

## Consent Agenda - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, April 23, 2024

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

### 1. Consent Agenda

#### A. Approval of Minutes from Past School Board Meetings

- 1) Regular School Board Meeting - March 19, 2024 3

#### B. Approval of Action Items

##### 1) Human Resources

- a. Staffing Report 6

##### b. Other Action Items

- (1) Job Description - Reading and Language Arts Coordinator 7

- (2) Job Description - Director of Continuous Improvement and Support 12

- (3) Job Description - Ojibwe Language and Culture Coordinator 17

- (4) Job Description - Professional Development Coordinator 21

- (5) Approval of Individual Contract for Executive Director of Finance and Business Services, Simone Zurich - **Attachment Pending**

- (6) Approval of Individual Contract for Executive Director of Human Resources and Operations, Theresa Severance - **Attachment Pending**

- (7) Approval of Individual Contract for Assistant Superintendent, Anthony Bonds - **Attachment Pending**

##### 2) Finance

- a. Financial Report 25

- b. Fundraisers 26

##### c. Bids, RFPs and Quotes

- (1) RFP #324 Mold Mitigation at Lowell Elementary 27

##### d. Contracts, Change Orders, Leases - None

##### 3) Items Brought Forward From the Monthly Committee of the Whole Meeting

- a. Head Start 28

##### 4) Other

- a. Diploma Requests 44

- b. Field Trip Requests 53

##### c. Data Sharing Agreements

#### C. Approval of Policy Readings

##### 1) First Readings

- a. 201 Legal Status of the School Board (Deletion of 8000 Goal and Functions of the School Board & 9090 Quorum for Meetings) 67

b. 203 Operation of the School Board - Governing Rules	75
c. 203.1 School Board Procedures; Rules of Order	77
d. 203.6 Consent Agendas	79
2) <u>Second Readings</u> - None	
3) <u>Policies For Review</u>	
a. 202 School Board Officers	80
b. 203.2 Order of the Regular School Board Meeting	89
c. 203.5 School Board Meeting Agenda	95

**D. Approval of Committee Reports**

By approving Committee Reports, the board acknowledges and approves all informational and action items represented in the Regular School Board Meeting Report of each committee.

1) <u>Monthly Committee of the Whole - April 2, 2024</u>	<u>101</u>
2) <u>Policy Committee - April 2, 2024</u>	<u>153</u>
3) <u>Human Resources/Business Services Committee - April 9, 2024</u>	<u>184</u>

Regular School Board Meeting  
Tuesday, March 19, 2024 6:30 PM Central

District Services Center  
709 Portia Johnson Dr.  
Duluth, MN 55811

Henry Banks: Present  
Kelly Durick Eder: Present  
Rosie Loeffler-Kemp: Present  
Jill Lofald: Present  
Sarah Mikesell: Absent  
Amber Sadowski: Present  
Stephanie Williams: Present  
Present: 6, Absent: 1.

1. Call to Order  
at 6:34 p.m.

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

Move to approve the Agenda. This motion, made by Kelly Durick Eder and seconded by Stephanie Williams, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

5. School and Community Recognition

Assistant Superintendent Bonds presented the School and Community Recognition.

6. Report of the Superintendent

6.A. Reports from Student School Board Representatives

The Denfeld Report was presented by Student Representative Miller.

The East Report was presented by Student Representative Patronas.

The ALC Report was presented by Student Representative Ritzko.

6.B. Superintendent's Report

Superintendent Magas presented the Superintendent's Report. Topics included:

Student Reports

Negotiations

Budget Updates

Referendum

Legislative Advocacy

Other

6.C. Schedule of Meetings and Events

## 7. Report of Standing Committees

### 7.A. Committee of the Whole

#### 7.A.1) Monthly Committee of the Whole (*March 4, 2024*)

Assistant Superintendent Bonds presented the Monthly Committee of the Whole report.

### 7.B. Human Resources/Business Services Committee (*March 11, 2024*)

Member Durick Eder presented the HR/Business Services Committee report.

### 7.C. Policy Committee (*March 4, 2024*)

Member Loeffler-Kemp presented the Policy Committee report.

## 8. General Board Committee Updates

Member Sadowski gave an update on the Head Start Policy Council.

## 9. Consent Agenda

Move to approve the Consent Agenda. This motion, made by Rosie Loeffler-Kemp and seconded by Kelly Durick Eder, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea

Yea: 6, Nay: 0, Absent: 1

Move to approve the Consent Agenda.

## 10. Resolutions from Committee Reports

### 10.A. B-3-24-4018 - Acceptance of Donations to Duluth Public Schools

Move to approve B-3-24-4018 Acceptance of Donations to Duluth Public Schools. This motion, made by Amber Sadowski and seconded by Kelly Durick Eder, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea

Yea: 6, Nay: 0, Absent: 1

## 11. Special Resolutions and Action Items

### 11.A. SP-3-24-4019 School Board Members Attendance at MSBA/MASA Day at the Capitol

Move to approve SP-3-24-4019 School Board Members Attendance at MSBA/MASA Day at the Capitol. This motion, made by Stephanie Williams and seconded by Amber Sadowski, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea

Yea: 6, Nay: 0, Absent: 1

### 11.B. HR-3-24-4020 Duluth Federation of Teachers Collective Bargaining Unit Contract 2023-2025 - PLACEHOLDER

Move to approve HR-3-24-4020 Duluth Federation of Teachers Collective Bargaining Unit Contract 2023-2025. This motion, made by Rosie Loeffler-Kemp and seconded by Henry Banks, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp:



Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.C. HR-3-24-4021 Duluth Federation of Teachers Collective Bargaining Agreement 2025-2027 - PLACEHOLDER

Move to approve HR-3-24-4021 Duluth Federation of Teachers Collective Bargaining Agreement 2025-2027. This motion, made by Kelly Durick Eder and seconded by Henry Banks, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.D. Approval of Modified 2023-2024 School Year Calendar

Move to approve the Modified 2023-2024 School Year Calendar. This motion, made by Rosie Loeffler-Kemp and seconded by Kelly Durick Eder, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

#### 11.E. Approval of 2024-2025 School Year Calendar

Move to approve the 2024-2025 School Year Calendar. This motion, made by Henry Banks and seconded by Stephanie Williams, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

### 12. Questions / Other

#### 13. Adjournment

Move to adjourn at 8:52 p.m. This motion, made by Amber Sadowski and seconded by Kelly Durick Eder, Passed.

