUPPLY	\$ 339.46
9/9/2020	700416	LEAF CAPITAL FUNDING LLC	\$ 572.58
9/9/2020	700417	NELSON, HILLARY	\$ 33.30

9/9/2020	700418	NORTHWOOD CHILDREN'S SERVICES	\$	14,451.67
9/9/2020	700419	OAKTREE PRODUCTS	\$	100.31
9/9/2020	700420	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$	1,198.59
9/9/2020	700421	PITNEY BOWES RESERVE ACCOUNT	\$	15,000.00
9/9/2020	700422	RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	1,978.92
9/9/2020	700423	SHERWIN WILLIAMS CO - DULUTH	\$	73.85
9/9/2020	700424	SHERWIN WILLIAMS CO - HERMANTOWN	\$	156.21
9/9/2020	700425	SHERWIN WILLIAMS CO. - SUPERIOR	\$	1,528.73
9/9/2020	700426	SPRINT	\$	465.20
9/9/2020	700427	STORM, JENNIFER	\$	47.20
9/9/2020	700428	THYSSENKRUPP ELEVATOR CORP	\$	6,750.00
9/9/2020	700429	TWIN PORT MAILING	\$	320.06
9/9/2020	700430	TWOMEY, KARI	\$	17.20
9/9/2020	700431	VERIZON WIRELESS	\$	782.45
9/9/2020	700432	YMCA	\$	117,862.00
9/4/2020	700433	Cariveau, Christina A	\$	1,935.87
9/4/2020	700434	Funk, Kelsey R	\$	1,643.64
9/4/2020	700435	Houglum, Katherine M	\$	1,990.83
9/4/2020	700436	Jarvis, Heather A	\$	1,477.31
9/4/2020	700437	Manoppo, Paul J	\$	1,283.84
9/4/2020	700438	Norton, Abby M	\$	1,445.62
9/4/2020	700439	Olek, Maureen A	\$	1,516.82
9/4/2020	700440	Schneider, Annamarie	\$	1,509.33
9/14/2020	700441	AARP HEALTH CARE OPTIONS	\$	6,624.66
9/14/2020	700442	ARROWHEAD BAND INSTRUMENTS JAY GIDDINGS	\$	7,655.80
9/14/2020	700443	AT&T WIRELESS	\$	888.68
9/14/2020	700444	BATTERIES PLUS 34	\$	632.89
9/14/2020	700445	BOOKER, MEGHAN	\$	56.40
9/14/2020	700446	CARLSON REFRIGERATION	\$	154.00
9/14/2020	700447	CDW GOVERNMENT INC	\$	113.41
9/14/2020	700448	CENTURYLINK	\$	183.55
9/14/2020	700449	CHARTER COMMUNICATIONS	\$	15,519.78
9/14/2020	700450	CITY OF DULUTH FINANCE DEPT	\$	7,254.26
9/14/2020	700451	CITY OF RICE LAKE	\$	138.88
9/14/2020	700452	CLARITY INTERPRETING SERVICES LLC	\$	114.00
9/14/2020	700453	DALCO	\$	72.24
9/14/2020	700454	DEMO-LICIOUS	\$	252.00
9/14/2020	700455	ERICKSON, LISA	\$	43.30
9/14/2020	700456	EVEREST MATERIAL HANDLING	\$	3,500.00
9/14/2020	700457	FASTENAL COMPANY	\$	3.73
9/14/2020	700458	FIRST TECHNOLOGIES INC	\$	1,000.00
9/14/2020	700459	GLOSSA GLOBAL TRANSLATIONS LLC ANNA P	\$	120.00
9/14/2020	700460	GRAINGER W W INC	\$	59.33
9/14/2020	700461	GRAYBAR ELECTRIC CO	\$	187.17
9/14/2020	700462	GREAT LAKES OFFICE SOLUTIONS INC	\$	177.12
9/14/2020	700463	HAZELDEN PUBLISHING	\$	16,500.00
9/14/2020	700464	INSIGHT PUBLIC SECTOR	\$	1,005.30

9/14/2020	700465	ISD 093 CARLTON	\$	1,820.91
9/14/2020	700466	ISD 742 ST CLOUD	\$	2,085.60
9/14/2020	700467	JOHNSON CARPET ONE	\$	17,096.00
9/14/2020	700468	L-BOW	\$	3,596.20
9/14/2020	700469	LEAF CAPITAL FUNDING LLC	\$	368.98
9/14/2020	700470	MENARDS HERMANTOWN	\$	65.20
9/14/2020	700471	MENARDS SPIRIT VALLEY	\$	168.67
9/14/2020	700472	MID-STATE TRUCK SERVICE FORMERLY MANEY INTL	\$	898.74
9/14/2020	700473	MIDWAY DELUCA & KATZMAREK SEWER SERVICES	\$	125.00
9/14/2020	700474	MN ASSN OF SECONDARY SCHOOL PRINC (MASSP)	\$	125.00
9/14/2020	700475	MN DEPT OF LABOR AND INDUSTRY	\$	140.00
9/14/2020	700476	MN ELEMENTARY SCHOOL PRINC ASSN (MESPA)	\$	125.00
9/14/2020	700477	MN POWER AND LIGHT CO	\$	95,035.98
9/14/2020	700478	MN SCHOOL BOARDS ASSN	\$	1,530.00
9/14/2020	700479	MN SUPPLY CO	\$	664.25
9/14/2020	700480	NEXTERA COMMUNICATIONS	\$	1,746.43
9/14/2020	700481	NIEMANN MONITA	\$	586.50
9/14/2020	700482	NORTHERN LIGHTS SPECIAL ED	\$	1,943.71
9/14/2020	700483	NORTHWOOD CHILDREN'S SERVICES	\$	28,903.34
9/14/2020	700484	PERRIN MOBILE MEDICAL	\$	77.50
9/14/2020	700485	PISCZEK ESTHER B	\$	136.00
9/14/2020	700486	RICARDO, PAVEL	\$	52.80
9/14/2020	700487	ROBBINSDALE AREA SCHOOLS	\$	2,160.48
9/14/2020	700488	SANTANDER BANK	\$	62,212.00
9/14/2020	700489	SHEL/DON BUSINESS SOLUTIONS	\$	12.07
9/14/2020	700490	SHERWIN WILLIAMS CO - DULUTH	\$	158.65
9/14/2020	700491	SHERWIN WILLIAMS CO. - SUPERIOR	\$	41.44
9/14/2020	700492	STRUNK JORIE	\$	102.00
9/14/2020	700493	TALX CORPORATION EQUIFAX	\$	382.88
9/14/2020	700494	TWIN PORT MAILING	\$	73.57
9/14/2020	700495	TYACKE, LASHEENLARUBA	\$	20.00
9/14/2020	700496	ULINE	\$	69.39
9/14/2020	700497	US BANK CORP TRUST SRVS	\$	1,700.00
9/14/2020	700498	UsedTwoWayRadios.com LLC	\$	62.00
9/14/2020	700499	WASTE MANAGEMENT OF NTH DISPOSAL INC	\$	2,370.16
9/14/2020	700500	WELLE, NICOLE	\$	406.90
9/16/2020	700501	Worden, Amy H	\$	1,271.61
9/18/2020	700502	Aldridge, Jeanna K	\$	3,183.20
9/18/2020	700503	Anderson, Kristi J	\$	265.63
9/18/2020	700504	Bellehumeur, Julie A	\$	822.62
9/18/2020	700505	Hopen, Elliott A	\$	1,183.35
9/18/2020	700506	Siegle, Karianne M	\$	224.65
9/18/2020	700507	Tjaden, Laurie E	\$	60.81
9/18/2020	700508	EDUCATION MINNESOTA	\$	30.94
9/18/2020	700509	NATIONAL CONF OF FIREMEN AND OILERS	\$	24.00
9/18/2020	700510	NATIONAL PEOPLE COMM THE AFSCME COUNCIL 5	\$	28.15
9/18/2020	700511	NCPERS MINNESOTA GRP LF INS C/O MEMBER BENE	\$	176.00

9/18/2020	700512	UNITED WAY OF GREATER DULUTH	\$	90.25
9/18/2020	700513	WI SCTF	\$	1,247.84
9/18/2020	700514	Wicklund, Amy E	\$	952.71
9/21/2020	700515	B & H PHOTO AND ELECTRONICS	\$	120.00
9/21/2020	700516	BLOTTI JOHN	\$	7,426.83
9/21/2020	700517	BUCHANEN, ESTATE OF EDWARD	\$	385.00
9/21/2020	700518	CARLSON, GARY	\$	583.48
9/21/2020	700519	CDW GOVERNMENT INC	\$	13,314.00
9/21/2020	700520	CLARITY INTERPRETING SERVICES LLC	\$	390.00
9/21/2020	700521	COMMUNITY SERVICES ACCT	\$	1,107.00
9/21/2020	700522	DAKOTA TRUCK UNDERWRITERS	\$	47,527.00
9/21/2020	700523	DEEP SPACE SPARKLE	\$	2,419.20
9/21/2020	700524	DENFELD HIGH SCHOOL	\$	1,691.00
9/21/2020	700525	DULUTH COMMUNITY SCHOOL COLLABORATIVE	\$	18,560.13
9/21/2020	700526	FEDLER, ANNETTE	\$	8.25
9/21/2020	700527	FRONTLINE TECHNOLOGIES	\$	1,670.00
9/21/2020	700528	VOID	\$	-
9/21/2020	700529	HOLIDAY STATIONSTORES INC	\$	280.19
9/21/2020	700530	INFINITE CAMPUS INC	\$	4,195.00
9/21/2020	700531	ISD 318 GRAND RAPIDS	\$	7,410.64
9/21/2020	700532	JARVIS, DEBRA	\$	22.74
9/21/2020	700533	JTC TECHNOLOGIES LLC	\$	4,625.00
9/21/2020	700534	KAAS, KRISTEN	\$	47.50
9/21/2020	700535	LAKEWOOD ELEMENTARY SCHOOL	\$	2,436.00
9/21/2020	700536	LAURA MACARTHUR ELEMENTARY SCHOOL	\$	5,649.00
9/21/2020	700537	LESTER PARK ELEMENTARY SCHOOL	\$	1,795.00
9/21/2020	700538	LI, XIAOYIN	\$	100.20
9/21/2020	700539	LIBERTY MUTUAL INSURANCE	\$	148,588.36
9/21/2020	700540	LINCOLN PARK MIDDLE SCHOOL	\$	1,354.00
9/21/2020	700541	LINDENMEYR MUNROE	\$	535.52
9/21/2020	700542	LOWELL ELEMENTARY SCHOOL	\$	2,749.00
9/21/2020	700543	MAKEMUSIC INC	\$	520.00
9/21/2020	700544	MANSEL PROPERTIES LLC	\$	725.00
9/21/2020	700545	McCORMICK, KAREN	\$	7.25
9/21/2020	700546	MED-EL CORPORATION	\$	234.00
9/21/2020	700547	MEDTOX LABORATORIES INC	\$	42.02
9/21/2020	700548	MID-STATE TRUCK SERVICE FORMERLY MANEY INTL	\$	2,560.91
9/21/2020	700549	MN ASSN OF SECONDARY SCHOOL PRINC (MASSP)	\$	375.00
9/21/2020	700550	NCS PEARSON INC	\$	631.59
9/21/2020	700551	NORTHWOOD CHILDREN'S SERVICES	\$	1,190.28
9/21/2020	700552	ORDEAN EAST MIDDLE SCHOOL	\$	5,993.00
9/21/2020	700553	PIEDMONT ELEMENTARY SCHOOL	\$	652.00
9/21/2020	700554	POE, ESTATE OF BETTY	\$	269.00
9/21/2020	700555	PRO PRINT INC	\$	1,095.84
9/21/2020	700556	RODBERG, JEANNE	\$	58.10
9/21/2020	700557	SEESAW LEARNING, INC	\$	11,312.50
9/21/2020	700558	SHELDON, KRISTY	\$	39.74

9/21/2020	700559	SIR BENEDICT'S	\$	48.29
9/21/2020	700560	SPED PETTY CASH FUND OR JULIE BUSSE/SPED	\$	197.67
9/21/2020	700561	STOWE ELEMENTARY SCHOOL	\$	1,596.00
9/21/2020	700562	SWANSON, ESTATE OF RICHARD	\$	424.74
9/21/2020	700563	UHG	\$	3,676.80
9/21/2020	700564	WIPFLI	\$	7,500.00
9/21/2020	700565	VOID	\$	-
9/22/2020	700566	Hughes, Kristen K	\$	699.51
9/22/2020	700567	GREAT LAKES OFFICE SOLUTIONS INC	\$	116.36
9/22/2020	700568	MN DEPT OF LABOR AND INDUSTRY	\$	30.00
9/22/2020	700569	YMCA	\$	69,197.22
9/28/2020	700570	3 OWLS OUTDOOR PLAY CONSULTANTS, LLC	\$	2,250.00
9/28/2020	700571	BATTERIES PLUS 34	\$	323.93
9/28/2020	700572	BROWN JENNIFER	\$	4,875.00
9/28/2020	700573	CARLSON REFRIGERATION	\$	1,429.65
9/28/2020	700574	CDW GOVERNMENT INC	\$	62,771.25
9/28/2020	700575	CHARTER COMMUNICATIONS	\$	91.99
9/28/2020	700576	COMFORTSYSTEMS DULUTH PUBLIC UTILITIES	\$	22,945.21
9/28/2020	700577	COMPREHENSIBLE CLASSROOM, THE	\$	414.00
9/28/2020	700578	DALCO	\$	3,938.19
9/28/2020	700579	DELL COMPUTER	\$	30,093.36
9/28/2020	700580	DENNYS LAWN AND GARDEN	\$	6.62
9/28/2020	700581	DIGITAL SIGNUP DIVISION OF SOFTURA	\$	1,499.50
9/28/2020	700582	DONALD HOLM CONSTRUCTION	\$	149.54
9/28/2020	700583	DULUTH ENERGY SYSTEMS FORMERLY DLTH STEAM	\$	5,817.03
9/28/2020	700584	EDUCATORS BENEFIT CONSULTANTS (DBA) AVIBEN	\$	568.50
9/28/2020	700585	GRAINGER W W INC	\$	1,529.72
9/28/2020	700586	GRAYBAR ELECTRIC CO	\$	408.13
9/28/2020	700587	GREAT LAKES OFFICE SOLUTIONS INC	\$	37.75
9/28/2020	700588	HAWKINS WATER TREATMENT	\$	2,837.74
9/28/2020	700589	HILLYARD INC	\$	2,140.32
9/28/2020	700590	HOLIDAY STORES INC	\$	991.53
9/28/2020	700591	ISD 118 - NORTHLAND COMMUNITY SCHOOLS	\$	17,794.62
9/28/2020	700592	IXL LEARNING	\$	449.00
9/28/2020	700593	JOHNSTONE SUPPLY	\$	229.90
9/28/2020	700594	LAKE STATES ENVIRONMENTAL	\$	250.00
9/28/2020	700595	LEAF CAPITAL FUNDING LLC	\$	1,545.72
9/28/2020	700596	MACIEWSKI, JENNIFER	\$	126.40
9/28/2020	700597	MAD HATTER WELLNESS	\$	68.00
9/28/2020	700598	MEDICAL RESOURCES	\$	6,270.00
9/28/2020	700599	MENARDS HERMANTOWN	\$	47.99
9/28/2020	700600	MENARDS SPIRIT VALLEY	\$	104.64
9/28/2020	700601	MID-STATE TRUCK SERVICE FRMRLY MANEY INTL	\$	2,241.57
9/28/2020	700602	MIDWEST ENERGY EFFICIENCY ALLIANCE	\$	1,300.00
9/28/2020	700603	MN ASSN OF SECONDARY SCHOOL PRINC (MASSP)	\$	500.00
9/28/2020	700604	MN DEPT OF HEALTH ENVIRONMENTAL HEALTH SVC	\$	70.00
9/28/2020	700605	MN ELEMENTARY SCHOOL PRINC ASSN (MESPA)	\$	125.00

9/28/2020	700606	MN HEADSTART ASSOCIATION	\$	2,448.00
9/28/2020	700607	MONTANO JOSEPH D SR	\$	600.00
9/28/2020	700608	MOTION INDUSTRIES INC	\$	102.67
9/28/2020	700609	NORTHERN DOOR AND HARDWARE	\$	386.00
9/28/2020	700610	NORTHLAND CONSULTING ENG LLP	\$	1,400.00
9/28/2020	700611	OFFICE OF MN IT SVC TECH SHARED SERVICES	\$	1,220.75
9/28/2020	700612	PRACHAR JENNIFER	\$	920.00
9/28/2020	700613	RANGE PAGING	\$	675.00
9/28/2020	700614	RED RIVER PRESS INC ESL LIBRARY	\$	65.00
9/28/2020	700615	RESTORATION SYSTEMS INC	\$	28,991.80
9/28/2020	700616	SAVVAS LEARNING COMPANY LLC	\$	14,848.76
9/28/2020	700617	SCHWAB VOLLHABER LUBRATT SERVICE CORP	\$	106.38
9/28/2020	700618	SHERWIN WILLIAMS CO - DULUTH	\$	170.93
9/28/2020	700619	SHERWIN WILLIAMS CO - HERMANTOWN	\$	111.45
9/28/2020	700620	SHERWIN WILLIAMS CO. - SUPERIOR	\$	60.33
9/28/2020	700621	STUDENT ASSURANCE SERVICES INC	\$	647.00
9/28/2020	700622	T MOBILE	\$	29.86
9/28/2020	700623	YMCA	\$	93,754.00
9/28/2020	700624	MIDWEST COMMUNICATIONS	\$	360.00