Sarah Mikesell: Absent, Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

**HUMAN RESOURCES ACTION ITEMS FOR: APRIL 23, 2024**

<b><u>CERTIFIED APPOINTMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BURNS, JEFFERY T	HOURLY DAE INSTRUCTOR/DAE, 14/38WKS, \$23.09/HR	02/05/2024
DAVIS, ARIN D	LTS ELEMENTARY ART SPECIALIST/PIEDMOND,CHESTER CREEK, (BA+15) III 8, 1.0, GRANKE S. CHILDC/	03/11/2024
HAGLUND-PAGEL, TATE R	INTERIM DEAN OF STUDENTS (TOSA)/DENFELD, (MA) IV 9, 1.0, JACKSON T. TRANSFER	03/11/2024
PETCOFF, LEAH S	SPED SCHOOL NURSE/DISTRICT WIDE, (BA) III 8, 0.4,	02/15/2024
PIKE, MEGAN A	HOURLY DAE INSTRUCTOR/DAE, 14/38WKS, \$23.09/HR	02/05/2024
<b><u>CERTIFIED LEAVES</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ABRAHAMSON, DANA E	SPECIAL ED TEACHER/LESTER PARK ELEMENTARY	02/07/2024 04/30/2024
HAKANSON, SONJA R	CTE TEACHER/EAST	05/28/2024 10/25/2024
HARVICK, HEATHER D	STAFF DEVELOPMENT/DSC	03/25/2024 03/25/2027
STEIGAU, ZACHARY M	MTSS INTERVENTIONIST/MYERS WILKINS	02/29/2024 03/13/2024
<b><u>CERTIFIED TRANSFER</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
JACKSON, RACHEL	ASSISTANT PRINCIPAL/DENFELD, 43WKS, \$122,326/YR, T.JACKSON	07/01/2024
<b><u>NON-CERT APPOINTMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BLACK, JEAN T	OSS SENIOR/MYERS-WILKINS, 40/45WKS, \$19.83/HR, JOKI C. TRANSFER	02/20/2024
BLACK, MELANIE A	OSS SENIOR AMERICAN INDIAN ED/DSC, 40/48WKS, \$19.83/HR, KINSLEY O. TERMINATED	02/26/2024
BLAIR, BRODERICK J	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/05/2024
BONG, BRUCE L	HOURLY DISHWASHER/LESTER PARK, 4/38WKS, \$14.00/HR	02/27/2024
BOO, BAILEY P	NUTRITIONAL SERVICE ASST/LAURA MACARTHUR, 15/38WKS, \$15.22/HR	02/26/2024
BURNS, CHRISTINA M	HOURLY MONITOR/PIEDMONT, 23/38WKS, \$15.00/HR	02/07/2024
DIGNAN, TIMOTHY G	IT SECURITY ANALYST/TECHNOLOGY, \$1,337/WK,	02/20/2024
HAGE, BLAIR L	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/26/2024
JOSEPH, DAVID W	SPED PARA SETTING III/EAST, 33.75/38WKS, \$21.30/HR, STEINKE H. RESIGNED	02/14/2024
LISLEGARD, SHAYLER M	SPED PROGRAM SETTING III PARA/LESTER PARK, 31.25/38WKS, \$20.65/HR, OLSON S. RESIGNED	02/05/2024
LOVERA, CONNIE M	OSS INTERMEDIATE/ORDEAN EAST, 40/46WEEKS, \$18.16/HR, BARONE-ERSPAMER A. TRANSFER	02/05/2024
MARKASICH, MACKENZIE D	SPED BW PARA/ORDEAN EAST, 32.5/40WKS, \$19.69/HR, WHITLOCK N. RESIGNED	03/04/2024
MOLL, KRISTEN L	NUTRITIONAL SERVICE ASST/MYERS-WILKINS, 21.25/38WKS, \$15.22/HR	02/07/2024
NEWMAN, MISTY D	HOURLY MONITOR/LAKEWOOD, 23/38WKS, \$15.00/HR	02/29/2024
PETERSON, TAMMI L	ECSE PARA/DISTRICT WIDE, 22.5/38WKS, \$20.72/HR, PETERSON C. TRANSFER	03/04/2024
PREBEG, BRITTANY K	OSS/EAST, 40/44WKS, \$16.82/HR, DOUGLAS J. RESIGNED	03/06/2024
PRIOLA, MELANIE J	HOURLY MONITOR/LAURA MACARTHUR, 23/38WKS, \$15.00/HR	02/09/2024
SAWYER, DANIEL J	CUSTODIAN I/MYERS-WILKINS, 40/52WKS, \$17.52/HR,	02/20/2024
SCHNEIDEWENT, JEFFERY A	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/26/2024
STALKER, EVELYN K	HOURLY MONITOR/LOWELL, UP TO 23/38WKS, \$15.00/HR	02/14/2024
WRIGHT, MARIA C	HOURLY DISHWASHER/STOWE, 10/38WKS, \$14.00/HR	02/05/2024
<b><u>NON-CERT LEAVES</u></b>	<b><u>POSTION</u></b>	<b><u>EFFECTIVE DATES</u></b>
GJERDAHL, JESSIE R	CUSTODIAN/DENFELD, LAURA MACARTHUR	01/22/2024 04/22/2024
HOLAK, KIMBERLY J	SUPERVISORY PARA/ORDEAN EAST	04/08/2024 04/12/2024
KALAMARIS, KRISTIN M	STUDENT SPECIFIC PARA/EAST	01/23/2024 04/23/2024
LARSON, ELIZABETH J	SPEC ED PARAPROFESSIONAL/LESTER PARK	02/26/2024 04/05/2024
TIKALSKY, DANIELLE E	FACILITIES USE COORDINATOR/DISTRICT WIDE	02/22/2024 03/13/2024
<b><u>NON-CERT RESIGNATION</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HEALY, CONNOLLY C	SPED BW PARA - MYERS WILKINS ES	03/15/2024
SAPARAMADU, CHINTANA S	OFFICE SUPPORT SPECIALIST SENIOR - ORDEAN-EAST MS	03/08/2024

# CLASSIFICATION DESCRIPTION



TITLE: Reading and Language Arts Coordinator

<b>Title of Immediate Supervisor:</b> Director of Continuous Improvement and Support	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Reading Interventionists, English Language Learners Teacher		<b>Pay Grade Assignment:</b> Duluth District-Wide Instructional Administrative Association (DDWIAA), Pay Class ____

<b>General Summary or Purpose Of Job:</b>
<p>The Reading and Language Coordinator is responsible for leading the district’s efforts in fulfilling the requirements of the Minnesota Reading to Ensure Academic Development (READ) Act. This position supports development and delivery of professional services and resources for educators that focus on evidence-based instructional practices in literacy. The primary purpose of the Literacy Coordinators work is to improve the quality of education for all learners. This position will participate in a variety of assigned projects around the implementation of evidence-based literacy practices. The position requires an in-depth level of knowledge of the science of reading and multi-tiered systems of support.</p> <p>The READ Act: The Minnesota READ Act aims to ensure that every child in Minnesota reads at or above grade level at every grade and to support multilingual learners and students receiving special education services in achieving their individualized reading goals.. This comprehensive legislation outlines various requirements for school districts, including:</p> <ul style="list-style-type: none"> <li>• Implementing a MTSS framework for early identification and intervention for students struggling with reading.</li> <li>• Providing access to evidence-based reading instruction for all students K-12.</li> <li>• Developing and implementing a district-wide reading plan aligned with the READ Act's goals.</li> <li>• Reporting data on student progress in reading to the Minnesota Department of Education (MDE).</li> </ul> <p>This position is also responsible for planning, developing, implementing, and monitoring the English Language Learners (ELL) program (K-12). The position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget. Position also provides technical assistance to identified schools and takes action as necessary to ensure that schools comply with federal (Title III) and state directives, guidelines and reporting requirements.</p>

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	<p><b>Support implementation of the Academic Multi-Tiered System of Support (MTSS) Framework:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with district leadership, other district departments, building leaders, and teachers to ensure fidelity in implementing MTSS for effective literacy and intervention instruction.</li> <li>• Provide overarching guidance for the district and individual sites in execution of an impactful MTSS structure, specifically in the realm of literacy.</li> <li>• Develop, coordinate, implement, and monitor comprehensive assessment systems including screening, progress monitoring, and diagnosis for early identification of all students needing reading support.</li> </ul>

# CLASSIFICATION DESCRIPTION

2.	<p><b>Coordinating READ Act Initiatives and Requirements:</b></p> <ul style="list-style-type: none"><li>• Oversee the implementation of evidence-based reading instruction in grades K-12.</li><li>• Develop, monitor, and report on a district-wide Local Literacy Plan aligned with READ Act requirements.</li><li>• Collaborate with district leaders and stakeholders to secure and manage READ Act funding.</li><li>• Manage data collection and reporting as mandated by the READ Act.</li><li>• Foster collaboration and communication between educators and other district departments to ensure consistent and comprehensive reading instruction across the district.</li><li>• Ensure the district uses evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension.</li><li>• Guide sites in requiring parent or guardian notification of each student who is not reading at or above grade level at least biannually after administering each screener according to READ Act criteria.</li></ul>
3.	<p><b>Guiding, Supporting and Leading Literacy Professional Development:</b></p> <ul style="list-style-type: none"><li>• Plan, implement, coordinate, and lead LETRS training efforts through Phase 1 and Phase 2 professional development with ongoing efforts to ensure every required educator within the Duluth Public Schools system is undergoing required approved training towards LETRS certification.</li><li>• Design and deliver professional development on effective reading instruction, MTSS practices, differentiated instruction, effective execution of assessments, and culturally responsive practices.</li><li>• Stay abreast of current research, legislation, trends, and best practices in literacy instruction and share them with the district.</li><li>• Collaborate with Teaching, Learning, and Equity colleagues, ELA Committee, and Staff Development Committee to design, plan, and implement professional development opportunities for educators.</li><li>• Conduct an ongoing needs assessment to inform professional learning and development needs.</li><li>• Facilitate professional development opportunities for staff on MTSS practices and data-driven instruction.</li></ul>
4.	<p><b>Oversee and coordinate the English Language Arts program:</b></p> <ul style="list-style-type: none"><li>• Coordinates the design and delivery of professional development for teachers, administrators, and other staff that is directly aligned to the Minnesota content standards for English language arts and the ELA Framework.</li><li>• Leads the implementation of District initiatives in the Strategic Plan related to literacy instruction in the English Language Arts program and across other disciplines.</li><li>• Coordinates the use of student-centered data to identify and design differentiated District-wide strategies to address areas of need in English Language Arts instruction with focus on PreK- 12 grades.</li><li>• Writes, reviews, and approves new ELA course submissions; provides guidance and support to the authors and teachers of new courses.</li><li>• Integrates content literacy across all subject areas as outlined in the Minnesota content standards.</li><li>• Coordinates the use of student-centered data to identify and design differentiated District-wide strategies to address areas of need in English Language Arts instruction with focus.</li></ul>