**Report Total \$ 1,381,926.73**

## September 2020 Student Activity Expenditures

Site	Date	Payee	Check #	Amount	Description	Account No.	Object
ALC	No Activity						
Congdon Park Elementary	No Activity						
Denfeld High School	9/1/2020	Northern Business Products	29082	\$ 65.78	labels	Guidance	Supplies
Denfeld High School	9/1/2020	Advantage Emblem and Screen	29083	\$ 763.00	apparel	Swim-Girls	Uniforms
Denfeld High School	9/1/2020	BSN Sports Inc	29084	\$ 3,490.00	F7 football helmet (10)	Athletic Fund	Athletic Supplies-Boys
Denfeld High School	9/1/2020	BSN Sports Inc	29084	\$ 779.85	game volleyballs (15)	Athletic Fund	Athletic Supplies-Girls
Denfeld High School	9/1/2020	Victory Custom Athletic	29085	\$ 608.94	replacement jerseys	Athletic Fund	Athletic Supplies-Boys
Denfeld High School	9/1/2020	Jill Lofald	29086	\$ 49.98	competition materials	Speech	Supplies
Denfeld High School	9/1/2020	Samuel Van Loon	29087	\$ 46.00	soccer ref 8/28	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/1/2020	Paul Stein	29088	\$ 46.00	soccer ref 8/28	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/1/2020	Jeremy Uecker	29089	\$ 69.00	soccer ref 8/28	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/1/2020	Conor Weberg	29090	\$ 69.00	soccer ref 8/28	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/1/2020	Ashleigh Erdman	29091	\$ 69.00	soccer ref 8/28	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/2/2020	Sue Nelson	29092	\$ 121.03	postage/supplies	Guidance	Supplies
Denfeld High School	9/8/2020	BSN Sports Inc	29093	\$ 1,264.00	apparel	Volleyball	Uniforms
Denfeld High School	9/8/2020	Lindsay Johnson	29094	\$ 24.00	apparel reimbursement	Swim-Girls	Uniforms
Denfeld High School	9/8/2020	First Photo	29095	\$ 214.00	camera repair	Yearbook	Supplies
Denfeld High School	9/8/2020	Advantage Emblem and Screen	29096	\$ 45.00	apparel order (difference)	Swim-Girls	Uniforms
Denfeld High School	9/8/2020	Lake Superior Conference	29097	\$ 600.00	LSC dues	Athletic Fund	Dues and Memberships
Denfeld High School	9/8/2020	Stewart Taylor Co	29098	\$ 60.00	Fall Sports Posters 60	Athletic Fund	Supplies
Denfeld High School	9/8/2020	Cliff Knettel	29099	\$ 715.61	swim supply	Swim-Girls	Athletic Supplies-Girls
Denfeld High School	9/8/2020	Evan Walpole	29100	\$ 46.00	soccer ref 9/2	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/8/2020	Erin Walpole	29101	\$ 115.00	Soccer ref 9/2	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/8/2020	Donald Walters	29102	\$ 69.00	soccer ref 9/2	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/8/2020	Hagi Ozdemir	29103	\$ 69.00	soccer ref 9/2	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	On The Limit	29104	\$ 2,340.00	apparel	Hunter Shack/Store	Supplies
Denfeld High School	9/14/2020	On The Limit	29104	\$ 1,983.00	masks (band)	Music-Band	Materials for Resale
Denfeld High School	9/14/2020	BSN Sports Inc	29105	\$ 377.94	New game balls FB (6)	Athletic Fund	Athletic Supplies-Boys
Denfeld High School	9/14/2020	BSN Sports Inc	29105	\$ 524.90	New soccer game balls	Athletic Fund	Athletic Supplies-Boys
Denfeld High School	9/14/2020	Ouitdee Carson	29106	\$ 69.00	b soccer ref 9/10	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Hagi Ozdemir	29107	\$ 69.00	soccer ref 9/10	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Al Cottingham	29108	\$ 69.00	b soccer ref 9/10	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Conor Weberg	29109	\$ 115.00	soccer ref 9/11	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Gary Tverberg	29110	\$ 46.00	soccer ref 9/11	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Doug Marshak	29111	\$ 69.00	soccer ref 9/11	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/14/2020	Kyle Schulze	29112	\$ 69.00	soccer ref 9/11	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/14/2020	Gary Tverberg	29113	\$ 69.00	soccer ref 9/12	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Sean P Bedard-Parker	29114	\$ 69.00	soccer ref 9/12	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/14/2020	Jeremy Uecker	29115	\$ 69.00	soccer ref 9/12	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	BSN Sports Inc	29116	\$ 189.99	soccer nets Lincoln	PSS	Supplies
Denfeld High School	9/18/2020	Cliff Knettel	29117	\$ 248.84	supplies	Swim-Girls	Athletic Supplies-Girls
Denfeld High School	9/18/2020	Geri Saari	29118	\$ 104.40	supplies	Guidance	Supplies
Denfeld High School	9/18/2020	ISD 709	29119	\$ 264.83	building permits	PSS	Contracted Services
Denfeld High School	9/18/2020	R. Kyle Smith	29120	\$ 69.00	g soccer ref 9/15	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	R. Kyle Smith	29120	\$ 69.00	g soccer ref 9/17	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Doug Marshak	29121	\$ 69.00	b soccer ref 9/15	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Doug Marshak	29121	\$ 69.00	g soccer ref 9/15	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Doug Marshak	29121	\$ 69.00	g soccer ref 9/17	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Hagi Ozdemir	29122	\$ 69.00	b soccer ref 9/15	Athletic Fund	Contracted Services-Boys

## September 2020 Student Activity Expenditures

Site	Date	Payee	Check #	Amount	Description	Account No.	Object
Denfeld High School	9/18/2020	Jacob Braaten	29123	\$ 69.00	b soccer ref 9/15	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Jacob Braaten	29123	\$ 69.00	g soccer ref 9/15	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Kyle Schulze	29124	\$ 46.00	b soccer ref 9/15	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Ouitdee Carson	29125	\$ 46.00	b soccer ref 9/15	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Ouitdee Carson	29125	\$ 55.00	g soccer ref 9/15	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Ouitdee Carson	29125	\$ 46.00	g soccer ref 9/17	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Bob Espenson	29126	\$ 46.00	b soccer ref 9/10	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Paul Stein	29127	\$ 46.00	b soccer ref 9/10	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	David Walpole	29128	\$ 69.00	g soccer ref 9/17	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/18/2020	Jason Broska	29129	\$ 46.00	g soccer ref 9/17	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/18/2020	Tim Bott	29130	\$ 59.00	9th gr b bball ref 2/26/20	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/23/2020	Jenelle Colt	29131	\$ 210.00	refund part participation fee	Athletic Part Fees	Participation Refund
Denfeld High School	9/23/2020	BSN Sports Inc	29132	\$ 229.32	G tennis match balls 2 cases	Athletic Fund	Athletic Supplies-Girls
Denfeld High School	9/23/2020	Jim Splinter	29133	\$ 50.00	swim starter 9/19	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Jim Splinter	29133	\$ 79.00	swim starter/judge 9/19	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Brad Trevena	29134	\$ 129.00	swim official 9/19	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	David Walpole	29135	\$ 69.00	soccer ref 9/21	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Gary Tverberg	29136	\$ 69.00	g soccer ref 9/21	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Kyle Schulze	29137	\$ 69.00	g soccer ref 9/21	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Ashleigh Erdman	29138	\$ 46.00	g soccer ref 9/21	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/23/2020	Ouitdee Carson	29139	\$ 46.00	soccer ref 9/21	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/30/2020	ISD 709	29140	\$ 1,225.20	reimburse budget for webcams	General Fund	Instructional Materials
Denfeld High School	9/30/2020	Riverside Soy Candles	29141	\$ 610.00	candles	Cross Country	Supplies
Denfeld High School	9/30/2020	Cliff Knettel	29142	\$ 156.41	tripod, toner, supply	Swim-Girls	Athletic Supplies-Girls
Denfeld High School	9/30/2020	Keely Waechter	29143	\$ 101.91	flyers for key club	Key Club	Supplies
Denfeld High School	9/30/2020	Jill Lofald	29144	\$ 158.00	comp materials	Speech	Supplies
Denfeld High School	9/30/2020	Tyler Walters	29145	\$ 115.00	b soccer ref 9/24	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/30/2020	Evan Walpole	29146	\$ 115.00	b soccer ref 9/24	Athletic Fund	Contracted Services-Boys
Denfeld High School	9/30/2020	Brad Trevena	29147	\$ 79.00	g swim ref/starter 9/24	Athletic Fund	Contracted Services-Girls
Denfeld High School	9/30/2020	Hagi Ozdemir	29148	\$ 69.00	b soccer ref 9/24	Athletic Fund	Contracted Services-Boys
East High School	9/1/2020	SuperOne Foods	63376	\$ 150.00	supplies for students	General Fund	Supplies
East High School	9/11/2020	Marshall Hardware	63377	\$ 4.99	forestry supplies	Duluth FFA	Instructional Supplies
East High School	9/11/2020	Marshall Hardware	63377	\$ 11.98	athletic supplies	Athletic Fund	Supplies
East High School	9/11/2020	On the Limit	63378	\$ 22.10	polo's / uniforms	Swim-Girls	Supplies
East High School	9/11/2020	Jostens	63379	\$ 153.00	printing	Yearbook	Printing
East High School	9/11/2020	Kruger, Lee	63380	\$ 63.50	Coaches Dues Reimbursement	Coaches	Dues and Memberships
East High School	9/11/2020	Karakas, Anissa	63381	\$ 128.00	order reimbursement	Tennis-Girls	Supplies
East High School	9/11/2020	ISD 709 - Print Shop	63382	\$ 4.70	credit recovery printing	Guidance	Printing
East High School	9/11/2020	Amazon	63383	\$ 79.64	file folders for physicals	Athletic Fund	Supplies
East High School	9/11/2020	Culligan	63384	\$ 17.16	office water	General Fund	Supplies
East High School	9/11/2020	Michaud	63385	\$ 684.00	concession supplies	Coaches	Materials for Resale
East High School	9/11/2020	Schulze, Kyle	63386	\$ 46.00	B Soc vs Two H	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Jungong-Cheo, Akongnwi	63387	\$ 46.00	B Soc vs Two H	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Van Loon, Samuel	63388	\$ 46.00	B Soccer v Denfeld JV	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Weberg, Conor	63389	\$ 46.00	B Soccer v Denfeld JV	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Weberg, Conor	63389	\$ 69.00	B Soccer v Denfeld Vars	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Walters, Donald	63390	\$ 69.00	b soccer v denfeld	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Uecker, Jeremy A	63391	\$ 69.00	B socc v denfeld	Athletic Fund	Contracted Services-Boys
East High School	9/11/2020	Audio Visual Resources Inc.	63392	\$ 175.00	AVR Training	Drama	Dues and Memberships
East High School	9/11/2020	Rudolph, John	63393	\$ 29.97	supply reimbursement	Duluth FFA	Supplies

## September 2020 Student Activity Expenditures

Site	Date	Payee	Check #	Amount	Description	Account No.	Object
East High School	9/11/2020	Amazon	63394	\$ 313.28	VOID	Grant Account	Supplies
East High School	9/11/2020	Kruger, Ty	63395	\$ 40.58	exec supply reimbursement	Student Council	Supplies
East High School	9/11/2020	Galaxy Sport	63396	\$ 484.80	girls swim caps	Swim-Girls	Supplies
East High School	9/11/2020	Twin Ports Paper Supply	63397	\$ 180.35	concession supplies	Coaches	Materials for Resale
East High School	9/11/2020	Braaken, Jacob	63398	\$ 69.00	B Soccer v T Harb	Athletic Fund	Contracted Services-Boys
East High School	9/17/2020	Derek Montgomery Photography	63399	\$ 400.00	Greyhound Canvas Art	General Fund	Supplies
East High School	9/21/2020	Marshak, Doug	63400	\$ 69.00	B Soccer v Hibbing 9.12	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Marshak, Doug	63400	\$ 69.00	G Soccer v Proctor 9.18	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Walpole, Evan	63401	\$ 69.00	B Soccer v Proctor 9.12	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Schulze, Kyle	63402	\$ 46.00	B Soccer v Hibbing JV 9.12	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Schulze, Kyle	63402	\$ 69.00	B Soccer v Hibbing Vars 9.12	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Schulze, Kyle	63402	\$ 46.00	B Soccer v Proctor JV 9.10	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Schulze, Kyle	63402	\$ 69.00	B Soccer v Proctor Vars 9.10	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Weberg, Conon	63403	\$ 115.00	B Soccer v Hibbing 9.12 JV / V	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Weberg, Conon	63403	\$ 115.00	B Soccer v Proctor 9.10 JV / V	Athletic Fund	Contracted Services-Boys
East High School	9/21/2020	Ozdemir, Macit Hagi	63404	\$ 69.00	G Soccer v Proctor 9.18	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Glitsos, Panagiutis	63405	\$ 69.00	G Soccer v Proctor 9.18	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Van Loon, Samuel	63406	\$ 46.00	G Soccer v Proctor 9.18	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Walters, Donald	63407	\$ 46.00	G Soccer v Proctor	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Tverberg, Gary	63408	\$ 115.00	G Soccer v Marshall 9.15	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Uecker, Jeremy A	63409	\$ 115.00	G Soccer v Marshall 9.15	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Stein, Paul	63410	\$ 69.00	G Soccer v Marshall 9.15	Athletic Fund	Contracted Services-Girls
East High School	9/21/2020	Aim Electronics	63411	\$ 525.00	scoreboard service	Athletic Fund	Supplies
East High School	9/21/2020	Seboe, Danette	63412	\$ 49.99	Student Materials Reimb	General Fund	Supplies
East High School	9/21/2020	Seboe, Danette	63412	\$ 621.89	Welcome Kit Reimb	Guidance	Supplies
East High School	9/21/2020	Forsman, Jessica	63413	\$ 78.95	teacher apprec reimbursement	Guidance	Supplies
East High School	9/21/2020	isd 709	63414	\$ 116.25	Emily Lull - 11444	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 77.50	Jacalyn Ring - 4678	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 116.25	Kristin Warmanen - 2568	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 116.25	Laura Lafontaine - 4383	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 116.25	Lynn Hinzmann - 3355	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 77.50	Rebecca Moen - 4690	General Fund	Contracted Services
East High School	9/21/2020	isd 709	63414	\$ 90.42	William Zwak - 476	General Fund	Contracted Services
East High School	9/21/2020	Peterson, Dennis	63415	\$ 58.50	Coaches Dues Reimbursement	Athletic Fund	Dues and Memberships
East High School	9/21/2020	Steinmetz, Kelsey	63416	\$ 291.79	Reimbursement for supplies	Student Council	Supplies
East High School	9/21/2020	Ordean-East Middle School	63417	\$ 227.55	Book Fines Owed per Patti W	Book Fund	Textbooks and Workbooks
East High School	9/21/2020	Amazon	63418	\$ 1,257.33	Music Dept Camcorder	Music Dept	Instructional Supplies
East High School	9/28/2020	BSN Sports	63420	\$ 616.71	volleyball supplies	Volleyball	Supplies
East High School	9/28/2020	Carson, Ouitdee	63421	\$ 55.00	JV b Soccer 9.22	Athletic Fund	Contracted Services-Boys
East High School	9/28/2020	Carson, Ouitdee	63421	\$ 115.00	JV / Vars G Soccer v Denfeld	Athletic Fund	Contracted Services-Girls
East High School	9/28/2020	Walpole, David	63422	\$ 69.00	G Soccer - Vars v Denfeld 9.24	Athletic Fund	Contracted Services-Girls
East High School	9/28/2020	Braaken, Jacob	63423	\$ 115.00	G JV/V soccer 9.24	Athletic Fund	Contracted Services-Girls
East High School	9/28/2020	Jones, Greg	63424	\$ 249.74	fall play supplies reimb.	Drama	Supplies
East High School	9/28/2020	MSHSL Math League	63425	\$ 600.00	membership fee	General Fund	Dues and Memberships
East High School	9/28/2020	Upper Lakes Foods	63426	\$ 316.26	concession supplies	Coaches	Materials for Resale
East High School	9/28/2020	Skar, Gillian	63427	\$ 10.00	key club supply reimbursement	Key Club	Supplies
East High School	9/28/2020	Advantage Emblem	63428	\$ 1,050.00	Parking Permits	General Fund	Rental Fees Paid
East High School	9/28/2020	Brent's Biffies	63429	\$ 62.50	Biffie rental	Athletic Fund	Contracted Services
East High School	9/28/2020	Sams Club	63430	\$ 486.81	Concession Supplies	Coaches	Materials for Resale

Laura MacArthur Elementary No Activity

## September 2020 Student Activity Expenditures

Site	Date	Payee	Check #	Amount	Description	Account No.	Object
Lester Park Elementary	No Activity						
Lincoln Park Middle School	No Activity						
Myers-Wilkins Elem School	9/28/2020	The Park Catalog	3656	\$ 880.15	Student Buddy Bench	Stand Up Grant	Supplies
Myers-Wilkins Elem School	9/28/2020	The Park Catalog	3656	\$ 53.85	Student Buddy Bench	General Fund	Supplies
Myers-Wilkins Elem School	9/28/2020	Laura Engebretsen	3658	\$ 114.35	Reimb/Student Water Bottle	General Fund	Supplies
Myers-Wilkins Elem School	9/28/2020	Scholastic Book Club	3659	\$ 1,222.50	Book Order for Students	Books for Kids	Supplies
Ordean East Middle School	9/24/2020	Spirit Mountain ASSP	13379	\$ 3,822.00	Admission Fees 2019-20	After School Ski	Field Trip Admissions
Ordean East Middle School	9/24/2020	Spirit Mountain ASSP	13379	\$ 260.00	Rental Fees 2019-20	After School Ski	Rental Fees Paid
Ordean East Middle School	9/24/2020	Lifetouch NSS Accts Receivable	13380	\$ 2,882.65	Yearbook Printing	Yearbook	Printing
Ordean East Middle School	9/24/2020	Patrick Mulcahay	13381	\$ 163.38	amazon.com	Industrial Ed	Supplies
Ordean East Middle School	9/24/2020	Patrick Mulcahay	13381	\$ 399.09	GO BILDA	Robotics Club	Supplies
Ordean East Middle School	9/24/2020	Patrick Mulcahay	13381	\$ 275.59	REV ROBOTICS	Robotics Club	Supplies
Ordean East Middle School	9/25/2020	Advantage Emblem and Screen	13382	\$ 375.00	Face Masks	General Fund	Materials for Resale
Ordean East Middle School	9/29/2020	Andrew Schoeder	13383	\$ 20.00	Refund lost textbook dup pay.	Book Fund	Book Refund
Ordean East Middle School	9/29/2020	Ind School Dist 709	13384	\$ 720.00	Rental Fees 2020-21	Music-Band	Instructional Supplies
Ordean East Middle School	9/29/2020	Ind School Dist 709	13384	\$ 3,700.00	Rental Fees 2020-21	Music-Orchestra	Instructional Supplies
Ordean East Middle School	9/29/2020	Ind School Dist 709	13384	\$ 1,105.49	Rem 01-E-335-211-000-430-000	Robotics Club	Supplies
Piedmont Elementary	9/30/2020	Big Frog Duluth	6634	\$ 216.00	Printed Items	Principal's Fund	Supplies
Stowe Elementary	9/30/2020	VOID	6169				
Stowe Elementary	9/30/2020	LifeTouch	6170	\$ 650.07	Yearbook Payment	General Fund	Materials for Resale