## CLASSIFICATION DESCRIPTION

5.	<p><b>Oversee and coordinate the English Language Learners program:</b></p> <ul style="list-style-type: none"> <li>• Supervise and administer a district-wide language instructional educational program for PreK – 12 English Learners.</li> <li>• Collaborate across curriculum to support language instruction.</li> <li>• Provide guidance in the selection of textbooks and other teaching materials and equipment for the program.</li> <li>• Serve as a resource and advisor to teachers regarding the PreK- 12 ELL Program.</li> <li>• Evaluate the effectiveness of instructional methods and programs and recommend revisions and improvements as needed.</li> <li>• Coordinate curriculum and assessment development, implementation, and revision.</li> </ul>
6.	<p><b>Collaboration with District Leadership and Site Based Teams:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with district leadership to ensure a cohesive and integrated approach to core literacy instruction and interventions.</li> <li>• Participate in district leadership meetings to provide updates on structured literacy initiatives, discuss challenges, and contribute to district-wide planning.</li> <li>• Collaborates with colleagues within the Teaching and Learning Department in long and short-term visioning, planning, and execution.</li> <li>• Coordinate with external experts and organizations as needed including Regional Center for Excellence.</li> <li>• Collaborate with intervention educators and other district colleagues to ensure alignment between core curriculum, interventions, and structured literacy initiatives.</li> <li>• Assist district and site teams in ensuring culturally responsive environments for all students and examining cultural differences and their impact on student achievement overarchingly and, specifically, in the realm of literacy.</li> <li>• Assist other district departments in consultation and completion of relevant reporting sections in district plans such as World’s Best Work Force, Achievement and Integration Plan, and Title I application submission.</li> <li>• Present information to administrators and other stakeholders as requested or required.</li> </ul>
7.	<p><b>Coaching, Mentoring, Modeling, and Problem-Solving:</b></p> <ul style="list-style-type: none"> <li>• Provide ongoing site-based coaching and mentoring to principals and teachers to support the implementation of structured literacy practices, evidence based strategies, and the continuous improvement process.</li> <li>• Conduct classroom observations, provide constructive feedback, and assist teachers and principals in refining instructional techniques to meet the diverse needs of students.</li> <li>• Provide opportunities for teachers to observe the modeling of instruction and co-teach in literacy as part of coaching when needed.</li> <li>• Problem-solve with principals and teachers in making responsive instructional decisions regarding interventions and extensions to meet student needs.</li> </ul>
8.	<p><b>Data Driven Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Analyze district literacy assessment data using findings to inform decision-making and drive continuous improvement in core and intervention literacy instruction.</li> <li>• Work closely with teachers, program coordinators, principals, and district leaders to analyze school and district level data identifying trends, areas for improvement, core and intervention needs, and for reporting purposes.</li> <li>• Guide school Continuous Improvement Teams and Data Review Teams in using data to drive and refine instructional practices.</li> <li>• Assist schools with conducting site comprehensive needs assessment while executing the continuous improvement process.</li> </ul>

# CLASSIFICATION DESCRIPTION

9.	<p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Facilitates and participates in related projects, processes, and committees as requested and needed.</li><li>• Other duties may be assigned in alignment with district and site-based literacy implementation and continuous improvement.</li></ul>
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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelor's degree in education with MN Teaching license.
- A minimum of 4 years of teaching experience in a K-12 setting
- Certification in a MDE approved literacy professional development program with a score of at least 80% (CAREIALL: Advancing Language and Literacy or OL&LA: Online Language and Literacy Academy or LETRS (Lexia): Language Essentials for Teachers of Reading and Spelling. If not, willingness to immediately receive training to earn certification

**Preferred Qualifications:**

- Master's degree in Reading Education, Curriculum and Instruction, or a related field.
- Certification in LETRS training with a score of at least 80%.
- Prior district-level position in a leadership role.

**Knowledge Requirements:**

Requires knowledge of:

- Demonstrated knowledge of Minnesota English Language Arts Standards.
- Demonstrated knowledge of effective reading instruction, MTSS frameworks, classroom management techniques, current research on best practices and strategies, and data-driven decision-making.
- Knowledge of learning acceleration and intervention practices and strategies.
- Experience in planning, facilitating, and leading professional development.
- Ability to collaborate and coordinate with others in establishing a vision and ability to continually align efforts.
- Strong understanding of literacy assessment tools and data analysis.
- Coaching and mentoring teachers.

**Skill/Ability Requirements:**

Skilled in:

- Strong leadership, collaboration, and facilitation of committees and teams with the ability to meet timelines, provide direction to work teams, and delegate appropriately.
- Works effectively with students, parents, administrators, colleagues, community, and other school system staff.
- Excellent oral and written communication skills
- Effectively communicating and working with diverse groups of people such as (but not limited to) district office personnel, principals, teachers, students and parents.
- Analyzing and evaluating data for specific use.
- Prioritizing workload and conflicting demands.
- Working in a diverse socio-economic and multicultural community.
- Promoting the belief that all students can and should learn.
- Developing and providing effective presentations to the public, Board of Education and staff.
- Effectively communicating orally and in writing, with a variety of public, staff and management groups.

# CLASSIFICATION DESCRIPTION

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasional	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>				
<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				
Peripheral Vision				

<b>Job Classification History:</b>
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## CLASSIFICATION DESCRIPTION



TITLE: Director of Continuous Improvement and Support

<b>Title of Immediate Supervisor:</b> Assistant Superintendent	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Climate Coordinator, MH/SEB MTSS Coordinator, MTSS Coordinators, SEL Specialist, SEB Specialists, General Education Social Workers, Check and Connect TOSA, Literacy Lead Coordinator, Executive Assistant		<b>Pay Grade Assignment:</b> Educational Directors Association

**General Summary or Purpose Of Job:**

The Director of Continuous Improvement and Support is responsible for process improvement activities supporting the District. This position will lead the planning, continuous improvement, and implementation of Social & Emotional Learning (SEL) to support schools in the development of positive school climate, social & emotional skills development, restorative practices, and continuous improvement efforts across the district, provide expertise and assistance to teachers and principals in ensuring that multi-tiered systems of support (MTSS) are being implemented to support all student groups, and will be responsible for managing district wide assessments.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	<p><b>Oversee District Wide Continuous Improvement and Support</b></p> <ul style="list-style-type: none"> <li>Inspire, implement and monitor a cycle of continuous improvement to ensure the implementation of effective and efficient processes and systems across all departments in the district.</li> <li>Provide leadership and direction to quality management strategies relative to the development of the district’s continuous improvement plan and long-term vision, as well as individual schools’ site improvement plans.</li> <li>Develop and implement short- and long-term plans and priorities to align with and support the district’s mission and goals.</li> <li>Develop and implement coordinated, consistent district-wide systems and processes to collect, report, interpret, and utilize data to impact organizational improvement in alignment with the district’s continuous improvement plan.</li> <li>Collaborate with other district departments and schools to identify areas for increased efficiency, effectiveness, and improved processes, especially with regards to data collection, storage, access, reporting, and analysis.</li> <li>Provide in-service training and coaching to staff regarding interpretation and use of various data for continuous improvement of student achievement, organizational culture and internal systems and processes.</li> <li>Function as a continuous improvement expert to train and lead continuous improvement teams.</li> </ul>



## CLASSIFICATION DESCRIPTION

2.	<p><b>Oversee implementation of the Multi-Tiered System of Support (MTSS) Framework:</b></p> <ul style="list-style-type: none"> <li>• Lead and monitor a district-wide MTSS implementation plan aligned to the district’s vision for MTSS.</li> <li>• Collaborate with district leadership, other district departments, building leaders, and teachers to ensure fidelity in implementing MTSS interventions.</li> <li>• Provide overarching guidance for the district and individual sites in execution of an impactful MTSS structure.</li> <li>• Develop, coordinate, implement, and monitor comprehensive assessment systems including screening, progress monitoring, and diagnosis for early identification of all students needing supports.</li> <li>• Based on needs assessment, oversee the development of Tier 1, 2, and 3 intervention protocols, problem-solving processes, data-based decision-making, progress monitoring, and communication and collaboration processes among Student Support Teams.</li> <li>• Identify and implement district-wide universal screening for academics, social-emotional learning, and behavior.</li> </ul>
3.	<p><b>Oversee District World's Best Workforce</b></p> <ul style="list-style-type: none"> <li>• Providing leadership in the collecting and reporting of data needed for the district strategic plan.</li> <li>• Coordinating ongoing review of district assessments and program improvement strategies to assess effectiveness and alignment with the strategic plan.</li> <li>• Researches new programs, practices, or strategies that will benefit the continuous improvement process.</li> <li>• Advises the superintendent regarding issues and communication needs related to research, assessment, and accountability.</li> <li>• Supports leadership in developing and implementing efficient systems to meet reporting requirements.</li> <li>• Leads Strategic Planning Team(s) to support the implementation of the mission and strategic plan.</li> <li>• Collaborates with leaders to develop, monitor, implement, and communicate the World's Best Workforce Plan.</li> <li>• Collaborates with leaders in the Department of Teaching, Learning and Equity to provide differentiated support to school sites.</li> </ul>
4.	<p><b>Impact closing the achievement gap:</b></p> <ul style="list-style-type: none"> <li>• Leading Vision Card Committee: supporting the implementation of the district's strategic priorities.</li> <li>• Developing and implementing programs to address the achievement gaps within Duluth Public Schools.</li> <li>• Designing, delivering, or otherwise providing professional development opportunities for staff and leadership in culturally responsive teaching strategies.</li> <li>• Ensuring inclusion through an equity lens in the planning, development, implementation, and evaluation of curriculum and professional development by collaborating with others in the teaching and learning department.</li> <li>• Collecting and disseminating information from data driven research, promising educational practices, and professional resources to improve the educational experience of racial, ethnic, and economically diverse students.</li> <li>• Collaborating with school administrators to review achievement data and support improvement efforts with a focus on ensuring a strong MTSS framework is established across all sites.</li> <li>• Providing leadership to building administrators as they work to implement rigorous instructional practices, close achievement gaps, and develop effective interventions to meet the needs of their diverse learners.</li> </ul>

# CLASSIFICATION DESCRIPTION

5.	<p><b>Implement Accountability Measures for Student Achievement</b></p> <ul style="list-style-type: none"> <li>• Directs systems for collecting and analyzing data, by grade or content, building and district in order to recommend services or program modifications.</li> <li>• Interprets and communicates district-wide assessment results to Board, staff and community.</li> <li>• Oversees systems and processes for collecting and analyzing data, by classroom, building and the district in order to recommend services or programs be modified, continued or removed; in accordance with Elementary and Secondary Education ACT, Family Education rights and Privacy Act, and Code of Fair Testing Practices in Education.</li> <li>• Serves as District Assessment Coordinator.</li> <li>• Directs and oversees the processes assessment and testing for the district.</li> <li>• Analyzes program information/data and prepares documentation to report to the Minnesota Department of Education for the purpose of providing written support, conveying information and complying with federal and state regulations.</li> <li>• Assists district personnel in the utilization of the data warehouse software and the development of data-driven decisions to improve student performance.</li> <li>• Oversees and leads the District Assessment Committee.</li> <li>• Act as a liaison between the school district and the Minnesota Department of Education on assessment related issues.</li> </ul>
6.	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Facilitates and participates in related projects, processes, and committees as requested and needed.</li> <li>• Other duties may be assigned in alignment with district continuous improvement efforts.</li> </ul>

<p><b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)</p>
<ul style="list-style-type: none"> <li>• Master's degree from an accredited college or university in Education, School Psychology, Business Administration, Organizational Development or other related field with emphasis in at least two of the following: educational measurement, statistics, or research methods..</li> <li>• A minimum of 5 years progressively responsible professional educational or administrative experience.</li> <li>• Experience in supervising a diverse staff.</li> <li>• Training in MTSS or equivalent experience.</li> </ul>
<p><b>Preferred Qualifications:</b></p>
<ul style="list-style-type: none"> <li>• Successful experience in site or district administration; implementation, oversight or monitoring of district or school project site plans; state or federal categorical program implementation; design and delivery of professional development; and meeting facilitation with education partners and community groups.</li> <li>• Prior district-level position in a leadership role.</li> <li>• A valid driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</li> </ul>

<p><b>Knowledge Requirements:</b></p>
<p>Requires knowledge of:</p>
<ul style="list-style-type: none"> <li>• Current state curriculum standards.</li> <li>• Modern principles and practices of data analysis, assessment and reporting, principles of instructional, and curricular development services including strategies pertaining to the improvement of:             <ul style="list-style-type: none"> <li>○ The core instructional program.</li> <li>○ The instructional program for significant subgroups such as (but not limited to) English Language Learners, Special Education students, Homeless and Foster Youth.</li> </ul> </li> </ul>

## CLASSIFICATION DESCRIPTION

- School law administration and applicable sections of the State Education Code, Board and District policies, principles and practices of administration, supervision and training, labor relations law and collective bargaining agreements.
- Federal, State and District Policies, guidelines and laws related to student assessments and accountability.
- Applicable Education Code rules and regulations.
- In-service training and staff development best practices, procedures and planning.
- Principles of budget planning and monitoring.
- Strategies for program assessment and evaluation.
- Principles and practices of educational administration.
- Communication strategies for dissemination of information to various stakeholders.