**ISD 709 - Duluth Public Schools**  
**GF Investment Activity for FY20**  
**As of August 31, 2019**

**Beginning Investment Balance (July 31, 2019) \$ 8,460,628.68**

**Add Purchases:**

Date	Issuer	Broker	Matures	Yield (YTM)	
8/23/2019	MN Trust Term Series	MNT	9/25/2019	2.05%	\$ 10,000,000.00
8/22/2019	Veritex Community Dallas TX	MBS	10/16/2019	1.90%	\$ 249,000.00
8/22/2019	Ameris Bank Moultrie GA	MBS	11/13/2019	1.90%	\$ 248,000.00
8/20/2019	Bank of China	MNT	2/25/2020	2.08%	\$ 247,300.00
8/20/2019	Pacific Western Bank	MNT	2/25/2020	1.98%	\$ 247,400.00
8/20/2019	Citadel FCU	MNT	2/25/2020	1.94%	\$ 247,500.00
8/20/2019	Servisfirst Bank	MNT	2/25/2020	1.96%	\$ 247,400.00

**Total Purchases \$ 11,486,600.00**

**Deduct Maturities/Calls/Sales:**

Date	Issuer	Broker	Matures	Yield (YTM)	
8/22/2019	First Natl Bk of Albany TX	MBS	8/22/2019	2.25%	\$ 248,000.00
8/23/2019	Iberiabank Lafayette FA	MBS	8/23/2019	2.35%	\$ 248,000.00
8/23/2019	MN Trust Term Series	MNT	8/23/2019	2.15%	\$ 7,000,000.00
8/26/2019	Capital One Natl Assn McLean VA	MBS	8/26/2019	2.10%	\$ 244,958.11
8/26/2019	New York Cmty Bk New York NY	MBS	8/26/2019	2.35%	\$ 248,000.00
8/30/2019	BankUnited Natl Assn FL	MBS	8/30/2019	2.40%	\$ 248,000.00

**Total Maturities \$ 8,236,958.11**

**Other items:**

Add: Money Market Funds Interest \$ 122.63  
 Beginning Value Adjustment  
 Other Interest/Cash Balance on Account (Reverse)

Deduct: Transaction Fees/Other  
 Market Value Adjustment-Adjust for Cost Basis  
 Other Interest/Cash Balance on Account (Reverse)

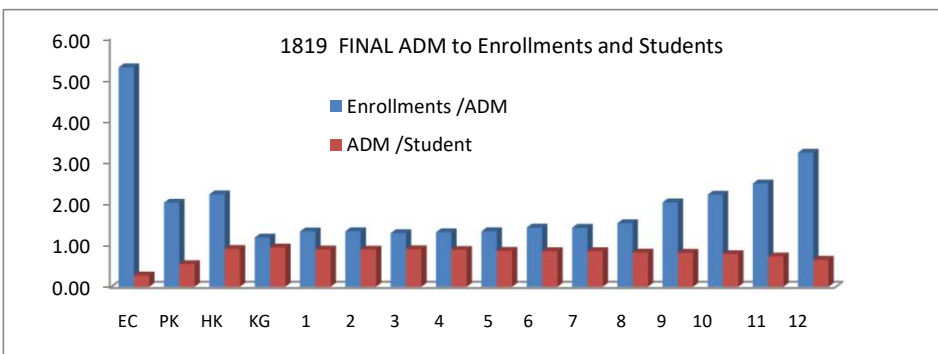
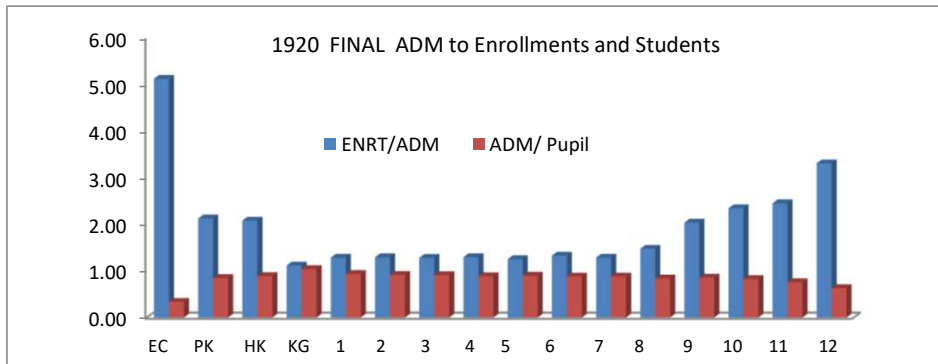
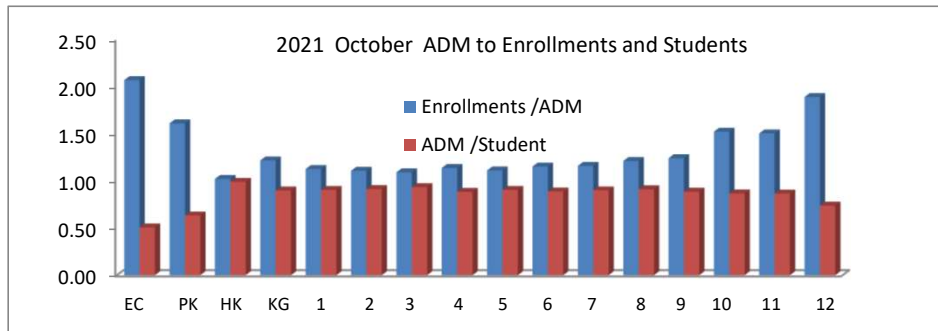
**Total Other \$ 122.63**

**Ending Investment Balance (August 31, 2019) \$ 11,710,393.20**

**Note:** Ending Investment Balance as of August 31, 2018 was \$9,426,615.51

**Duluth Public Schools: Enrollments, Students and Projected Average Daily Membership (ADM)  
October 2020**

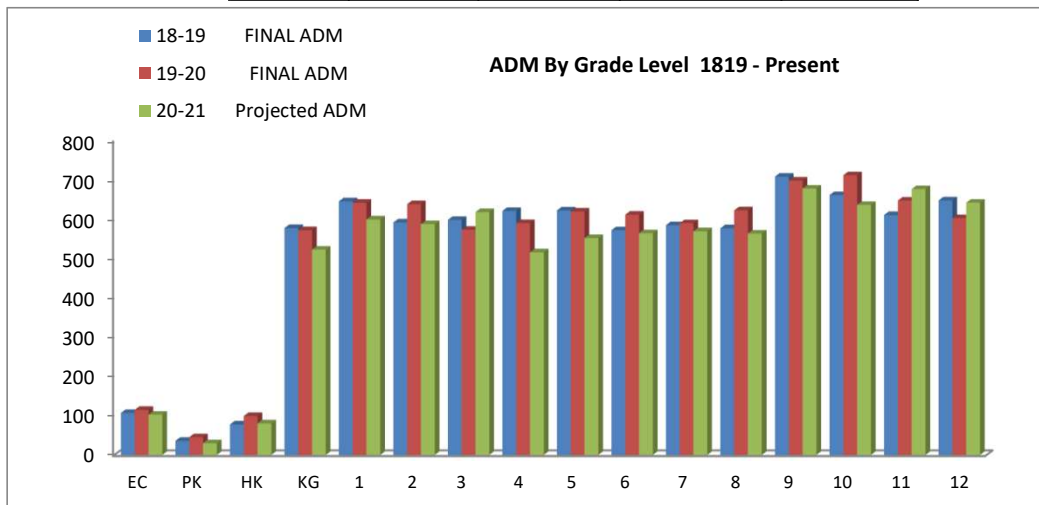
Grade	of	Student	Enrollments	ADM	Budgeted ADM	/ADM	ADM /Student
EC	212	202	199	102.42	102.00	2.07	0.51
PK	48	47	43	29.78	41.56	1.61	0.63
HK	82	81	75	80.25	72.00	1.02	0.99
KG	636	581	530	522.09	535.00	1.22	0.90
1	675	662	604	598.66	649.00	1.13	0.90
2	650	642	592	586.77	622.00	1.11	0.91
3	674	661	623	617.49	625.00	1.09	0.93
4	586	582	526	515.03	557.00	1.14	0.88
5	613	609	563	551.26	574.00	1.11	0.91
6	650	635	575.6	563.59	597.00	1.15	0.89
7	660	632	586.1	568.81	607.00	1.16	0.90
8	682	617	579.9	562.80	585.00	1.21	0.91
9	841	764	725.9	677.10	725.00	1.24	0.89
10	968	733	681.35	635.55	665.00	1.52	0.87
11	1017	780	724.45	675.75	668.00	1.50	0.87
12	1213	868	687.55	641.33	550.00	1.89	0.74
<b>Total:</b>	<b>10207</b>	<b>9096</b>	<b>8315.85</b>	<b>7928.68</b>	<b>8174.56</b>	<b>1.28</b>	<b>0.87</b>



**Duluth Public Schools Projected Average Daily Membership (ADM) Report  
October 2020**

Grade	Total Number of Enrollments	Unique Student Count	Current Enrollments	Projected ADM	Budgeted ADM	Enrollments /ADM	ADM /Student
EC	212	202	199	102.42	102.00	2.07	0.51
PK	48	47	43	29.78	41.56	1.61	0.63
HK	82	81	75	80.25	72.00	1.02	0.99
KG	636	581	530	522.09	535.00	1.22	0.90
1	675	662	604	598.66	649.00	1.13	0.90
2	650	642	592	586.77	622.00	1.11	0.91
3	674	661	623	617.49	625.00	1.09	0.93
4	586	582	526	515.03	557.00	1.14	0.88
5	613	609	563	551.26	574.00	1.11	0.91
6	650	635	575.6	563.59	597.00	1.15	0.89
7	660	632	586.1	568.81	607.00	1.16	0.90
8	682	617	579.9	562.80	585.00	1.21	0.91
9	841	764	725.9	677.10	725.00	1.24	0.89
10	968	733	681.35	635.55	665.00	1.52	0.87
11	1017	780	724.45	675.75	668.00	1.50	0.87
12	1213	868	687.55	641.33	550.00	1.89	0.74
<b>Total:</b>	10207	9096	8315.85	7928.68	8174.56	1.28	0.87

GRADE	18-19 FINAL ADM	19-20 FINAL ADM	20-21 Projected ADM	Add'l Adjustments
EC	106.79	114.71	102.42	
PK	35.96	45.12	29.78	
HK	77.53	98.98	80.25	
KG	576.74	571.48	522.09	
1	644.98	641.06	598.66	
2	591.03	637.68	586.77	
3	597.55	572.54	617.49	
4	620.48	589.59	515.03	
5	621.52	618.96	551.26	
6	571.29	610.70	563.59	
7	584.07	589.04	568.81	
8	576.28	621.87	562.80	
9	707.65	697.44	677.10	
10	660.55	711.02	635.55	
11	609.9	646.78	675.75	
12	647.15	602.14	641.33	
<b>Total:</b>	8229.47	8369.11	7928.68	





**RESOLUTION**  
Acceptance of Donations to Duluth Public Schools

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

WHEREAS, acceptance of the donations 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 donations from said organizations in accordance with the terms set forth herein.

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

SCHOOL	DONOR	AMOUNT	RESTRICTION	COMMENTS
Denfeld	Mary Jo Gunderson	\$50.00	Softball	In memory of Dick Swanson
Denfeld	Denfeld Class of 1966	\$200.00	Softball	
Denfeld	Denfeld Class of 1966	\$200.00	Baseball	
Denfeld	Lake Superior Basketball Association	\$50.00	Softball	
Laura MacArthur	Michelle Hooey - DRCC	In Kind	None	500 child cloth face coverings; bought laundry bags so they could be washed
Laura MacArthur	Boston Scientific	\$300.00	Laura MacArthur LEGO Robotics Team	
Lester Park	Anonymous	In Kind	Staff Lounge	New microwave
Lowell	Cub Foods	In Kind	Student use	45 Cub grocery bags filled with school supplies
Myers-Wilkins	TKDA	\$5,000.00	STEM Education	Use the funds for supplies, STEM programming and other educational enhancements that meet the needs of the students
Myers-Wilkins	Gerald Sandvick	\$1,000.00	School Safety Supplies	

Ordean-East	Members Cooperative Credit Union	\$100.00	Robotics Club	
Ordean-East	Harbor Pointe Credit Union	\$500.00	Robotics Club	
Ordean-East	Kevin Wood & Katelyn Marie Wood	\$100.00	Robotics club	
Ordean-East	Beckett R Berning & Greta Harrison	\$50.00	Robotics Club	
Ordean-East	Patrick M Mulcahy & Krista A Mulchay	\$100.00	Robotics Club	
Stowe	Cub Foods	In Kind	Student use	42 Cub grocery bags filled with school supplies
Stowe	Danielle and Gracie Lustig	In Kind	None	Mom/daughter team have donated cloth face coverings; approximately 80-100
Stowe	Nolan and Hailey Freitag	In Kind	None	Sewed and donated cloth face coverings for staff and students.

### Expenditure Contracts Signed September 2020

For your information, the Superintendent or the Executive Director of Business Services has signed the following expenditure contracts during the month of September 2020.

**\* Not to Exceed:** If asterisk is noted, then the contract has a guaranteed maximum price; District may not pay more than the dollar amount listed (this does not mean the vendor will invoice this amount and may invoice much less).

**\*\* Contract is paid via monies from:**

**DR** = Department Restricted (LTFM, Indian Education Funds, Compensatory, Achievement Integration)

**DU** = Department Unrestricted (General Fund)

**G** = Grant (external grants from foundations such as Northland, Duluth Superior Area Community)

**SAF** = Student Activity Funds (monies raised by students, gate fees, etc.)

<b>Name</b>	<b>Amount*</b>	<b>Contract Source**</b>	<b>Description</b>
ACT	\$17,850.00	Assessment and Evaluation (DU)	Testing program
First Witness Child Advocacy Center	\$5,000.00*	Assistant Superintendent (DU)	District-wide elementary school presentations and staff/parent education
Emily Laman	\$20,000.00*	Head Start (DR)	Find, create and upload activities to activity library in See Saw; provide support
University of Wisconsin-Superior (UWS)	\$1,500.00	Head Start (DR)	Develop series of six 20-minute recorded sessions on communication for professional development
Aunty's Child Care, LLC	\$5,940.00*	Special Services (DU)	Increased the Not to Exceed amount from \$5,775 to \$5,940 for preschool planning as required by IEP
Jennifer Brown	\$33,800.00*	Special Services (DU)	Mental health services
Cassandra Williams	\$6,500.00*	Special Services (DU)	Deaf and hard of hearing services

**THESE TERMS AND CONDITIONS GOVERN YOUR USE OF ACT SERVICES. IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE FOLLOWING TERMS. BY CLICKING THE “ENROLL” BOX YOU ARE AGREEING THAT THESE TERMS WILL APPLY TO YOUR ACCESS OR USE OF ACT SERVICES. IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS OF USE, DO NOT CLICK ENROLL OR ORDER ACT SERVICES AND DO NOT USE THE SERVICE.**

These Terms and Conditions are a binding legal Agreement (“Agreement”) between ACT, Inc., a non-profit corporation having a principal place of business at 500 ACT Drive, Iowa City, IA 52242 (“ACT”) and you, the Customer placing an order for ACT products and/or services (“Customer”). ACT provides a variety of products and services to help individuals achieve education and career success (“Assessments and Services”). This Agreement provides the terms and conditions pursuant to which the Assessments and Services are offered to Customer by ACT. Each Assessment and Service ordered by Customer will also be subject to Supplemental Terms and Conditions applicable to such product or service. By ordering and using ACT Assessments and Services, Customer expressly agrees to these Terms and Conditions, and the Supplemental Terms and Conditions for each Assessment and Service.

1. Term: This Agreement shall commence on the date an Enrollment Form or Order for Assessments and Services is placed by Customer and shall remain in effect for one year. To the extent Customer has elected to enroll for three years, this Agreement will remain effective to govern all Assessments and Services provided through the full enrollment period.

2. Services to be Provided: The Assessments and Services will be provided pursuant to ACT’s standard delivery specifications and requirements, as indicated in the Supplemental Terms and Conditions for each Assessment and Service ordered.

3. Payment Terms: Customer agrees to pay ACT the amounts set forth in the Supplemental Terms and Conditions for the delivery of the Assessments and Services. Customer shall make all payments within thirty (30) days of receipt of an invoice from ACT. Customer will pay a service fee of one percent (1%) per month or the maximum rate allowed by law, whichever is less, on any fees not paid when due under this Agreement. Please note that ACT may place your order on hold for issues related to credit or outstanding invoices. All invoices shall be sent to the “Bill-To” address identified by Customer on the Enrollment Form. Customer warrants and represents that the Bill-To entity and address identified in the Enrollment Form is responsible for making payment on Customer’s account. To the extent the Bill-To address/entity identified in the Enrollment Form fails to make payment, ACT shall send the invoice to Customer’s address and Customer shall be obligated to make payment immediately. Customer shall be responsible for any sales, use, or other taxes due as a result of any fees paid to ACT under this Agreement, unless Customer is exempt from tax as evidenced by a valid tax exemption certificate provided to ACT. Customer shall promptly provide ACT with Customer required purchase order, as applicable, prior to the scheduled delivery of Assessments and Services.

4. Ownership of Materials: ACT owns the Assessments, including but not limited to, paper based or online assessment documents, testing materials, administration and registration materials, publications, data, reports, documentation, related materials, trademarks and all associated intellectual property rights, including any and all derivatives or modifications created during the term of this Agreement (collectively, the “ACT Materials”). Except as expressly granted in a Supplemental Terms and Conditions, Customer does not acquire any right, title, or interest in or to the ACT Materials. Customer shall not copy, modify, enhance, reverse engineer, or make any addition to the ACT Materials. Customer may not sell or otherwise transfer the ACT Materials to any other person, provided however that Customer may provide the Assessments to authorized, registered examinees and its personnel solely for testing and interpretation

purposes. Customer may not (a) use the ACT Materials for any other purpose, (b) assign, license, sell, loan, lease, or otherwise transfer the ACT Materials in whole or in part, (c) authorize or allow a third party to use the ACT online test and Services or ACT Materials, (d) copy, or allow anyone else to copy, in whole or in part, the ACT Materials, or (e) modify, reverse engineer, decompile, or disassemble the ACT online system or Materials.