- Skill/Ability Requirements:**
- Skilled in:
- Providing effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students.
  - Effectively communicating and working with diverse groups of people such as (but not limited to) district office personnel, principals, teachers, students and parents.
  - Analyzing and evaluating data for specific use.
  - Using technology programs to integrate and systematize access to data and data reporting.
  - Maintaining confidentiality.
  - Prioritizing workload and conflicting demands.
  - Effectively working in demanding environments.
  - Working in a diverse socio-economic and multicultural community.
  - Demonstrating organizational, time management, analytical and problem-solving skills.
  - Promoting the belief that all students can and should learn.
  - Developing and providing effective presentations to the public, Board of Education and staff.
  - Effectively communicating orally and in writing, with a variety of public, staff and management groups.

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionall y	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.	√			

## CLASSIFICATION DESCRIPTION

<b>General Environmental Conditions:</b>		
<b>General Physical Conditions:</b>		
<b>Work can be generally characterized as:</b>		
<p><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.</p>		
<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

<b>Job Classification History:</b>

# CLASSIFICATION DESCRIPTION



TITLE: Ojibwe Language and Culture Coordinator

<b>Title of Immediate Supervisor:</b> Assistant Superintendent	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Ojibwe Language Teachers, Misaabekong Teachers/Curriculum, Misaabekong Cultural Immersion Paraprofessionals		<b>Pay Grade Assignment:</b> Duluth District-wide Instructional Administrators' Association, TBD

**General Summary or Purpose Of Job:**

The Ojibwe Language and Culture Coordinator position is a districtwide leadership position for the programming and curriculum for Ojibwe language which includes Oshki-Inwewin, the Misaabekong Immersion program and Ojibwe Language courses in the Duluth Public Schools. This position is responsible for the expansion, coordination, and alignment of American Indian Language and Culture initiatives and efforts pre-K-12. This position will develop and monitor schedules for all program staff and participate in teacher observations and evaluations; in collaboration with site Principal(s); will develop and implement culturally-based learning opportunities across all grades, will supervise consistent Family Engagement activities, and will provide information to families to ensure family involvement. This position will also serve as a lead staff member for programming and communications, as well as provide supports for program staff, including the facilitation of Professional Development workshops in the area of Indigenous language and culture, serve on leadership teams to assist in making program decisions, developing program policies, and communicating with administration on program progress and needs, and will collaborate with other district and program leaders to secure funding, assist in Tribal consultation, and improve educational outcomes for Indigenous students.

This position will aid in the district and program goal areas of increasing enrollment, providing a safe and welcoming culturally-rich school environment, reduction in behavior referrals and suspensions, and high attendance rates of all students participating in Ojibwe language programs or courses.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Provide coaching, professional development, and support to district administration and site staff, in developing their understanding of Indigenous immersion/cultural education to address equity issues within the District.
2.	Monitor, maintain or expand student enrollment in Ojibwe language programming , Maintain knowledge of National, State, and District educational goals and standards.
3.	Assist Ojibwe teachers and support staff in curriculum development and program opportunities.
4.	Oversee and guide the Indigenous Language, Culture, and History Subcommittee in collaboration with district and program leaders in meeting District and community goals of reducing the academic gap, raising graduation rates, and addressing disparities affecting underserved populations.
5.	Assist in establishing academic and language benchmarks for each grade in alignment with developmentally appropriate learning experiences. Assist with development of assessments for benchmark screening and progress monitoring. Assist in the development of Ojibwe language curriculum, materials, and assessments as guided by the Minnesota Standards in each content area through an Ojibwe lens.

## CLASSIFICATION DESCRIPTION

6.	Communicate program information through appropriate venue, i.e. Infinite Campus, newsletters, phone calls, e-mails, conferences, etc. Communicate with students' families and supervise the planning of Monthly Family Nights.
7.	Assist Ojibwe program teachers on Individual Educational Plan team meetings to provide an additional cultural perspective to best support students
8.	Participate in Data Review and Student Support Teams when needed to ensure student success in Misaabekong and other Ojibwe programs; Assist in reviewing, interpreting, and analyzing student performance data to accurately identify student learning needs in collaboration with classroom teachers
9.	Create and revise Ojibwe policies and procedures to ensure student success, and the continuation and growth of the program.
10.	Collaborate with site staff in monitoring attendance and behavior concerns of students through monthly reviews.
11.	Facilitate the implementation of Misaabekong Immersion Program and Ojibwe language courses goals and objectives.
12.	Communicate and work collaboratively with others at all levels of the system to address student needs.
13.	Assist in creating a positive and safe school climate with Spanish immersion, English, and administration across the District.
14.	Provide annual reports to District advisory committees and School Board regarding Misaabekong and Ojibwe language courses regarding student data, progress, and performance.
15.	Facilitate professional learning communities for Misaabekong staff in collaboration with the Midwest Indigenous Immersion Network.
16.	Use technology to enhance instruction, task management, and communication.
17.	Facilitate scheduling and collaboration with elder-first speakers of Ojibwe language to assist with translating lesson plans, curriculum, and additional resources.
18.	Assist teams in developing and implementing math and reading interventions.
19.	In collaboration with site administrators, proctor teacher observations in order to provide an Indigenous cultural perspective within the existing evaluation systems.
20.	Maintain and improve professional skills by participating in building and department meetings, formal coursework, workshops, and seminars in an effort to stay current with best teaching practices in Indigenous immersion programs.
21.	Collaborate with site administration to network with State, Tribal, Private Colleges, and Universities for teacher recruitment through providing teacher training opportunities.
22.	Perform other duties and participate in other projects as assigned or requested.

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

- Bachelor's degree in education, American Indian studies, Ojibwe language, or a closely-related field and at least three (3) years of experience as an educational leader or in a leadership position.
- Experience working with school-age children and adolescents in an educational setting.
- Experience working in an Ojibwe or other American Indian immersion environment.
- Experience teaching in or administering an Ojibwe or other American Indian Language immersion program.

**Preferred Qualifications:**

- Elementary Education license or related field license or certification.