5. Confidentiality: Customer agrees that neither it nor its employees shall at any time during or following the Term, either directly or indirectly, publish, display or otherwise disclose to any person, organization, or entity in any manner whatsoever any ACT Materials, except as strictly necessary for Customer to use the ACT Materials for their intended purpose under this Agreement. Customer shall protect the ACT Materials in accordance with ACT's procedures and using a standard of care appropriate for secure test materials. To the extent Customer believes a statutory 'Freedom of Information Act' provision requires the public release of ACT Materials, Customer will provide ACT with notice of such request and allow ACT a reasonable time to petition for an exemption to the public release. All ACT Materials shall be and remain the property of ACT notwithstanding the subsequent termination of this Agreement. The ACT Materials shall, within ten (10) days of ACT's written request, be returned to ACT (including all copies).

6. Testing Procedures: Customer agrees to administer the Assessments and Services in accordance with all policies and procedures provided by ACT. Customer shall store the ACT Materials at secure location(s) approved by ACT. Customer agrees that all used and unused ACT Materials will be returned to ACT, in accordance with the policies and procedures provided by ACT, for scoring and/or processing. Customer agrees to fully cooperate with ACT, and cause those individuals involved in the administration of or preparation for the Assessments ("Administration Staff") to fully cooperate with ACT in the event of a test security incident. Customer acknowledges that failure to maintain the confidentiality of the Assessments will result in damages to ACT and may require ACT to develop a replacement form. Accordingly if through the fault of Customer or Administration Staff, the security of an Assessment is compromised, Customer agrees to pay ACT the costs of developing a new form in addition to any other remedies under the law. ACT may, in its sole and absolute discretion, cancel scores in cases of testing irregularities, which may include without limitation, use of a compromised test form, falsification by an examinee of his/her identity, impersonation of another examinee (surrogate testing), unusual similarities in the answers of examinees at the same test center, or other indicators that the test scores may not accurately reflect the examinee's level of educational development.

7. Online Assessment System: Some Assessments and Services are provided through an Online Assessment System. ACT will provide Customer with access to the Online Assessment System solely for the purpose of assessing Examinees at authorized test centers and using the ACT Materials solely in connection with the authorized administration of the Assessments. ACT has scheduled maintenance windows during which the Online Assessment System may be unavailable to Customer to allow for routine updates and maintenance. ACT publishes the times of the maintenance windows periodically on its website. ACT also reserves the right to make the Online Assessment System unavailable for unscheduled maintenance. ACT shall not be responsible for any damages or costs incurred by Customer, if any, for such downtime. The Online Assessment System may be modified or updated from time to time at ACT's sole discretion. ACT may charge a fee for new or optional services made available through the Online Assessment System, subject to written agreement of the Customer. Additional requirements regarding the Online Assessment System applicable to specific Assessments and Services may be included in each applicable Supplemental Terms and Conditions.

8. Data: The parties acknowledge and agree that ACT may use and disclose the data collected from the administration of the Assessments, as set forth in ACT's Privacy Policy available at [www.act.org/privacy](http://www.act.org/privacy), as amended from time to time.

9. Limitation on Damages: THE LIABILITY OF ACT AND ANY ACT AFFILIATE OR LICENSOR FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT CUSTOMER HAS PAID HEREUNDER DURING THE APPLICABLE CONTRACT TERM. IN NO EVENT SHALL ACT OR ANY ACT AFFILIATE OR LICENSOR BE LIABLE TO CUSTOMER FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES.

10. Warranty and Limitations: ACT WARRANTS THAT THE ASSESSMENTS HAVE BEEN DEVELOPED IN ACCORDANCE WITH AND THE SERVICES WILL BE PERFORMED IN A MANNER CONSISTENT WITH INDUSTRY STANDARDS. EXCEPT AS SET FORTH IN THIS SECTION, ACT EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND OR NATURE, EXPRESS OR IMPLIED AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USE OF TRADE. CUSTOMER WARRANTS THAT CUSTOMER HAS OBTAINED ALL NECESSARY PERMISSIONS FOR THE DELIVERY OF ASSESSMENT SERVICES AND THE ASSESSMENTS AND THAT CUSTOMER WILL USE, DELIVER, AND HANDLE DATA FROM THE ASSESSMENT SERVICES, AND WILL TAKE NECESSARY STEPS TO ASSIST ACT OR ITS AFFILIATES OR LICENSORS TO USE, DELIVER, AND HANDLE DATA FROM THE ASSESSMENT SERVICES, CONSISTENT WITH APPLICABLE LAWS, RULES, AND REGULATIONS.

11. Termination and Cancellation: Either party may terminate this Agreement upon written notice to the other party in the event that other party breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach. This Agreement may also be terminated without cause at any time by either party giving thirty (30) days written notice to the other. Customer's participation in the Assessments and Services designated in a Supplemental Terms and Conditions will be automatically cancelled, and this Agreement will be deemed terminated without further notice if Customer fails to meet the Key Deadlines and provide the required information necessary for ACT to provide the Assessments and Services, as indicated in the Supplemental Terms and Conditions. Customer shall pay ACT for all Assessments and Services delivered through the date of termination. Upon termination of this Agreement for any reason, Customer shall immediately discontinue use of the ACT Materials and shall immediately return all copies of the ACT Materials in its possession. Upon the expiration or termination of this Agreement, the obligations set forth in the following provisions of the Agreement shall survive: Payment, Ownership of Materials, Confidentiality, Testing Procedures, Data, Limitation on Damages and Warranty and Limitations.

12. Force Majeure: ACT shall not be liable to Customer for any delay or failure to perform, which delay or failure is due to causes or circumstances beyond its control, including, without limitation, the actions of Customer, national emergencies, fire, flood, inclement weather, epidemics, or catastrophe, acts of God, governmental authorities, or parties not under the control of ACT, insurrection, war, riots, or failure of transportation, communication, or power supply. ACT shall exercise commercially reasonable efforts to mitigate the extent of the excusable delay or failure and its adverse consequences; provided, however, that should any such delay or failure continue for more than sixty (60) days, the Agreement may be terminated by either the party upon notice to the other.

13. Assignment: This Agreement may not be assigned by Customer without the express prior written consent of ACT. No permitted assignment shall relieve Customer of its obligations under the Agreement.

14. Relationship of the Parties: The parties to this Agreement are independent contractors. Neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other.

15. No Third-Party Beneficiaries: The parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of the Parties based upon this Agreement.

16. Severability; Headings; Governing Law: Should any provision of this agreement be held by a court to be unenforceable, such provision shall be modified by the court and interpreted so as to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of the Agreement shall remain in full force and effect. Headings used in the Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement. This Agreement shall be governed by the laws of the State of Iowa.

17. Entire Agreement: This Agreement, including all incorporated or referenced Supplemental Terms and Conditions, constitutes the entire agreement between the parties with respect to the Assessments and Services and supersedes all other prior agreements and understandings, both written and oral. The terms and conditions contained in this Agreement are the only conditions applying to the delivery of the Assessments and Services. Except as may be incorporated in a Supplemental Terms and Conditions, ACT expressly objects to and rejects any different or additional terms included in Customer's request for proposal, quotation, purchase order, acknowledgment form, or other documents that purport to bind the parties. Certain Assessments and Services may be subject to additional or different terms and conditions, which are set forth in the Supplemental Terms and Conditions. No waiver, consent, modification, or amendment to this Agreement shall be binding unless in writing and signed by both parties.

18. Notices: Notices under this Agreement shall be deemed to be adequate and sufficient notice if given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; or (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier. All notices shall be sent to ACT at the following address: ACT, Inc. 500 ACT Drive, P.O. Box 168, Iowa City, Iowa 52243-0168, Attention: General Counsel. All notices to Customer shall be sent to the address provided by Customer in the Enrollment Form.

19. Customer Authorization: The Customer's named representative placing this Order, and agreeing to the terms and conditions, represents and warrants (a) that it has the requisite authority to enter into this Agreement; and (b) that the individual(s) signing this Agreement on behalf of such party is (are) authorized to do so.

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## ACT® District Testing Program Supplemental Terms and Conditions

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1. ACT District Testing. ACT will support the Customer's administration of the ACT assessments to its eligible 10th, 11th, and/or 12th grade students. Under the Agreement "the ACT" is used to refer to paper-based and/or online assessments that include English, Mathematics, Reading and Science assessments, as well as an Interest Inventory. The ACT taken with the Writing assessment is included, if selected by Customer on the ACT District Testing Enrollment Form ("Enrollment Form"), for an additional fee (collectively "Services"). Customer may administer the ACT during the available Testing Windows selected by Customer on the Enrollment Form, or otherwise noted on the ACT District Testing Website available at: <https://success.act.org/s/article/The-ACT-District-Testing-Details> ("Website"). The Website is periodically updated to provide information for each Testing Window. Customer is required to check the Website regularly for updates regarding the Assessments and Services.

2. Term of Services. ACT will provide ACT District Testing Services for Customer for each Test Window selected by Customer in the ACT online registration system, conditioned upon Customer providing all required information and completing all required actions by the Key Deadlines indicated on the Website. In the event Customer fails to provide required information and data by the Key Dates and Deadlines, ACT will be unable to provide services, and may terminate this Agreement or require Customer to reschedule for an alternate Test Window.

3. Services and Customer Required Actions. ACT will provide Customer with standard ACT District Testing Services, as more fully described on the Website, which may be updated from time to time. The Services will include test administration, scoring, and reporting services for the ACT. Customer is responsible for regularly reviewing the Website to identify any changes to the Schedule of Events, Key Deadlines, and other customer required actions. To the extent Customer fails to complete any required actions by the Key Deadlines detailed on the Website, ACT may not provide the Services to Customer for the selected Test Window.

#### 4. Fees and Invoicing.

a. Customer Enrollment Determination. The fees owed by Customer for the Services provided for ACT District Testing will be based on the total number of students included in the Customer's SDU file(s) in the ACT Online Platform as of the last day of the Makeup Accommodation Test Window (total "Enrollment"). The Enrollment is not based on the number of assessments eligible to be scored.

b. Fee Calculation. ACT will charge Customer the Unit Price per Student indicated on the Table below for the total Enrollment for the applicable Assessment Option at the applicable Program Price Tier. The applicable Program Price Tier is based on the Customer's percentage of students eligible for the Free and Reduced Lunch Program (FRLP), across all Schools in the Customer's territory or jurisdiction. Customer shall identify its applicable FRLP percentage on its District Testing order form, and ACT may verify the accuracy of the applicable percentage based on federally reported data.

	ACT without Writing	ACT with Writing
FRLP 0-49%	\$46.00	\$59.50
FRLP 50-74%	\$44.00	\$58.50
FRLP 75-100%	\$42.00	\$56.50

c. Invoicing and Payment. ACT will submit an invoice after the last day of the Makeup Accommodations Test Window, as applicable. The invoice will reflect the total Enrollment and the

applicable Fee owed, based on the Program Price Tier for the applicable Assessment Options. ACT will not provide any credits or refunds, including but not limited to refunds or credits for the difference between the Enrollment and the number of scores provided.

- d. Fee Waivers. Student fee waivers and vouchers are not accepted as a form of payment for the ACT District Testing program.

5. Computer Requirements. In the event Customer administers the online assessment, Customer will comply with the computer configuration requirements located at <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-online-testing.html>. Compliant computer configuration is required to properly access and use the ACT Online Assessment System. ACT shall have no liability relating to Customer's failure to comply with ACT's computer requirements. ACT may revise these configuration requirements from time to time in its sole discretion. Customer shall be responsible for implementing any hardware or software updates or changes necessary to meet the revised computer configuration requirements for the Online Assessment System within the time frame set forth in the written or electronic notice from ACT. If Customer cannot implement the required configuration updates, Customer may (a) request paper-based testing in the Online Platform, if timely (b) provide ACT with notice of cancellation of the Services.

6. U.S. Government End Users. The ACT taken online is a "commercial item," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users acquire The ACT online system with only those rights set forth herein.

7. Limited Use of Assessments and Services. Subject to this Agreement, ACT hereby grants to the Customer a limited, revocable, non-exclusive, non-transferable, and non-sublicensable right during the term of this Agreement to use the Assessments and Services. All Assessments and Services made available under this Agreement are licensed, not sold, by ACT to the Customer. Except to the extent expressly granted in this Agreement, no rights are granted by ACT under this Agreement.

8. Non-College Reportable Program (Limited Availability): To the extent Customer has enrolled in a Non-College Reportable ("NCR") administration of the ACT assessments to its eligible 10th, 11th, and/or 12th grade students, ACT will provide NCR Services as detailed at [https://content.act.org/ncr\\_only/](https://content.act.org/ncr_only/) ("NCR Website"). Customer is obligated to complete the District Testing Program requirements detailed on the NCR Website in order to participate in each applicable NCR test session. To the extent Customer has elected to enroll for three years, this Agreement will remain effective to govern all Assessments and Services provided through the full enrollment period and Customer must enroll in at least one test session during each year. ACT will not report scores earned through the NCR administration of the ACT to colleges, scholarship agencies, or any other entities. The test coordinator must notify examinees that NCR scores are for district assessment purposes only. Students must read and agree to the terms and conditions of testing with NCR materials provided on the front cover of the test booklet by breaking the seal on the test booklet at the time of test administration.

01-E-012-030-000-461-034



## AGREEMENT

**THIS AGREEMENT**, made and entered into this 27th day of August, 2020, by and between Independent School District #709, a public corporation, hereinafter called District, and First Witness Child Advocacy Center, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:**

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 1, 2020 and shall remain in effect until June 30, 2021, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** Safe and Strong Child© (Classroom Presentations and Staff/Parent Education)

3. **Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$5,000.00 (five thousand dollars and no cents) in total.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

5. **Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

**6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

**7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

**8. Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

**9. Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

**10. Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Superintendent John Magas, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip) First Witness Child Advocacy Center, 4 West 5<sup>th</sup> Street, Duluth, MN 55806.

**11. Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

**12. Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

**13. Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

**14. Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

**15. Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

**16. Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

**17. Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

**18. Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District's website.

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## AGREEMENT

**THIS AGREEMENT**, made and entered into this 23 day of September , 2020, by and between Independent School District #709, a public corporation, hereinafter called District, and Emily Laman , an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:**

- To find, create, and upload activities to the activity library on See Saw that align with Creative Curriculum units
- To provide technical support to Distance Learning and classroom teachers as needed
- To prepare devices for families
- To post activities for students to access who may be unable to attend class due to quarantine or cancellation while in hybrid model

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 28, 2020 and shall remain in effect June 11, 2021, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** Listed with the terms and conditions.

3. **Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$24.41 hourly, not to exceed \$20,000 in total.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will

be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

**5. Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

**6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

**7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

**8. Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

**9. Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

**10. Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Duluth Preschool, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip) Emily Laman, 4324 West 5<sup>th</sup> St Duluth, MN 55807.

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

14. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

15. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

16. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

17. **Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

18. **Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District's website.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

Emily Jordan \_\_\_\_\_ 9/25/20  
 Contractor Signature SSN/Tax ID Number Date  
Sherry Williams \_\_\_\_\_ 9.25.20  
 Program Director Date

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either:**

1. The following budget (include full 18 digit code); or
2. will be paid using Student Activity Funds; or
3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

Check if the contract will be paid using District funds and enter the budget code in the top line below (enter in blank spots following the example).

04	E	005	579	503	303	000

\_\_\_\_\_ Check if the contract will be paid using Student Activity Funds

\_\_\_\_\_ Check if the contract is a no-cost contract such as a Memorandum of Understanding

Catharine Dool \_\_\_\_\_ 9-28-20  
 CFO / Superintendent of Schools / Board Chair Date

**QUOTE**

63

Date: August 28, 2020

**Center for Continuing Education, University of Wisconsin - Superior**

WORKING WITH OUR COMMUNITY TO SERVE OUR COMMUNITY.

**VENDOR** Center for Continuing Education  
P.O. Box 2000, Superior, WI 54880715-394-8293  
dfagen@uwsuper.edu

**EXPIRATION DATE: September 2, 2020**

**CUSTOMER** ISD709 Duluth Public  
Schools

SERVICE	DESCRIPTION OF SERVICE	COST OF SERVICES
Course Development	Development will include a series of six 20-minute recorded sessions to be delivered by Ms. Amy LaRue. Desired content areas/focus will be shared by ISD709 via a Zoom call on 7/9/2020 to inform the development process. Ms. LaRue will share her draft plans for the video for approval from UW-Superior's Center for Continuing Education (CCE) and ISD709 via a Zoom call August 6, 2020.	\$20/per person @ 75 persons (minimum) for 120 minutes of training
Course Delivery	The series will be pre-recorded and delivered to CCE by October 9th, 2020. CCE will provide ISD709 a link to the UW-Superior YouTube channel where the series will be available for *one viewing on October 26 <sup>th</sup> , 2020.  (*For the purposes of this document, "one viewing" is defined as a 24-hour time period where the series would be accessible.)	
Course Management	CCE will serve as the liaison for services requested and services provided. CCE will manage logistical details from registration, trainer hire, participant evaluations, and partnership support between ISD709 and UW-Superior's CCE.	
	<b>TOTAL</b>	<b>\$1500</b>
Add-On Option	Additional viewings of the series beyond the first, will be charged at 20% of the original program cost.	20% of original program cost/per additional viewing of the series

**PAYMENT TERMS**

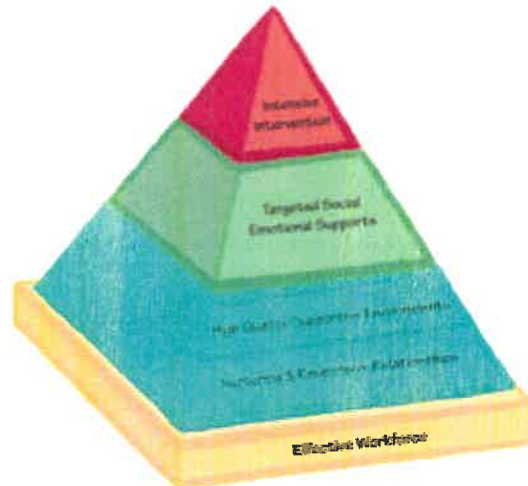
\$500 upon acceptance of quote and described services

\$1000 upon service delivery date

To accept this quotation, sign here and return:

**THANK YOU FOR CONSIDERING THE CENTER OF CONTINUING EDUCATION AT THE UNIVERSITY OF WISCONSIN-SUPERIOR!**

04-E-005-579-504-303-000



### Notes on UWS Communication Professional Development

The professional development plan that we follow, identifies goals based on Community Needs, a staff survey, and other professional observations.

With Covid-19 and the racial disparity highlighted by the George Floyd murder, it is evident that the common denominator is trauma, both collective and personal. Trauma in young children often presents as challenging behavior. Trauma in adults presents in a myriad of ways.

Duluth Preschool relies on the Pyramid Model to support challenging behavior. In order to best respond to this challenging work, it is imperative that teams be able to communicate effectively on both a personal and professional level.

By providing professional development in the area of Authentic Communication, we will strengthen the very base of the pyramid : an effective work force.

The 6 topics that will be covered by UWS professor Amy LaRue, include:

1. The Science Behind Communication
2. The Importance of Communication
3. Resiliency in Communication
4. BRAVING: Boundaries, Reliability, Accountability, Vault, Integrity, Non-judgement, and Generosity
5. BRAVING continued. \* This acronym and concept was developed by Brene Brown, author of Dare to Lead, and Braving the Wilderness
6. Personal Reward Focus: How helping others can help ourselves

It is our hope that improved communication will make our teams more effective, supportive, and increase the ability to feel fulfilled in our important work.

## CONTRACT ADDENDUM

**THIS CONTRACT ADDENDUM** dated this 14<sup>th</sup> day of July, 2020

**BETWEEN:**

Independent School District No. 709

**OF THE FIRST PART**

- AND -

Aunty's Child Care, LLC

**OF THE SECOND PART**

**Background:**

- A. Independent School District No. 709 and Aunty's Child Care LLC (the "Parties") entered into the contract (the "Contract") dated July 14, 2020, for the purpose of Preschool planning as required by a student IEP.
- B. The Parties desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the "Agreement").
- C. This Agreement is the first amendment to the Contract.

**IN CONSIDERATION OF** the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform, and fulfill the promises, conditions and agreements below:

**Amendments**

1. The Contract is amended as follows:
  - a. Reimbursement (page 2). Original reimbursement listed at \$35.00 per day and was not to exceed \$5,775.00. This amendment would increase the per day rate to \$36.00 and the not to exceed amount to \$5,940.00.

**No Other Change**

2. Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

**Miscellaneous Terms**

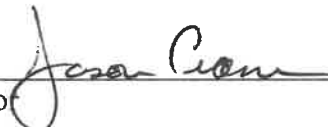
3. Capitalized terms not otherwise defined in this Agreement will have the meanings ascribed to them in the Contract. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean

and include the plural and vice versa. Words in the masculine include the feminine and vice versa. No regard for gender is intended by the language in this Agreement.

**Governing Law**

4. Subject to the terms of the Contract, it is the intention of the Parties that this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Minnesota, without regard to the jurisdiction in which any action or special proceeding may be instituted.

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

Contractor Signature	SSN or EIN	Date
		9/14/20 Date
Program Director		

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either (1) the following budget (include full 16 digit code), (2) will be paid using Student Activity Funds or (3) is no cost contract (e.g. Memorandum of Understanding). Please check the appropriate line below:**

Check if the contract will be paid using District funds and enter the budget code in the top line below.

01	E	005	211	000	393	000
XX	X	XXX	XXX	XXX	XXX	XXX

Check if the contract will be paid using Student Activity Funds

Check if the contract is a no-cost contract such as a Memorandum of Understanding

	9/14/2020 Date
CFO/Superintendent of Schools/Board Chair	

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 21st day of August, 2020, by and between Independent School District #709, a public corporation, hereinafter called District, and Jennifer Brown, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:** *Is to set out the terms and conditions whereby Contractor will provide programs or services for the district at the times and locations set forth in this agreement.*

**1. Dates of Service.** This Agreement shall be deemed to be effective as of September 1, 2020 and shall remain in effect until December 4, 2020, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

**2. Performance.** *Promotes mental health and facilitates student learning by providing a range of services including psychological and psychoeducational assessments, consultation, direct service, program planning and evaluation, and supportive research.*

**3. Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

**4. Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$65 hourly and not to exceed \$33,800 in total.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

- 5. Requests for Reimbursement.** The terms of payment under this Agreement are as follows:
- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
  - b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.
- 6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.
- 7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.
- 8. Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

**9. Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

**10. Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Brenda Vieths, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip) 2126 Lakeview Drive, Duluth, MN 55803.

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

14. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

15. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (14) days written notice to the other party as provided for in this Agreement.

16. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

17. **Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

18. **Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District's website.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

Jennifer K Brown \_\_\_\_\_ 8/26/2020  
 Contractor Signature SSN/Tax ID Number Date  
Joshua L Ward \_\_\_\_\_ 8/21/2020  
 Program Director Date

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either:**

1. The following budget (include full 16 digit code); or
2. will be paid using Student Activity Funds; or
3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

  X   Check if the contract will be paid using District funds and enter the budget code in the top line below (enter in blank spots following the example).

01	E	005	420	740	000	157
XX	X	XXX	XXX	XXX	XXX	XXX

       Check if the contract will be paid using Student Activity Funds

       Check if the contract is a no-cost contract such as a Memorandum of Understanding

Cathrine Edson \_\_\_\_\_ 9/2/20  
 CFO / Superintendent of Schools / Board Chair Date

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 14 day of September, 2020, by and between Independent School District #709, a public corporation, hereinafter called District, and Cassandra Williams, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:** *is to set out the terms and conditions whereby the Contractor will provide programs or services for the District at the times and locations set forth in this agreement.*

**1. Dates of Service.** This Agreement shall be deemed to be effective as of September 21, 2020 and shall remain in effect until June 10, 2020 , unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

**2. Performance.** To facilitate communication between deaf and hard-of-hearing (DHH) students and their peers, our staff and other adults, using sign language. Interpreters will model signs for DHH students during instructional and non-instructional periods, such as playtime and school related extracurricular activities. The educational interpreter provides interpreting and support services (educational tutoring) to students who are DHH being educated in their local school district. Other duties may be performed when they do not interfere with interpreting include tutoring, participation in meetings and being an active member of the schools educational team.

**3. Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of the contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

**4. Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$40.00 hourly and \$ 6,500.00 in total.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

**5. Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

**6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to the Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

**7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

**8. Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

**9. Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

**10. Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Brenda Veiths, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip)  
Attn: Cassie Williams, 7427 Seville Rd Saginaw, MN 55779.

**11. Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

**12. Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

**13. Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

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Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

18. **Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District's website.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

*Cassandra Williams*

Contractor Signature \_\_\_\_\_ SSN/Tax ID Number \_\_\_\_\_ Date 09/14/20

*Justin R. Ward*

Program Director

Date 9/16/20

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either:**

- 1. The following budget (include full 18 digit code); or
- 2. will be paid using Student Activity Funds; or
- 3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

  x   Check if the contract will be paid using District funds and enter the budget code in the top line below (enter in blank spots following the example).

01	E	005	405	740	305	000
XX	X	XXX	XXX	XXX	XXX	XXX

\_\_\_\_\_ Check if the contract will be paid using Student Activity Funds

\_\_\_\_\_ Check if the contract is a no-cost contract such as a Memorandum of Understanding

*Catherine Edison*

CFO / Superintendent of Schools / Board Chair

Date 9-21-20

# Site Agreement Addendum for COVID-19

READING & MATH, INC.



The purpose of this addendum is to establish additional parameters related to impacts of COVID-19 related to the AmeriCorps member and AmeriCorps service site during the 2020-21 program year.

## **A. Parties to this agreement:**

202 - Duluth Public School District, 215 N 1st Ave E, Duluth, MN 55802  
1127 - Congdon Park Elementary, 3116 Superior St E, Duluth, MN 55812  
1324 - Homecroft Elementary, 4784 Howard Gnesen Rd, Duluth, MN 55803  
1417 - Lakewood Elementary, 5207 Tischer Rd N, Duluth, MN 55804  
1895 - Laura MacArthur Elementary, 720 Central Ave N, Duluth, MN 55807  
1461 - Lowell Elementary, 2000 Rice Lake Rd, Duluth, MN 55811  
1540 - Myers-Wilkins Elementary, 1027 N 8th Ave E, Duluth, MN 55805  
933 - Stowe Elementary, 715 101st Ave W, Duluth, MN 55808

Hereafter referred to collectively as "Service Site"

Reading & Math, Inc., hereafter referred to as "RMI", 1200 S Washington Ave, Minneapolis, MN 55415

## **B. Additional Definition:**

**Personal Device.** A Personal Device is a device that belongs to the AmeriCorps Member and that is under the Member's sole custody, control, and possession and that is regularly used by such member to carry out duties as required in this agreement.

**C. Additional Service Site Responsibilities and Agreements** – Sections 1 and 2 below are required for Service Site. Service Site will indicate agreement with Sections 3 by initialing the corresponding section. If a Service Site does not agree to Section 3, they will not initial next to that section.

**1) Member Safety**

- a) Service Site will ensure the AmeriCorps member(s) placed at Service Site are provided with health and safety equipment (such as Personal Protective Equipment/PPE) comparable to that provided to Service Site staff and volunteers
- b) Service Site and/or Internal Coach/Site Supervisor will provide training to AmeriCorps member(s) on site-specific safety protocols, including:
  - i) Site safety policies for staff and volunteers
  - ii) Where to find PPE equipment and/or cleaning supplies for AmeriCorps member use
  - iii) Contact and preferred contact method for safety-related questions or COVID diagnosis or exposure
- c) Service Site must provide a site safety plan to program upon request

**2) Technology and Virtual Support**

- a) In the event the site requests that AmeriCorps member service is conducted in a virtual setting, Service Site must make their best effort to provide a device that can be used remotely or provide an on-site device that can continue to be accessed even if the Service Site is closed to students/participants.
- b) Service Site is responsible for training and supporting AmeriCorps member(s) on site-specific systems and platforms used for virtual service activities.

**3) Use of Personal Devices**


Disagree By choosing Agree here the Service Site acknowledges that AmeriCorps Member(s), during the COVID-19 public health emergency, will be allowed to use Personal Devices to carry out duties required to implement services as provided for in this Site Agreement if the Service Site is unable to provide a device themselves. Service Site hereby agrees not to hold RMI liable for any conduct of the Member related to or resulting from the use of a Personal Device in carrying out the Member's duties for the Service Site.

**CERTIFICATION**

This additional addendum serves as an agreement between the Service Site and the Program for the stated program year as a part of the Site Agreement signed for 2020-2021. The terms of this agreement will end on July 31, 2021. Amendments to this agreement shall be done in writing.

**Signature**

By signing this agreement, I acknowledge that I have read, understand, and agree to the terms and conditions of the required sections of this agreement as well as any additional section initialed above.

Service Site Staff Name Catherine Erickson	Title  CFO
Service Site Staff Signature 	Date  9/16/20

## Region 7AA Facilities Use Agreement – 2020-2021

This Agreement is entered into on September 11, 2020 (Date) by and between Minnesota State High School League and Region 7AA, and Denfeld High School (Host School).

**The term of this agreement is August 1, 2020 through July 31, 2021.**

WHEREAS, Region conducts playoff contests in various interscholastic athletic and arts activities and Host wishes to conduct and administer such contests.

NOW, THEREFORE, in consideration for the promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. When applicable, Host agrees to provide reasonable and necessary facilities (the “Facilities”) to conduct Region contests at a date, time, and location to be determined once sub-section/section contest sites are determined. A specific contest facilities agreement shall be executed as soon as reasonably possible after sub-section/section contests sites are determined based on the usual and customary practice regarding fees, including but not limited to information from the Region 7AA Tournament Report Form. Host is responsible to comply with all federal, state, and local laws and regulations, including those relating to public health, safety, and welfare.
2. Host understands and acknowledges that during Region contests the Facilities are to be used exclusively for Region contests and are not to be shared with other events. Host agrees to comply with all MSHSL and Region bylaws, policies, and guidelines, including but not limited to those relating to media credentials, ticket pricing, passes, program/merchandise sales, televising, videotaping, audiotaping, web streaming, and any other electronic recording. MSHSL and Region reserves and retains the exclusive rights to any and all advertising, copyright, broadcast and other similar or related rights to the contests.
3. When applicable, Region shall be responsible for obtaining and compensating game officials and the tournament director/manager for the contest.
4. Subject to Paragraph 3, Host shall provide, manage, pay, and supervise all other personnel reasonably necessary to safely and properly conduct the contest, including for illustrative purposes only, ticket sellers/takers, announcers, concession workers, statisticians, time-clock/scoreboard operators, security personnel, custodial workers, and others deemed necessary to safely and properly conduct the contest. Host shall be solely responsible for compliance with all laws and regulations regarding payment for the labor and/or services of individuals hired by Host as part of its management responsibilities, including without limitation, compliance with IRS and Minnesota Department of Revenue regulations regarding income tax, FICA and other withholdings, the issuance of tax reports, and any and all other applicable federal, state, and local laws and regulations.
5. This Agreement cannot be transferred or assigned by Host to any other party without the express written consent of the Region.
6. Host agrees to indemnify, defend and hold harmless Region and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Region or its agents. Region agrees to indemnify, defend and hold harmless Host and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Host or its agents.

7. Region may terminate this agreement immediately at any time it reasonably determines the Facilities are not adequate, safe, or otherwise suitable for the contests. Region may terminate this agreement by written notice if Host materially breaches this Agreement and such breach has not been cured within five (5) days of written notification.

8. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements or discussions. No changes to this Agreement will be valid or enforceable unless in writing and signed by all parties. The undersigned warrants and represents that he/she is authorized to enter into this agreement for and on behalf of Host.

9. The parties understand and agree that the invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder of it, and the remainder shall remain in full force and effect. This Agreement is to be interpreted and enforced in accordance with the laws of the State of Minnesota.

10. This agreement will terminate on July 31, 2021.

This agreement is signed by the member school designee acting on the authority of the local school board.

School Name Denfeld High School

Authorized Signer Name Catherine Elson

Title CFO

Date 9/11/2020

MSHSL Region 7AA

Authorized Signer Name Douglas L. MacIver

Title Executive Secretary/Treasurer

Date \_\_\_\_\_

## Region 7AA Facilities Use Agreement – 2020-2021

This Agreement is entered into on September 11, 2020 (Date) by and between Minnesota State High School League and Region 7AA, and Duluth East High School (Host School).

**The term of this agreement is August 1, 2020 through July 31, 2021.**

WHEREAS, Region conducts playoff contests in various interscholastic athletic and arts activities and Host wishes to conduct and administer such contests.

NOW, THEREFORE, in consideration for the promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. When applicable, Host agrees to provide reasonable and necessary facilities (the “Facilities”) to conduct Region contests at a date, time, and location to be determined once sub-section/section contest sites are determined. A specific contest facilities agreement shall be executed as soon as reasonably possible after sub-section/section contests sites are determined based on the usual and customary practice regarding fees, including but not limited to information from the Region 7AA Tournament Report Form. Host is responsible to comply with all federal, state, and local laws and regulations, including those relating to public health, safety, and welfare.
2. Host understands and acknowledges that during Region contests the Facilities are to be used exclusively for Region contests and are not to be shared with other events. Host agrees to comply with all MSHSL and Region bylaws, policies, and guidelines, including but not limited to those relating to media credentials, ticket pricing, passes, program/merchandise sales, televising, videotaping, audiotaping, web streaming, and any other electronic recording. MSHSL and Region reserves and retains the exclusive rights to any and all advertising, copyright, broadcast and other similar or related rights to the contests.
3. When applicable, Region shall be responsible for obtaining and compensating game officials and the tournament director/manager for the contest.
4. Subject to Paragraph 3, Host shall provide, manage, pay, and supervise all other personnel reasonably necessary to safely and properly conduct the contest, including for illustrative purposes only, ticket sellers/takers, announcers, concession workers, statisticians, time-clock/scoreboard operators, security personnel, custodial workers, and others deemed necessary to safely and properly conduct the contest. Host shall be solely responsible for compliance with all laws and regulations regarding payment for the labor and/or services of individuals hired by Host as part of its management responsibilities, including without limitation, compliance with IRS and Minnesota Department of Revenue regulations regarding income tax, FICA and other withholdings, the issuance of tax reports, and any and all other applicable federal, state, and local laws and regulations.
5. This Agreement cannot be transferred or assigned by Host to any other party without the express written consent of the Region.
6. Host agrees to indemnify, defend and hold harmless Region and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Region or its agents. Region agrees to indemnify, defend and hold harmless Host and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Host or its agents.

7. Region may terminate this agreement immediately at any time it reasonably determines the Facilities are not adequate, safe, or otherwise suitable for the contests. Region may terminate this agreement by written notice if Host materially breaches this Agreement and such breach has not been cured within five (5) days of written notification.

8. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements or discussions. No changes to this Agreement will be valid or enforceable unless in writing and signed by all parties. The undersigned warrants and represents that he/she is authorized to enter into this agreement for and on behalf of Host.

9. The parties understand and agree that the invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder of it, and the remainder shall remain in full force and effect. This Agreement is to be interpreted and enforced in accordance with the laws of the State of Minnesota.

10. This agreement will terminate on July 31, 2021.

This agreement is signed by the member school designee acting on the authority of the local school board.

School Name Duluth East High School

Authorized Signer Name Catherin E. Johnson

Title CFO

Date 9/11/2020

MSHSL Region 7AA

Authorized Signer Name Douglas L. MacIver

Title Executive Secretary/Treasurer

Date \_\_\_\_\_

College in the Schools Operating Guidelines 2020-2021 Academic Year

Fond du Lac Tribal & Community College (FDLTCC) and ISD #709 enter into the following agreement to offer college classes in the secondary school in the College in the High School Program - A partnership with secondary schools.

1. The college courses shall be those that are regularly developed and taught at the campus of the sponsoring college, and which would be accepted as part of the general education requirement for the associate degree.
2. Teachers of college courses in high schools should have (1) a master's degree in the field to be taught; or (2) master's degree and 18 graduate credits which would apply to the field to be taught; and (3) has had at least 5 years of successful teaching in the subject area to be taught; and (4) must provide the college with a resume, transcripts, and teaching certificates. **If instructors do not meet the credentialing requirement they must have a professional development plan on file with the college in order to teach the class during 2020-2021 school year.**
3. Textbooks and other instructional material, which are specified in the course outline, shall be ordered through the college bookstore unless the college authorizes an exception. The college mentor for the course will work with the instructor on textbook selection.
4. The course content and course outline are to be followed. The high school instructor will be assisted and supported by a mentor designated by the college. The high school should make every effort to provide the high school instructor with as much extra preparation time as possible.
  - A. Course plans shall be developed which address:
    - The length and number of class meetings and how they will be used to cover the subject matter of the course.
    - Class lists and procedures for adding or dropping courses. (A student may drop or add a course within the first 25 days of the college schedule.) High school teachers or CITS coordinators must report all class withdrawals to the college before the 60<sup>th</sup> day of the college semester schedule.
    - Library resources and college writing expectations.
    - Required materials and tests.
    - Attendance policy and how it applies to grading.
  - B. For courses that are taught for the first time by a high school instructor where either (1) the course or (2) the high school instructor is receiving supervision for the first time by the cooperating college instructor, meetings shall take place as follows:
    - At least one meeting between the cooperating college instructor and the high school instructor prior to the start of the course.
    - At least three in-person observations per class section by the cooperating college instructor. Written reports of these observations shall be made to the program director.