# CLASSIFICATION DESCRIPTION

## **Knowledge Requirements:**

Requires knowledge of:

- Proficiency in the Ojibwe language (preferred "Intermediate - Advanced" rating under the ACTFL Proficiency Guidelines).
- Understanding of diversity issues, including recruitment and retention of a diverse staff.
- Learning theory, program planning, curriculum development, and management.
- Best practices for teaching and learning.
- Evolving research in Indigenous immersion education.
- Grammar and construction of the Ojibwe language.
- Ojibwe cultural values and practices.
- Fiscal management and budgets.
- Attaining resources for grants.
- District organizational structure, policies, procedures, rules, and regulations
- Principles and techniques of budgeting and financial management
- Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.

## **Skill/Ability Requirements:**

Skilled in:

- Demonstrated leadership skills, especially regarding cross-cultural interaction.
- Ability to facilitate various size groups, including conflict resolution.
- Demonstrated effective management and organizational skills.
- Demonstrated excellent written and verbal communication skills.
- Demonstrated ability to identify barriers in school or departmental systems, and the development and implementation of action plans.
- Demonstrated effective staff development, planning, and facilitation.
- Successful grant writing experience.
- Dealing with tension and stress in heightened situations.
- Flexibility in the role and environment of Ojibwe Language Immersion.
- Progress Monitoring of student success and implementation of Indigenous immersion practices.
- Maintain professional composure while dealing with a variety of personalities and situations.
- End-user skills with internal computer database systems such as Skyward and Infinite Campus
- Show initiative and function as a self-starter.
- Develop and integrate Ojibwe culture and technology into curriculum, instruction, and daily tasks.
- Develop effective and positive working relationships with students, staff, administrators, parents, and the community.
- Effectively navigate different communication styles to exchange or convey information.
- Negotiate, compromise, and manage conflict.
- Exercise professionalism when dealing with sensitive, complex, and confidential issues and situations.

# CLASSIFICATION DESCRIPTION

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionall y	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.	√			
<p><b>General Environmental Conditions:</b> Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. There is exposure to outdoor weather conditions when providing culturally responsive experiences outdoors.</p> <p>The typical noise level is considered to be moderate.</p>				
<p><b>General Physical Conditions:</b></p> <p>Work can be generally characterized as:</p> <p>Sedentary Work: 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.</p>				
<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				
Peripheral Vision				
<b>Job Classification History:</b>				



## CLASSIFICATION DESCRIPTION

<b>Title of Immediate Supervisor:</b> Assistant Superintendent and/or and/or Director of Continuous Improvement and Support	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b>		<b>Pay Grade Assignment:</b> Duluth District-Wide Instructional Administrative Association (DDWIAA), Pay Class ____

<b>General Summary or Purpose Of Job:</b>
<p>The Professional Development Coordinator is responsible for planning, facilitating, coordinating and monitoring, appropriate and timely districtwide professional development for all staff serving as a resource to other district personnel.</p> <p>This position is responsible for developing, coordinating, and presenting professional development programs and sessions to facilitate the achievement of district initiatives and in alignment with the strategic plan. Position consults with and advises administrators and managers regarding the design of staff development programs; establishes learning objectives; develops training materials; and assesses the impact of training sessions.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Consults with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District
2.	Keeps well informed about current trends and best practices, conducts research and analysis of training needs and makes recommendations to administration concerning the need for new training programs, course content and for revisions in existing training programs to increase their effectiveness.
3.	Plans, develops, and implements employee training and orientation programs based on needs determined from input provided by administration and staff.
4.	In conjunction with Human Resources, develops, implements and manages new hire orientation and onboarding program content, internal and external communications, and logistics (e.g. scheduling, site selection, supplies, and materials). Conducts and audits onboarding training sessions. Develops feedback mechanisms to obtain data from new employees and their administrators. Maintains and continuously upgrades program content to be highly-effective and engaging.
5.	Identifies, organizes and sequences subject matter to be taught in training programs to assure maximum effectiveness; develops educational material and prepares training manuals and other training aids; develops and administers pre and post training tests to determine the effectiveness of the subject training; and leads or assists administrators and supervisors in leading training provided to employees
6.	Assesses and determines training needs of the department through investigation, consultation, and evaluation of training requests. Reviews and evaluates the effectiveness of district training programs, and makes recommendations for improvements or changes as necessary. Interpret professional development survey data to determine future growth needs and opportunity needs for professional development.

## CLASSIFICATION DESCRIPTION

7.	Communicates with administrators, managers and outside organization representatives for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information
8.	Collaborates with the Mentor, Teacher Development coordinators, and Human Resources for the purpose of fostering staff growth and ensuring program compliance
9.	Develops, implements and monitors district-wide learning management system for professional learning
10.	Participates in the vendor contracting and solicitation process for vendors who provide training services, assessing vendor qualifications, and reviewing and monitoring contracts for selected vendors to ensure training services provided are in accordance with contractual agreements.
11.	Establishes communication system to keep stakeholders regularly informed of professional development goals, plans and progress of the districts professional learning program
12.	Markets and encourages participation in upcoming staff development initiatives and activities.
13.	Establishes strong working relationships with school and district staff.
14.	Coordinates and delivers training methods in multiple ways to cater to diverse learning styles and staff within the district. (ex: Virtual, In-Person, On-the-job, webinars)
15.	Performs other duties and participate in other projects as assigned or requested.