College in the Schools Operating Guidelines 2020-2021 Academic Year

C. For repeat courses or courses that continue as part of a sequence which involve both (1) the same high school instructor: and (2) the same cooperating college instructor, at least two meetings shall be arranged between the two instructors.

5. Class enrollment is restricted to students registered through Post-Secondary Enrollment Options, Concurrent Enrollment or Board Policy 111.01.03.

6. The high school will establish college approved selection criteria for admissions to the college courses with a priority given to those students who demonstrate the ability to benefit from college level course work. These criteria and standards for admissions shall be distributed to high school students by the high school.

Minnesota State Board Policy states the following requirements shall apply (1) to high school students participating in the Post-Secondary Enrollment Options program in a community college; and (2) to community college courses taught by high school teachers, to high school students, through a cooperative arrangement between a community college, and a high school.

CITS participation shall be available to students enrolled through a Minnesota high school, home school, or alternative-learning center who present evidence of the ability to perform college-level work. Such evidence includes the following:

A. for juniors, class rank in the upper one-third of their class or have a score at or above the 70th percentile on a nationally standardized, norm-referenced test, or have at least a 3.0 GPA

B. for seniors, class rank in the upper one-half of their class or have a score at or above the 50th percentile on a nationally standardized, norm-referenced test or have at least a 2.5 GPA


C. 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course.

D. Students who are eligible for College in the Schools must fill out a CITS application and take a placement test (Accuplacer/ACT/MCA). The accuplacer shall be administered by the college staff to high school students seeking to enroll in CITS classes

An exception to the above standards may be approved by the community college president based on a signed statement by the high school principal, or other authorized school official, indicating that the student could benefit from college courses, and is recommended for admission.

## College in the Schools Operating Guidelines 2020-2021 Academic Year

7. Parents of prospective students will be given an opportunity to meet with Instructor, Guidance Counselor, and College Representative to discuss the student's responsibilities.
8. The college will provide registration, grade reports, transcripts, maintain records for high school students, and award full college credit for successfully completed courses.
9. The high school will provide a qualified instructor, classroom and lab facilities (if needed), instructional materials (including textbooks), and time for the instructor to plan the course and meet with the designated mentor.
10. The fee will be \$2750 for each CITS Course offered per semester. Multiple sections of the same course taught by the same instructor during the same semester will not incur an additional fee. The course will be at no cost to the student.
11. A minimum of 10 students is needed to run any class at the high school under this program. This requirement may be waived at the discretion of the FDLTCC President.
12. Classes shall be discrete college or university level courses that must have at least 51% of the students taking the course for college credit. However, to help maintain the integrity of the class, schools should try to maintain as high a percentage of college credit students as possible with 100% being ideal.
13. High School instructors teaching CITS classes must make every effort to attend annual college professional development days provided by the college.

	CFO	9-21-20
Authorized Signature- District	Title	Date

	9/11/2020
Stephanie Hammitt, President Fond du Lac Tribal & Community College	Date

**No Cost Contracts Signed  
September 2020**

For your information, the Superintendent or the Executive Director of Business Services has signed the following no cost contracts during the month of September 2020:

<b>Name</b>	<b>Contract Source</b>	<b>Description</b>
Minnesota State High School League (MSHSL)	Assistant Superintendent	Facilities use agreements for Denfeld and East
Americorps Reading & Math, Inc.	Congdon Homecroft Lakewood Laura MacArthur Lowell Myers-Wilkins Stowe	COVID addendum to 2020-21 agreement
Fond du Lac College (CITS)	Curriculum	Operating guidelines agreement (CITS agreement, listing courses, pending)

**Revenue Contracts Signed  
September 2020**

For your information, the Superintendent or the Executive Director of Business Services has signed the following revenue contracts during the month of September 2020:

<b>Name</b>	<b>Amount or Estimated Amount*</b>	<b>Contract Source</b>	<b>Description</b>
SOAR Career Solutions (SOAR)	\$7,800.00	Adult Basic Education	Train and support low-to-mod-income residents to gain the skills necessary to obtain entry-level employment as Computer Support Specialists  (same agreement as signed in August 2020, different funding source)
Itasca Marketing LLC	TBD*	Denfeld	Sports live streaming agreement
Itasca Marketing LLC	TBD*	East	Sports live streaming agreement



## MEMORANDUM OF UNDERSTANDING

WHEREAS, **SOAR Career Solutions (SOAR), Adult Basic Education (ABE), Lake Superior College (LSC) and Duluth Workforce Development - CareerForce (DWD)** have come together to implement the Computer Support Specialist Job Training which is funded by the COVID19 Special HUD Allocation.

WHEREAS the partners listed below have agreed to enter into a collaborative agreement; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

### I) Description of Partner Agencies

**SOAR Career Solutions (SOAR)** is a 501(c)3 organization based in Duluth, MN whose mission is to inspire personal transformation through career development. SOAR provides innovative programming that moves people to sustainable employment, contributing to a prosperous community. Comprehensive, relationship-based services allow clients to achieve goals of overcoming barriers, integrating into the community and obtaining education and/or getting a job. SOAR was founded in 1980 as Project SOAR of NE MN and changed its name in 2005. Since inception, over 12,000 individuals have received services.

**Duluth Adult Basic Education (ABE)** – offers educational opportunities for adults to prepare for GED or adult diploma, transition into college, prepare for job training, increase English language skills and increase computer literacy and basic reading, writing and math skills.

**Duluth Workforce Development – CareerForce** – has over 50 years of experience serving the Duluth community with quality employment and training services. CareerForce is a key part of Minnesota’s career development and talent matching resource offering a variety of programs and services to career seekers and employers.

**Lake Superior College (LSC)** is a two-year community and technical college in northeastern Minnesota. LSC provides 90 programs and services including technical programs and customized training for business and industry partners.

### II) Purpose and Scope:

Utilizing MN DEED’s Pathways to Prosperity training model, SOAR will partner with Adult Basic Education, Lake Superior College and Duluth CareerForce to train and support low-to-mod-income residents to gain the skills necessary to obtain entry-level employment as Computer Support Specialists.



**Success Measures:**

Recruit, intake and assess 30 low-to-moderate income Duluth residents.

Enroll 20 participants into Computer Support Specialist training.

16 (80%) graduate training and obtain certificate of completion (certificate obtained)

12 (60%) will obtain and retain employment as a help desk technician, IT generalist or IT support specialist positions. (Paystub as proof of employment)

Successful participants will obtain a certificate of completion and will be qualified to gain employment as a Help Desk Technician, IT Generalist, or IT Support Specialist with a median wage of \$17.99/hour.

Participants can advance in the IT field by obtaining additional certifications to work as PC Support Tech, Network Admin and Security, or Cyber Security. With a 2-year degree, participants can work in Network Admin, Cyber Security or Computer Technology, and/or continue onto a 4-year degree in the IT field.

**III) Roles and Responsibilities**

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

**SOAR will:**

- Serve as the fiscal host and grant administrator;
- Coordinate partner meetings.
- Coordinate with Community Action Duluth's Community Computer Program to provide refurbished PC's and internet access for participants in need.
- Recruit participants and implement intake, and skills/interest assessments, and provide individualized employment/education services based on participants individualized needs (i.e. transportation assistance, obtainment of ID cards, childcare, rent assistance, etc.), work readiness training, build soft skills & job search skills, develop resumes/applications and provide job retention support.

**Duluth Adult Learning Center - Adult Basic Education (ABE) will:**

- Participate in partner meetings.
- Refer participants.
- Assess participants' reading and math skill level to identify the level of educational support needed for each participant.
- Assess participants' technology skill level to identify level of support needed.
- Develop customized curriculum and instruct participants to prepare participants for college level coursework.



- Provide 32 hours of bridge instruction - designed to build the foundational skills of individuals whose academic skills do not meet the minimum requirements of the certificate program.
- Provide 18 hours of integrated instruction support during Computer Support Specialist training.

**Duluth Workforce Development – Duluth CareerForce will:**

- Participate in partner meetings.
- Identify technology-focused career pathway and engage employers.
- Refer participants.
- Coordinate creation of paid work experience opportunities for graduates.
- Develop connections with employers to match workforce talent with job openings.

**Lake Superior College (LSC) will:**

- Participate in partner meetings.
- Develop customized curriculum for Computer Support Services.
- Provide 80 hours of job training instruction focused on informational resources and technical tools needed to function effectively in a support position. Learn to handle troubleshooting and problem solving, successfully communicate with clients, determine client's specific need, and train end-user and other management priorities. Prepare to work with the latest developments in web and email based support for Windows and cloud computing.

**Financial involvement/commitment:**

Payment to partner agencies is contingent upon receipt of \$121,377 of COVID19 Special HUD Allocation from the City of Duluth. Payments will be made on a quarterly basis with proper documentation as outlined by the City of Duluth and the Community Development Block Grant requirements.

Payment requests and proper documentation must be submitted to SOAR no later than 10 days after the end of the quarter to ensure payment. Payment will not be made without proper documentation.

Due dates are as follows:

October 7, 2020

January 7, 2021

April 7, 2021

July 7, 2021

**Maximum payment made to each agency:**

Adult Basic Education: \$7,800



Duluth Career Force: \$0  
 Lake Superior College: \$10,870

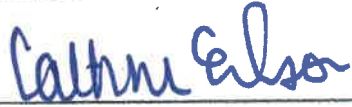
#### IV) Timeline

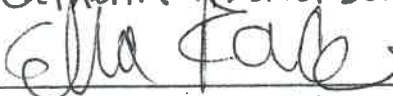
Responsibilities under this Memorandum of Understanding will coincide with the COVID19 Special HUD Allocation grant period of June 16, 2020 – March 31, 2021.

#### V) Signatures

SOAR, ABE, Duluth Workforce Development and LSC agree to collaborate and provide services as detailed above in Section III to participants of the Computer Support Specialist Job Training project pursuant to the program narrative of the grant application (*Attachment A*) and budget narrative (*Attachment B*).

BY:  DATE: 8.27.2020  
 Emily Edison, Executive Director, SOAR Career Solutions

BY:  DATE: 9/2/20  
~~Patty Fleege, Adult Education Manager, Duluth Adult Basic Education~~  
 Catherine A. Erickson, CFO, Duluth Public Schools

BY:  DATE: 09/01/20  
 Elena Foshay, Director, Duluth Workforce Development

BY:  DATE: 8/31/20  
 Erik Simonson, Director of Continuing Education and Customized Training,  
 Lake Superior College

**CITY OF DULUTH**  
**REQUEST FOR PROPOSALS FOR**  
**COVID19 SPECIAL HUD ALLOCATION**  
**RFP NUMBER 20-14AA**  
**ISSUED JUNE 10, 2020**

**PROPOSALS DUE JUNE 24, 2020: 4PM**

**SUBMIT TO**

**CITY OF DULUTH**  
**ATTN: PURCHASING DIVISION**  
**[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)**

**PART I - GENERAL INFORMATION**

**I-1. Project Overview.** The City of Duluth has been notified by the U.S. Department of Housing and Urban Development (HUD) that it will be receiving a special allocation of funds to address the current COVID-19 pandemic. This funding was approved through the passing of the CARES Act by U.S. Congress and will be provided to the City of Duluth, specifically for the city to prevent, prepare for, and respond to COVID-19. Similar to the usual annual entitlement amounts that the city receives, this new funding is directed towards assisting low- and moderate-income people in Duluth. In April 2020, the City of Duluth began a process to identify needs that had begun to emerge as a result of the COVID-19 pandemic. This included an input session, public hearing, and the receipt of written comments in a process that was overseen by the Community Development Committee. In May 2020, the City Council approved a substantial amendment to the 2019 annual action plan which listed the needs identified in **Part IV** of this RFP. Additional information about the City of Duluth’s Community Development Program and the substantial amendment can be found on the city’s website here: <https://duluthmn.gov/planning-development/community-development-funding/annual-funding-process/>

The City of Duluth (the City) requests proposals from organizations that will assist the community to prevent, prepare for, and respond to COVID-19. Organizations responding to the RFP should have organizational infrastructure to receive and manage federal funds and have the capacity to carry out their proposal as efficiently and effectively as possible to ensure the community is able to respond to the COVID-19 pandemic needs. For the purposes of this RFP, those submitting a proposal are referred to as ‘bidders’.

The City will use the RFP process to select proposals that respond to the community’s most pressing needs caused by the Covid19 pandemic. Proposals should include as much detail as possible and respond to all of the requested information. Additional detail is provided in **Part IV** of this RFP.

**I-2. Calendar of Events.** The City will make every effort to adhere to the following schedule:

<b>Deadlines and</b>	<b>Date</b>
Online RFP Review Session and Q&A at 11:00 AM	6/17/20
Deadline to submit Questions via email to purchasing@duluthmn.gov	6/18/20
Answers to questions will be posted to the City website no later than this date.	6/22/20
Proposals must be received electronically by the Purchasing Office by 4:00 PM on this date.	6/24/20

**I-3. Rejection of Proposals.** The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract. All proposals are dependent upon the approval by the U.S. Department of Housing and Urban Development of the City of Duluth’s Action Plan Amendment.

**I-4. Questions & Answers.** Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) no later than the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

**I-5. Online RFP Review Session.** All bidders are strongly encouraged to attend an online RFP Review Session to be held on 6/17/2020 at 11:00 AM. This session can be found here: <https://duluthmn.gov/live-meeting> There will be a brief presentation and time for questions.

**I-6. Addenda to the RFP.** If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

**I-7. Proposals.** Due to COVID-19 and the closure of city facilities, all proposals must be submitted electronically. Any requests for an exception must be submitted to the purchasing office via email at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) at least seven (7) days prior to the proposal deadline. The City reserves the right to reject late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Signature Form this requirement will be met. Proposals shall remain valid for 90 days or until a contract is fully executed.

Please submit one digital copy in pdf format to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov).

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

**I-8. Eligible Bidders.** The U.S. Department of Housing and Urban Development defines the types of organizations that are allowed to provide services in different activity categories. Generally, eligible bidders include private 501(C)3 nonprofit organizations, governmental units, and public agencies.

**I-9. Term of Contract.** It is anticipated that the selected proposals will each be awarded a six-month contract. Proposals that identify a need beyond six months should thoroughly describe the need for an extended timeline. The selected Bidder(s) shall not start the performance of any work nor shall the City be liable to pay for any service or work performed or expenses incurred before the contract is fully executed.

**I-10. Mandatory Disclosures.** By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.

- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

**I-11. Notification of Selection.** The evaluation committee will make a recommendation to the Duluth City Council for final selection of proposals; bidders will be notified of the selection decisions no later than July 31, 2020.

## **PART II - PROPOSAL REQUIREMENTS**

Bidders must submit a complete package on the forms provided in order to be considered. The submission package includes each of the sections below, in the following order:

1. **Proposal Form.** See Appendix A. Bidders should fill out the proposal form (in pdf format) and submit a project that can be immediately implementable and addresses the questions identified in the proposal form for each section listed below. In the proposal form, Sections 1-6 also include questions that should be answered in each section. It is important that bidders attempt to answer all questions.
  - a. Proposal and Organization Information
  - b. Section 1: Community Need
  - c. Section 2: Proposed Project
  - d. Section 3: Organization Information
  - e. Section 4: Project Timeline
  - f. Section 5: Outcomes
  - g. Section 6: Budget
2. **Signature Form.** See Appendix B.
3. **Letter of Partnership.** A one-page letter of partnership is required for proposals that include partnering organizations which describes the partnership and organization responsibilities.

## **PART III - CRITERIA FOR SELECTION**

The proposals will be reviewed by the evaluation committee and then recommended for final approval to the City Council. The intent of the selection process is to review proposals and make award(s) based upon qualifications as described therein.

1. Level of community need identified that prevents, prepares for, or responds to COVID-19. The proposal needs to clearly demonstrate how the community need has been created or intensified by the pandemic. Details on how this need was identified and any community outreach that took place should be included in the proposal form.
2. Level of effectiveness for low- to moderate- income individuals and families in Duluth. CDBG and ESG funds are targeted towards individuals who are considered low- to moderate- income. The proposal must explain how these communities are being served with attention to outreach directed at historically and currently disenfranchised communities. Current low- and moderate-income limits are listed in Appendix C.
3. Demonstrated ability to carry out the proposal with effective delivery methods during a developing pandemic. Proposals should include how shifting quarantine status and technology access is being addressed.
4. Demonstrated capacity to manage federal grants and requirements. CDBG and ESG funds require strict attention to requirements such as determining eligible activities, income verification, and demographics reporting. Proposals should indicate how Federal grant requirements will be addressed and how the organization is prepared to coordinate with the City to maintain compliance with Federal laws and regulations.
5. Demonstrated ability to carry out the contract in a timely manner. The ideal proposal will take place within a six-month timeline, unless reasonably justified otherwise. Proposals should have a detailed timeline of events including projected start date and overall duration of the project.
6. The proposal will clearly determine how many people/households/businesses will be assisted with the project. The proposal will also certify that the project creates an unduplicated response to COVID-19 as well as describe any partnerships created to help carry out the proposal.
7. A reasonable and detailed budget that requests a minimum of 20,000 in CDBG/ESG funds.

As stated before, the City will use this RFP process to select an undetermined number of proposals for funding. Some funds may be held for additional/emerging needs

#### **PART IV – PROJECT DETAIL**

Proposals submitted will be awarded funding provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law on Friday, March 29, 2020. The use of these funds is meant strictly to prevent, prepare for, and respond to Covid19 while benefiting low- to moderate-income people. The City of Duluth Planning & Development Division intends to award funds to organizations in the Duluth community through an RFP process. Multiple RFP processes may ensue depending on the number and type of proposals received, changing community needs, and any additional influxes in funding. The City reserves the right to change funding priorities based on direction received from HUD.

#### **Activity Categories**

Each proposal should only apply to one of the categories listed below. If an entity is interested in proposing projects for more than one activity, they must submit separate proposals for each category.

### 1. Public Facilities

Facility or infrastructure improvement proposals should highlight how projects will assist the community in preventing, preparing for, or responding to COVID-19. Proposals should describe the readiness of the project and a reasonable completion timeline. Needs identified by the community will be prioritized, including improvements to homeless facilities, hygiene facilities, or facilities for the delivery of essential services. Public facility proposals should identify how many individual people will be served through the project.

### 2. Public Services (Housing & Non-housing benefit)

Proposals to provide services to prevent, prepare for, and respond to COVID-19 shall describe the provision of essential public services that have a higher demand in the community. Public Services proposals should identify how many people (non-housing benefit) or households (housing benefit) will be served through this project. A few needs prioritized by the community include subsistence payments, childcare, services supporting essential basic needs, and job training. There are two categories of public services that include:

- A. Non-housing benefit. Activities that are categorized as 'non-housing benefit' include the provision of services that are unrelated to housing. Such services include the provision of basic needs, such as food, shelter, and health services, as well as job training. Approaches to job training should align with the Duluth Workforce Development Board Strategic Plan and include City of Duluth Workforce Development as a partner.
- B. Housing benefit. Activities that are categorized as 'housing benefit' include the provision of services that are directly related to providing services that assist with maintaining housing.

### 3. Tenant-based rental assistance- rapid rehousing

The tenant-based rental assistance/rapid-rehousing category is for the provision of resources to assist in rehousing people who have lost housing. Proposals should include how the loss of housing is to be documented and how the process to find and secure housing will work. Proposals should demonstrate sufficient financial capacity for entities receiving assistance to make payments to rental property owners and describe how the need for these services has changed since the COVID-19 pandemic began. Proposals in this category should identify how many households will be served through this project.

### 4. Homeless Person Overnight Shelter

Proposals to provide overnight shelter for people experiencing homelessness should include the entities' experience in providing safe overnight shelter. Proposals can include costs for operating shelter including rent, staffing, and supplies that meet basic needs. Proposals should describe how the need for additional shelter has grown since the COVID-19 pandemic began. Proposals in this category should identify how many individual people will be served through this project.

### 5. Homelessness Prevention

Homelessness prevention proposals should address the prevention of homelessness by assisting people who are at-risk of losing their housing. Proposals should describe how at-risk households will be identified and how the entity will provide the service. The maximum length of assistance to any household is 3 months. If payments for rent are to be used, proposals should demonstrate the capacity for entities receiving assistance to have sufficient financial capacity to provide secure payments. Proposals in this category should identify how many individual people will be served through this project.

#### 6. Jobs created/retained

Proposals should include the creation of permanent jobs and include the hiring of low and moderate-income people to permanent positions at for-profit businesses. (Organizations with business relationships or for-profit businesses are eligible to apply for this category.) Proposals should include the method of how people will be trained, how the jobs will provide a living wage, and what supports will be available for newly hired employees. Approaches to job creation should align with the Duluth Workforce Development Board Strategic Plan and services offered by City of Duluth Workforce Development. The approach for recruiting prospective employees that are low and moderate-income should be included. Proposals in this category should identify the number of jobs created/retained.

#### 7. Businesses

Assisting businesses that are owned by low- and moderate-income people should be the focus of proposals for this activity category. Due to HUD regulations, individual private businesses are not eligible to apply. Proposals should state how outreach will be performed and what services will be available to businesses. Community priorities that have been identified include providing technical assistance to low- and moderate-income business owners to assist with overcoming the COVID-19 pandemic and improve delivery of services via websites or other virtual methods. All proposals that provide assistance to businesses should be to provide services that are needed to assist businesses in responding to COVID-19. Proposals in this category should identify the number of businesses to be assisted.

#### All proposals should address:

In addition to choosing an activity category, all bidders are encouraged to address the following criteria, which were identified as needed aspects within the community:

- **Access to technology:** The lack of access to technology has created additional barriers and made it more difficult to access services since the start of the COVID-19 pandemic. Proposals should identify how they will provide access to technology, including internet access. If any of the grant budget is to be used for technology purposes, it should be clearly identified.
- **Access to childcare:** The COVID-19 pandemic has put significant strain on the ability for LMI people to access affordable childcare. Schools transitioning to distance learning, cancelled afterschool and summer youth programming, and other changes in youth services has made it difficult for people in poverty to retain employment.
- **Outreach:** Bidders are expected to identify how they will or have engaged historically and currently disenfranchised communities in the development and implementation of their programs.

#### Skills Requirements:

The city expects to contract with an undetermined number of organization to address the needs of the Covid19 pandemic. The City broadly expects the chosen organizations to understand the requirements of being a sub-grantee with the City with use of federal funds. The City will focus on the quality of the submitted narrative, workplan, timeline, and budget with special emphasis placed on the organization's ability to deliver services efficiently to low- and moderate- income people. Successful proposals will have demonstrated experience and expertise with the following:


- A) Expertise in the design, implementation, and evaluation of grant programs or services
- B) Proven ability to manage grant funds and meet project deliverables
- C) Proven ability to maintain appropriate communication channels to give updates on project timeline, issues, and goals
- D) Ability to coordinate with the City on the following HUD requirements:

1. determine eligible HUD activities and expenses
  2. determine eligible participants through HUD approved income verification methods
  3. provide sufficient backup documentation for invoices
  4. retain appropriate records for reporting purposes
  5. retain appropriate records for monitoring purposes
  6. maintain appropriate certifications needed to receive federal grants
- E) Demonstrated experience in providing services or activities to low- and moderate- income people in Duluth
- F) Demonstrated experience in conducting outreach to low- and moderate- income communities and stakeholder groups
- G) Knowledge of and the inclusion of culturally responsive practices within the work plan



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
 411 West First Street  
 Duluth, Minnesota 55802

 218-730-5580

 [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

**APPENDIX A - PROPOSAL FORM**  
**SPECIAL ALLOCATION OF CDBG-CV and ESG-CV**

**Proposal Name:** Computer Support Specialist Job Training

**Organization name:** SOAR Career Solutions

**Organization type:** 501c3 - Community Development Block Organization

**Address:** 205 W. 2nd Street, Suite 101

**Phone:** 218.722.3126

**Email:** [eedison@soarcareers.org](mailto:eedison@soarcareers.org)

**Primary proposal contact:** Emily Edison

**Secondary proposal contact:** Jason Beckman

**Funding Amount Requested:** \$121,377

**Proposal goal (number of people or households to be served):** 20

**Activity Categories (choose one):**

- Public Facilities
- Public Services
  - Non-housing benefit
  - Housing benefit
- Tenant-base rental assistance/rapid rehousing
- Homeless Person Overnight Shelter
- Homelessness Prevention
- Job Creation
- Business Assistance
- Unsure of Activity Category



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### Section 1: Community Need

Describe the community need that this proposal will be solving.

How did the COVID-19 pandemic create or intensify this need?

How has this need been identified?

According to the American Community Survey, approximately 18% of households in NE MN lack a computer and/or Internet access at home. The digital divide is greater among people of color – 11% of African American households in NE MN lack computer and/or Internet access, and the same is true of more than a third (35%) of Native American households. Age is also a factor - almost 40% of households over the age of 65 lack a computer and/or Internet access. In Duluth, 6,000 households lack a computer, and another almost 6,000 lack Internet. At a time when most information, education, and services are being delivered virtually, this digital divide deepens the disparities already present in our community, limiting access to employment, education and training. MN DEED reports computer and mathematical occupations are expected to grow at a rate nearly four times larger than all occupations in NE MN through 2026 - a total of 1,443 hires.

### Section 2: Proposed Project

Describe how the project will address the need.

Why was this approach chosen?

How will the organization ensure this project serves communities disproportionately affected by or at risk of COVID-19?

How will the project operate and account for quarantine recommendations and the need for social distancing?

How will technology be utilized for this project?


COVID's impact on our under served communities will have a lasting financial affect if we do not reduce the digital divide. This project will provide Computer Support Specialist job training and access to technology/Internet services. Utilizing MN DEED's Pathways to Prosperity training model, SOAR will partner with Adult Basic Education, Lake Superior College and Duluth CareerForce to train and support low-to-mod-income residents to gain the skills necessary to obtain entry-level employment as Computer Support Specialists. SOAR will recruit participants and implement intake (including income verification), skills/interest assessments, and provide individualized employment/education services based on participants individualized needs (i.e. transportation assistance, obtainment of ID cards, childcare, rent assistance, etc.), work readiness training, train on soft skills & job search skills, develop resumes/applications and provide job retention support. Adult Basic Education will support participants to build the academic skills necessary to be successful in education and their careers. ABE will assess reading, math and technology skills levels to identify level of support needed, provide 32 hours of bridge instruction utilizing North Star Digital Literacy curriculum to build participant's foundational skills, and 18 hours of integrated instruction support during the Computer Support Specialist training. LSC will provide 80 hours of instruction, preparing participants for entry-level employment in the field of technology. Participants will gain skills in customer services, writing for end users, troubleshooting technology problems, common support desk problems, help desk operations, user support management and installation and management. Duluth Workforce Development will coordinate and implement work experience opportunities at local businesses and organizations, providing graduates with on-the-job training, to help build their resumes and increase their employability.

Participants in need of PC's and/or Internet at home will be referred to Community Action Duluth's Community Computer Program for low to no cost access. Participants will also have access to 8 computer stations, with webcams and Internet at SOAR. Partners will follow DHS and CDC guidelines including social distancing, maximum capacity, regular sanitation, hand sanitizer, use of masks (provided if needed), and a hybrid of virtual instruction.



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### Section 3: Organization Information

What experience and capacity does the organization have to carry out this approach?

Please provide what federal grants the organization has received in the past.

How will the organization engage historically and currently disenfranchised communities in the implementation of this project?

What unique partnerships or collaboration will this project include?

Since 2016, SOAR has managed \$3,259,231 in government grants including CDBG, Office of Justice, MN DEED, and others. Financial reports are reviewed by the finance committee monthly and approved by the board of director's six times/year. An external audit is implemented annually and reviewed and approved by the board of directors. Grant outcomes and data management systems are in place, staff are trained in collection and documentation of client demographics and outcomes, record keeping, evaluation and reporting.

Adult Basic Education, Lake Superior College, Duluth CareerForce and SOAR Career Solutions has over 12 years of experience coordinating and implementing job trainings that lead to entry-level jobs on a defined career pathway. Past job trainings has included over-the-road truck driving, health services, certified nursing assistants, phlebotomy, welding and aircraft assembly/maintenance. See "Partner Letter" for roles and responsibilities of each organization.

Marketing and outreach will include a broad-reach social media campaign and individual outreach to community-based organizations serving low-moderate income populations and organizations that predominantly serve our African Heritage and Indigenous communities. Our Duluth At Work partners, Community Action Duluth and Life House, will provide referrals into the program. SOAR and Duluth Workforce Development are active partners in Wealth, Entrepreneurship, and Economic Sustainability (WEES), a working group focused on system change and inspiring collaboration between existing and new organizations, including those led by and serving communities of color, to reduce disparities and close the opportunity gaps for African Heritage and Indigenous people. Marketing and outreach information will be provided to and gathered from the WEES group to ensure our communities of color have the opportunity to access to and support throughout the Computer Support Services training.

### Section 4: Project Timeline

Is the project ready to start immediately?

What is the timeline of the project (in months)?

What is the duration of the project?

Recruitment of participants will begin immediately at the time of the award.

August- Mid-September 2020: Recruitment, intake and skills/interest/readiness assessments, work readiness training, 1:1 case management (ongoing)

Mid-September - Beginning of October 2020: Adult Basic Education Bridge Instruction and 1:1 case management (ongoing)

October - December: Computer Support Services job training with integrated instruction and 1:1 case management (ongoing)

January - March 2021: 240 hours of work experience, job search and retention support

April - May 2021: job search and retention support

Duration of Project: 9 months - In our experience, job trainings are dependent on a number of partners and the coordination of many organizational systems. The extended timeline is requested to ensure participants are getting the services and support needed to access, enroll, graduate and gain work experience to help them access sustainable employment.



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### Section 5: Outcomes

How many people/households/businesses will this project help?

How will success be determined?

How will the organization ensure there is not a duplication of services?

What partnerships will strengthen this project?

#### Success Measures:

Recruit, intake and assess 30 low-to-moderate income Duluth residents.

Enroll 20 participants into Computer Support Specialist training.

16 (80%) graduate training and obtain certificate of completion (certificate obtained)

12 (60%) will obtain and retain employment as a help desk technician, IT generalist or IT support specialist positions. (paystub as proof of employment)

Successful participants will obtain a certificate of completion and will be qualified to gain employment as a Help Desk Technician, IT Generalist, or IT Support Specialist with a median wage of \$17.99/hour.

Participants can advance in the IT field by obtaining additional certifications to work as PC Support Tech, Network Admin and Security, or Cyber Security. With a 2-year degree, participants can work in Network Admin, Cyber Security or Computer Technology, and/or continue onto a 4-year degree in the IT field.

Adult Basic Education, Lake Superior College, Duluth CareerForce and SOAR Career Solutions has over 20 years of experience coordinating and implementing job trainings leading to entry-level jobs on a defined career pathway. This training is based off of the Pathways to Prosperity model, developed by Minnesota Department of Employment and Economic Development. SOAR will coordinate with Community Action Duluth's Community Computer Program to provide participants with PC's and Internet access, as needed.

### Section 6: Budget

What specifically will the funding be used for?

How were costs arrived at for this proposal?

Could the project proceed with partial funding?


Describe expenses that are needed for technology that will assist in delivering the project.

Direct Services: \$40,900 (.10FTE Program Director=\$6,500, .10FTE Asst.Program Director=\$4,900, .20FTE x 3 Career Specialists=\$25,000, .1FTE Comm.&Dvlp. Manager=\$4,500); Direct Customer Training: \$8,433 (Mind Over Matters Wksp=\$3,441, CareerQuest Wksp=\$4,092, Curriculum/Materials=\$900); Equipment=\$7,810 (4 additional desktop computers and set up=\$5,660, 8 webcams for existing and expanded desktops=\$400, 4 desks/4 chairs=\$1,750); Participant Support \$13,500 (transportation, rent, childcare, IDcards,other needs at \$450/client); Contract Services: \$43,670 (Adult Basic Education=\$7,800, LSC=\$10,870, Duluth Workforce=\$25,000); Admin \$7,064; Paid work experience wages (240 hrsx\$15x12 grads=\$43,200 (funded privately). Total Program Expenses: \$157,513/Total Request=\$121,377. The project would need to scale back if partial funding was awarded.



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Budget Item	CDBG-CV/ESG-CV	Other Public	Other Private	Total
Direct Service Staff .10FTE Pgm Dir	\$ 6,500.00			\$ 6,500.00
Direct Service Staff .10FTE Asst Pgm Dir	\$ 4,900.00			\$ 4,900.00
Direct Service Staff .20FTE Career Spec x 3	\$ 25,000.00			\$ 25,000.00
Direct Service Staff .10FTE Comm/Dev Mgr	\$ 4,500.00			\$ 4,500.00
Direct Customer Training: Mind Over Matters Workshop	\$ 3,441.00			\$ 3,441.00
Direct Customer Training: Career Quest Workshop	\$ 4,092.00			\$ 4,092.00
Direct Customer Training: MOM/CQ Curriculum/Materials	\$ 900.00			\$ 900.00
Workstation Equipment: 4 desktop PCs, cabling	\$ 5,660.00			\$ 5,660.00
Workstation Equipment: 8 webcams	\$ 400.00			\$ 400.00
Workstation Equipment: 4 desks/4 chairs	\$ 1,750.00			\$ 1,750.00
Support Services: \$450/client x 30 clients	\$ 13,500.00			\$ 13,500.00
Partner: Lake Superior College - curriculum/books	\$ 10,870.00			\$ 10,870.00
Partner: Adult Basic Education - Bridge instruction/integrated instr	\$ 7,800.00			\$ 7,800.00
Partner: Duluth CareerForce: Work experience coordination	\$ 25,000.00			\$ 25,000.00
Admin (SOAR) 10%	\$ 7,064.00			\$ 7,064.00
Paid work experience wages for 12 grads x \$15/hr x 240 hrs			\$ 43,200.00	\$ 43,200.00
				\$ 0.00
				\$ 0.00
<b>Totals</b>	<b>\$ 121,377.00</b>	<b>\$ 0.00</b>	<b>\$ 43,200.00</b>	<b>\$ 164,577.00</b>



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**APPENDIX B - PROPOSAL SIGNATURE FORM**  
**SPECIAL ALLOCATION OF CDBG-CV and ESG-CV**

**Proposal Name:** Computer Support Specialist Job Training

**Organization name:** SOAR Career Solutions

**Authorized Official:** 501c3 - Community Development Block Organization

**Title:** 205 W. 2nd Street, Suite 101

**Signature:** Emily Edison Digitally signed by Emily Edison  
 Date: 2020.06.24 11:25:13  
 -05'00'

**Date:** [eedison@soarcareers.org](mailto:eedison@soarcareers.org)

**Acknowledgements**

The signing party acknowledges they are complying with the entirety of the terms listed in the Request for Proposals and any addendum issued. Organizations selected for funding will be required to submit the following documents prior to receiving an agreement:

- List of Board of Directors for the organization
- Most recent Audit Report
- Most recent Federal Form 990
- Board Resolution Authorizing Contract Execution
- Proof of insurance covering employee dishonesty and board liability
- Articles of Incorporation
- Board By-Laws
- Non-profit Determination Letter
- Limited English Proficiency Plan
- Chart of Accounts
- Conflict of Interest Policy

## APPENDIX C – HUD INCOME GUIDELINES



### PLANNING & ECONOMIC DEVELOPMENT

Community Planning Division  
 City Hall – 411 W 1<sup>st</sup> Street – Room 110  
 Duluth, Minnesota 55802  
 218-730-5580 / [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

DATE: June 12, 2019

TO: All Agencies and Individuals participating in the City of Duluth HUD Community Development Block Grant (CDBG) funded projects and HOME Investment Partnership (HOME) funded homeownership projects.

FROM: Ben VanTassel, Manager

RE: **2019 CITY OF DULUTH HUD INCOME GUIDELINES**

### ANNUAL INCOME

FAMILY SIZE	EXTREMELY LOW- INCOME <i>(60% of the Sect 8 very low income)</i>	VERY LOW-INCOME <i>(50% of the Median)</i>	LOW INCOME <i>(80% of the Median)</i>
1	\$15,200	\$25,350	\$40,550
2	\$17,400	\$29,000	\$46,350
3	\$21,330	\$32,600	\$52,150
4	\$25,750	\$36,200	\$57,900
5	\$30,170	\$39,100	\$62,550
6	\$34,590	\$42,000	\$67,200
7	\$39,010	\$44,900	\$71,800
8	\$43,430	\$47,800	\$76,450

Discontinue previous income guidelines and use the above guidelines until such time as they are revised again by HUD.

Effective -- June 28, 2019

**BUDGET NARRATIVE – COVID City of Duluth FY20**  
**9 months**

107

**DIRECT SERVICES –\$40,900**

**.10 Program Director = \$6,500**

Develop and implement program evaluation, supervise the Career Specialists, Assistant Program Director and the outreach campaign created by the Communications & Development Manager.

**.10 Assistant Program Director = \$4,900**

Serve as project lead and navigator, supporting the coordination of participant services and connection to community resources. Coordinates project logistics and creates streamlined communication among project partners.

**.20 Career Specialist x 3 = \$25,000**

The Career Specialists will be responsible for implementation of participant demographic and outcomes data collection and input, intake and assessments, provide 1:1 case management services to develop individual employment/education plans, address barriers, provide job search and retention services, and facilitate work readiness (Career Quest) and cognitive behavior change (Mind Over Matters) workshops.

**.10 Communications & Development Manager = \$4,500**

The Communications & Development Manager will create and implement social media campaign, design and disseminate informational flyers.

**DIRECT CUSTOMER TRAINING: \$8,433**

Mind Over Matters: 111 hours x \$31.00 = \$3,441

Career Quest: 132 hours x \$31.00 = \$4,092

Curriculum/materials: Career Quest: \$20 x 30 clients enrolled = \$600

Mind Over Matters Curriculum: \$10 x 30 clients = \$300

**EQUIPMENT PURCHASES for expanded computer lab: \$7,810**

4 desktop workstations (\$5,060) & cabling for area (\$600) = \$5,660

8 webcams for workstations = \$400

4 desks (\$1,400) and 4 chairs (\$350) for workstations = \$1,750

**SUPPORT SERVICES: \$13,500**

Transportation, childcare, ID cards, rent and other general needs support - Average of \$450/client x 30 training participants = \$13,500

**PARTNERS: \$43,670**

Lake Superior College: 80 hours Computer Tech Course for 30 participants = \$10,870

Adult Basic Education: 32 hours Bridge instruction, 18 hours integrated instruction = \$7,800

Duluth CareerForce: Work Experience coordination (.10 FTE) = \$10,000; Employer outreach and engagement (.15 FTE) = \$15,000; Total = \$25,000

**OTHER FUNDING: \$43,200**

Private funding being sought for paid work experience wages (240 hrs x \$15/hr x 12 graduates = \$43,200)

**TOTAL PROGRAM EXPENSES = \$157,513**

**ADMINISTRATIVE EXPENSES (SOAR): \$7,064**

Administrative expenses (10%): Includes Executive Director and Finance Director.

**TOTAL REQUEST: \$121,377**

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

**AGREEMENT** made this **2nd day of September 2020**, by and between the **DULUTH DENFELD HIGH SCHOOL**, a Minnesota public school ("School") and **ITASCA MARKETING LLC**, a Minnesota limited liability company ("Itasca").

**IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:**

1. **LIVE STREAM.** The School authorizes Itasca to manage, install and operate automated live streaming cameras on School owned property in accordance with the Contract Documents.
2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
  - A. This Professional Services Agreement; and
  - B. Itasca's proposed Scope of Services attached hereto as "Exhibit A".

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

3. **CHANGE ORDERS.** The School must approve all change orders, regardless of amount, in advance and in writing.
4. **COMPLIANCE WITH LAWS AND REGULATIONS.** Itasca shall abide by all statutes, ordinances, rules and regulations.
5. **INDEMNIFICATION.** Itasca shall indemnify and hold harmless the School, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of this Contract and further agrees to defend, at its sole cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.
6. **DAMAGED, LOST AND STOLEN PROPERTIES AND EQUIPMENT.** The School shall have no liability or responsibility for any of Itasca's equipment or property that is damaged, stolen or lost.
7. **INSURANCE.** Itasca shall secure and maintain such insurance as will protect Itasca from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability

\$2,000,000 each occurrence/aggregate



LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

13. **WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
14. **ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
15. **TERMINATION.** This Agreement may be terminated upon thirty (30) days' written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, Itasca shall pay the School for all money due to the date of termination.
16. **NOTICES.** All notices, demands or requests required or permitted to be made pursuant to or under this Agreement must be in writing and deemed valid if sent by registered mail, return receipt requested, or delivered by overnight delivery service providing written evidence of delivery, or by hand delivery by a reputable independent courier providing written evidence of delivery, addressed as follows:

SCHOOL: Duluth Denfeld High School  
401 North 44<sup>th</sup> Avenue West  
Duluth, MN 55807-1494  
Attention: Tom Pearson, AD

ITASCA: Itasca Marketing LLC  
3030 Excelsior Blvd  
Minneapolis, MN 55416  
Attention: Michael Gaard

Either party may change the designated recipient of notice by so notifying the other party in writing.

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

**AGREED BY:**

Duluth Denfeld High School

Itasca Marketing LLC

Date:

9/18/2020

Date:

Signature:

Catherine Erickson

Signature:

Printed name:

Catherine A. Erickson

Printed name:

Printed name:

Tom. Pearson @ isd709.org

Email: mike@itascadigital.com

Phone: (218) 336-8830 x1948

Phone: (763) 233-2587

## OVERVIEW

This agreement provides the business terms between Itasca Marketing LLC and Duluth Denfeld High School to manage, install, and operate three (3) automated live streaming cameras in the Duluth Denfeld High School athletic facilities that include the football field, gymnasium and pool. This agreement covers the period of three (3) calendar sports seasons beginning on **September 2nd, 2020** and running through **September 2nd, 2023**.

## GOALS

The implementation of an automated camera system and the related management services provided by Itasca's video production company, **MNHOCKEY.TV**, will support the following goals:

1. Deliver live streaming services of designated high school games at the facilities
2. Provide a coaching tool and support for coaches' use of the service.

## SPECIFICATIONS

Itasca Marketing will complete and execute the purchase of three (3) automated camera systems to be installed in the Duluth Denfeld High School athletic facilities.

## VIEWING COMPONENTS

**Itasca Marketing** will schedule the games selected by the game scheduler onto the automated streaming platform to provide streaming services for the following types of sports events and games:

1. Pay per view (PPV) for high school related events including weekday and weekend games and weekend tournaments
2. Pricing for the events are as follows:
  - \$9.95 single game
  - \$24.95 tournament pass
  - \$49.95 season pass
  - \$79.95 year pass
3. Video access for high school coaching sessions.

## PAY PER VIEW PPV PROGRAM

A pay per view amount for a season pass, tournament pass, and per game pass will be made available on a pay wall created by Itasca Marketing. The service will feature an exclusive Duluth Denfeld High School live streaming portal and video platform that can be shared on all Duluth Denfeld High School-based websites. Itasca Marketing will also have all games available on their hockey specific website – **MNHOCKEY.TV**.

## REVENUE SHARE AND AD SHARE

Itasca Marketing will share revenue with Duluth Denfeld High School as follows:

1. 25% of PPV receipts for Duluth Denfeld High School regular games and sponsored tournament events will be paid to Duluth Denfeld High School

EXHIBIT A  
PROFESSIONAL SCOPE OF SERVICES

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2. 75% of PPV receipts will be paid to Itasca Marketing for all Duluth Denfeld High School related events
3. Duluth Denfeld High School will provide ad time to its local sponsors up to two fifteen (15) second ads per period per game broadcasted or six (6) ads per game
4. Sponsor revenue sharing is as follows:  
Duluth Denfeld High School keeps 100% of all advertising sales revenue sold by Duluth East HS  
Itasca Marketing keeps 75% of all advertising sales revenue sold by Itasca marketing and 25% will be paid to Duluth Denfeld High School.

**ITASCA MARKETING SERVICES INCLUDE:**

1. Live streaming video portal
2. E-Commerce platform for customer purchases of packages
3. To video embed codes from the portal to all sites requested from Duluth Denfeld High School
4. Schedule management in the portal and communications with the arena scheduler
5. Marketing of games, tournaments, and events
6. Customer support for viewers
7. 3-year limited hardware warranty covered by Itasca Marketing
8. Camera installation in the three (3) facilities.
9. All installation work will be executed by Itasca Marketing and will adhere to the Duluth Public schools policy of telecommunications cabling and standards and classroom presentation systems standards provided by Dave Spooner of the Duluth Public Schools.
10. Games, including all levels played in both the gym and on the athletic field, to be streamed live
11. Systems set up for announcers that can be hired by the school.

**AGREED BY:**

Duluth Denfeld High School

Itasca Marketing LLC

EXHIBIT A  
PROFESSIONAL SCOPE OF SERVICES

Date:  
9/18/2020

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

Signature:  
Catherine Erickson

Signature:  
\_\_\_\_\_

Printed name:  
Catherine A. Erickson, CFO

Printed name:  
\_\_\_\_\_

Email:  
Tom. Pearson @ isd709.org

Email:  
mike@itascadigital.com

Phone: (218) 336-8830 x1948

Phone: (763) 233-2587

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

**AGREEMENT** made this **2nd day of September 2020**, by and between the **DULUTH EAST HIGH SCHOOL**, a Minnesota public school ("School") and **ITASCA MARKETING LLC**, a Minnesota limited liability company ("Itasca").

**IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:**

1. **LIVE STREAM.** The School authorizes Itasca to manage, install and operate automated live streaming cameras on School owned property in accordance with the Contract Documents.
2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
  - A. This Professional Services Agreement; and
  - B. Itasca's proposed Scope of Services attached hereto as "Exhibit A".

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts, with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

3. **CHANGE ORDERS.** The School must approve all change orders, regardless of amount, in advance and in writing.
4. **COMPLIANCE WITH LAWS AND REGULATIONS.** Itasca shall abide by all statutes, ordinances, rules and regulations.
5. **INDEMNIFICATION.** Itasca shall indemnify and hold harmless the School, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of this Contract and further agrees to defend, at its sole cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.
6. **DAMAGED, LOST AND STOLEN PROPERTIES AND EQUIPMENT.** The School shall have no liability or responsibility for any of Itasca's equipment or property that is damaged, stolen or lost.
7. **INSURANCE.** Itasca shall secure and maintain such insurance as will protect Itasca from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$,000,000 each occurrence/aggregate
Automobile Liability	\$300,000 combined single limit

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

The School shall be named as an additional insured on the general liability policy. Before commencing work, Itasca shall provide the School a certificate of insurance evidencing the required insurance coverage in a form acceptable to the School.

8. **CONTROLLING LAW/VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Hennepin County.
9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT.** Itasca must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the School pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Itasca pursuant to this Agreement. Itasca is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes § 13.08, as if it were a government entity. In the event Itasca receives a request to release data, Itasca must immediately notify the School. The School will give Itasca instructions concerning the release of the data to the requesting party before the data is released. Itasca agrees to defend, indemnify, and hold the School, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Itasca's officers', agents', cities', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.
10. **COPYRIGHT.** Itasca shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the School from loss or damage resulting therefrom.
11. **PATENTED DEVICES, MATERIALS AND PROCESSES.** If the Contract requires, or Itasca desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, Itasca shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the School. If no such agreement is made or filed as noted, Itasca shall indemnify and hold harmless the School from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the School for any costs, liability, expenses and attorney's fees that result from any such infringement.
12. **ASSIGNMENT.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
13. **WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
14. **ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

- 15. **TERMINATION.** This Agreement may be terminated upon thirty (30) days' written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, Itasca shall pay the School for all money due to the date of termination.
- 16. **NOTICES.** All notices, demands or requests required or permitted to be made pursuant to or under this Agreement must be in writing and deemed valid if sent by registered mail, return receipt requested, or delivered by overnight delivery service providing written evidence of delivery, or by hand delivery by a reputable independent courier providing written evidence of delivery, addressed as follows:

SCHOOL: Duluth East High School  
901 North 40<sup>th</sup> Avenue East  
Duluth, MN 55804  
Attention: Shawn Roed, AD

ITASCA: Itasca Marketing LLC  
3030 Excelsior Blvd  
Minneapolis, MN 55416  
Attention: Michael Gaard

Either party may change the designated recipient of notice by so notifying the other party in writing.

**AGREED BY:**

Duluth East High School

Itasca Marketing LLC

Date:

9/18/2020

Date:

Signature:



Signature:

LIVE STREAMING  
PROFESSIONAL SERVICES AGREEMENT

Printed name:

Catherine A. Erickson, CFO

Printed name:

\_\_\_\_\_

Email: shawn.roed@isd709.org

Email: mike@itascadigital.com

Phone: (218) 336-8845 x2151

Phone: (763) 233-2587

## OVERVIEW

This agreement provides the business terms between Itasca Marketing LLC and Duluth East High School to manage, install, and operate five (5) automated live streaming cameras in the Duluth East High School athletic facilities. This agreement covers the period of three (3) calendar sports seasons beginning on September 2nd, 2020 and running through September 2nd, 2023.

## GOALS

The implementation of an automated camera system and the related management services provided by Itasca's video production company, **MNHOCKEY.TV**, will support the following goals:

1. Deliver live streaming services of designated high school games at the facilities
2. Provide a coaching tool and support for coaches' use of the service.

## SPECIFICATIONS

Itasca Marketing will complete and execute the purchase of four (5) automated camera systems to be installed in the Duluth East High School athletic facilities that include the football field, gymnasium, pool, middle school auditorium, and baseball field. A separate agreement will be made for the softball field when the time is appropriate.

## VIEWING COMPONENTS

**Itasca Marketing** will schedule the games selected by the game scheduler onto the automated streaming platform to provide streaming services for the following types of sports events and games:

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EXHIBIT A  
PROFESSIONAL SCOPE OF SERVICES

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4. Schedule management in the portal and communications with the arena scheduler
5. Marketing of games, tournaments, and events
6. Customer support for viewers
7. 3-year limited hardware warranty covered by Itasca Marketing
8. Camera installation in the five (5) Duluth East High School locations.
9. All installation work will be executed by Itasca Marketing and will adhere to the Duluth Public schools policy of telecommunications cabling and standards and classroom presentation systems standards provided by Dave Spooner of the Duluth Public Schools.
10. Games, including all levels played in both the gym and on the athletic field, to be streamed live
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**AGREED BY:**

Duluth East High School

Itasca Marketing LLC

Date:

9/18/2020

Date:

Signature:



Signature:

Printed name:

Catherine A. Erickson, CFO

Printed name:

Email: shawn.roed@isd709.org

Email: mike@itascadigital.com

Phone: (218) 336-8845 x2151

Phone: (763) 233-2587

**Grant Applications  
September 2020**

For your information, the Assistant Superintendent and/or the CFO, Executive Director of Business Services have approved the following grant applications during the month of September 2020:

<b>Organization</b>	<b>Author/Contact</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Terms</b>
American Federation of Teachers	Jennifer Fuchs and Rachel Thapa, Lincoln Park Middle School	AFT COVID-19 Response Innovation Grant	\$50,000	If awarded, funds will be used to provide support for student academic, social, and emotional health (Chromebooks, school supplies, enrichment supplies, care packages), supports for families (pantry and supply closet items, community building/enrichment activities, transportation) and support for educators' well-being (SEL and restorative practice supplies, self care items, professional development).

October 7, 2020

John Magas  
Superintendent of Schools

David J. Spooner, C.P.E.  
Manger of Facilities

Cathy Erickson  
CFO/Executive Director of Business Services

Duluth Public Schools  
215 N 1<sup>st</sup> Ave E  
Duluth, MN 55802

RE: Marketing Update  
800 E Central Entrance "Central High School Property"  
"Hartley Lots"

**800 E. Central Entrance "Central High School Property"**

- Negotiations to work towards acceptable development agreement underway.
- Networking with developers and brokers is ongoing.
- Continued activity and inquiries.

**215 N 1<sup>st</sup> Ave E "Historic Old Central High School"**

- Negotiations to work towards acceptable sale contract underway.
- Inquiries and interest continue.



**230 East Superior Street • Duluth, MN 55802 • 218.310.0013 • [gregfollmer@gmail.com](mailto:gregfollmer@gmail.com)**

**Website Advertising**

- Loopnet – visible to CoStar members
- MNCAR – Minnesota Association of Commercial Realtors – membership data base
- GregFollmer.com
- Crexi.com – publicly accessible site
- Social Media Sites Facebook, Twitter, Instagram

Respectfully,

Greg Follmer  
Broker

# Facilities Management & Capital Project Status Report September 2020

## **Facilities Management – Maintenance and Operations - General**

- COVID-19 related cleaning / disinfection protocols have been developed, implemented, and continually improved based on new knowledge. Staff have been trained in how to safely and properly disinfect a school site or specific rooms as we have a lab confirmed or clinically diagnosed case of COVID-19.
- Many meetings have been conducted as related to our ability to disinfect and keep staff and students safe as related to new athletic guidance from MDH.
- In the past month, the Facilities maintenance crews have completed 301 work orders and are currently working on 302 open work orders.
- Discussions are occurring frequently related to property sale decisions.
- Discussions are ongoing as to what additional sports or activities will be authorized and what spaces / sites that they can utilize.
- News media tours were given at the CHS property.

## **Capital Construction**

- The LTFM approved roof replacement project at Rockridge is near completion and a walk through was completed.
- Both the Congdon tuckpointing and Rockridge room LTFM projects look great and are within budget.
- PSS track remediation efforts are under discussion with district legal representation.

## **Building Operations**

Operations Staff are following MDH and CDC guidelines in COVID-19 cleaning sites each day, as well as getting used to the calls to perform COVID-19 remediation after receiving positive case notifications. We are updating our procedures to reflect current guidance from MDH as necessary. It is important to the Operations staff that their students and staff not only feel safe in the school buildings, but also feel it is a happy and welcoming place to be, despite the pandemic we are facing.

## **Health, Safety & Environmental Management**

- Fire Marshal Inspections completed at Laura MacArthur and East HS
- Fire Marshal Corrections completed for STC upper
- Fire Marshal Corrections underway at Denfeld, Laura MacArthur and East HS
- First Safety Committee meeting and Labor Management Safety Committee meeting for 20-21 school year scheduled for October
- Began updating safety programs

### **2020 YTD incidents**

First report of incidents: 70

OSHA recordable incidents: 10

Days away from work: 83