<b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
<ul style="list-style-type: none"> <li>• Bachelor’s degree from an accredited college or university in Business Administration, Organizational Development, Education, Adult Learning, Human Resources, Psychology, or a closely related field and five (5) years of progressively responsible related professional and/or educational experience.</li> </ul>
<b>Preferred Qualifications:</b>
<ul style="list-style-type: none"> <li>• Experience working in a school setting.</li> <li>• A valid driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</li> </ul>

<b>Knowledge Requirements:</b>
Requires knowledge of:
<ul style="list-style-type: none"> <li>• Project management practices and ability to apply those practices to programs/projects.</li> <li>• Principles, methods, and tools for formal and on-the-job professional development and training</li> <li>• Theories, strategies, and methodologies of adult learning</li> <li>• Teaching and facilitation skills</li> <li>• Basic principles of promotion, publicity, marketing, and advertising</li> <li>• Current trends and developments in professional development</li> <li>• Community resources and programs complimentary to professional development activities</li> <li>• Research methods and techniques used in the professional development field</li> <li>• Professional competencies related to a variety of occupational fields</li> <li>• Methods and techniques of writing, composition, layout and production of professional development and training materials</li> <li>• District organizational structure, policies, procedures, rules, and regulations</li> <li>• Principles and techniques of budgeting and financial management</li> <li>• Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.</li> </ul>

## CLASSIFICATION DESCRIPTION

<b>Skill/Ability Requirements:</b>
<p>Skilled in:</p> <ul style="list-style-type: none"> <li>• Designing, organizing, conducting, and evaluating continuing education programs in support of organization-wide strategic initiatives based on assessment of learner needs using a variety of instructional approaches.</li> <li>• Managing competing priorities, demands, and deadlines.</li> <li>• Assessing, recommending and implementing various program policies and procedures, and initiate program improvements.</li> <li>• Facilitating trainings.</li> <li>• Making effective, informational, and motivational presentations to diverse audiences</li> <li>• Applying logical thinking to problems and research.</li> <li>• Using initiative and independent judgment.</li> <li>• Preparing reports and communicating effectively, both orally and in writing, including in public settings.</li> <li>• Leading multiple projects and initiatives, identifying and adjusting training priorities, and meeting goals and deadlines.</li> <li>• Establishing and maintain effective working relationships with administrators, supervisors, staff and other organizations, and the public.</li> <li>• Learning new software and systems with ease..</li> <li>• Planning, collaborating, coordinating, and facilitating a variety of meetings, workshops, trainings, and conferences.</li> <li>• Understanding and be sensitive to those of culturally and linguistically diverse backgrounds.</li> <li>• Demonstrating strong interpersonal skills using tact, patience and courtesy.</li> <li>• Establishing and maintaining cooperative relationships with school personnel, vendors, co-workers and the public.</li> <li>• Organizing work, programs and activities to meet schedules, timelines and deadlines.</li> <li>• Maintaining accurate, up-to-date, and organized record-keeping.</li> <li>• Planning and organizing meetings, presentations and the ability to present “best practices” data and research.</li> <li>• Ability to establish priorities, work independently, and proceed with objectives without supervision.</li> </ul>

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionall y	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.	√			

# CLASSIFICATION DESCRIPTION

Up to 100 lbs.	√			
More than 100 lbs.	√			

**General Environmental Conditions:**

**General Physical Conditions:**

**Work can be generally characterized as:**

**Sedentary Work:** 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.

**Vision Requirements:** 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		
Peripheral Vision		

**Job Classification History:**

# Duluth Public Schools

## HR/BS Services Committee Monthly Fund Balance Report Apr. 16, 2024 Committee Meeting

4/5/2024 Percent spent

REVENUES	23-24		23-24		23-24		23-24		Apr 1 2024
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVI RECEIVED TO YEAR TO DATE		RECEIVED ENCUMBERED		BUDGET BALANCE		
	FUND	Jul-23	JULY 23 -24	July -June	July -June	July -June	July -June		
General	1	\$126,200,922.80	\$127,464,614.46	\$77,926,641.71		-\$13,645.79	\$49,524,326.96		61%
Food Service	2	\$4,039,200.00	\$4,039,200.00	\$3,622,020.98		\$ -	\$417,179.02		90%
Transportation	3	\$7,020,941.12	\$7,020,941.12	\$2,683,951.03		\$ -	\$4,336,990.09		38%
Community Ed	4	\$8,495,545.00	\$8,516,152.95	\$4,078,138.97		\$ -	\$4,438,013.98		48%
Operating Captial	5	\$2,742,547.00	\$2,742,547.00	\$1,533,400.25		\$ -	\$1,209,146.75		56%
Building Construction	6	\$ -	\$ -	\$ -		\$ -	\$ -		
Debt Service Fund	7	\$23,647,223.00	\$23,647,223.00	\$2,387,522.90		\$ -	\$21,259,700.10		10%
Trust Fund	8	\$276,100.00	\$276,100.00	\$ -		\$ -	\$276,100.00		0%
Dental Insurance Fund	20	\$950,000.00	\$950,000.00	\$689,916.08		\$ -	\$260,083.92		73%
Student Acitivity	79	\$58,406.00	\$585,259.43	\$249,095.50		\$ -	\$336,163.93		43%
<b>REVENUE</b>	<b>TOTALS:</b>	<b>\$173,430,884.92</b>	<b>\$175,242,037.96</b>	<b>\$93,170,687.42</b>		<b>-\$13,645.79</b>	<b>\$82,057,704.75</b>		<b>53%</b>

EXPENSES	23-24		23-24		23-24		23-24		
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVI EXPENSES TO YEAR TO DATE		EXPENSES ENCUMBERED		BUDGET BALANCE		
	FUND	Jul-23	JULY 23 -24	July - June	July -June	July -June	July -June		
General	1	\$120,283,293.86	\$122,498,475.36	\$82,474,769.94		\$3,481,115.32	\$36,542,590.10		70%
Food Service	2	\$4,012,876.00	\$4,012,876.00	\$3,398,814.26		\$1,109,200.37	-\$495,138.63		112%
Transportation	3	\$6,268,632.76	\$6,749,632.76	\$7,433,572.78		\$354,079.31	-\$1,038,019.33		115%
Community Ed	4	\$7,630,865.00	\$9,071,785.95	\$5,595,165.74		\$22,550.42	\$3,454,069.79		62%
Operating Captial	5	\$7,999,619.25	\$7,999,619.25	\$8,683,141.24		\$1,089,180.02	-\$1,772,702.01		122%
Building Construction	6	\$ -	\$ -	\$3,812,392.16		\$984,858.13	-\$4,797,250.29		
Debt Service Fund	7	\$23,640,000.00	\$23,640,000.00	\$26,931,588.45		\$ -	-\$3,291,588.45		114%
Trust Fund	8	\$253,750.00	\$253,750.00	\$ -		\$ -	\$253,750.00		0%
Dental Insurance Fund	20	\$915,000.00	\$915,000.00	\$726,843.17		\$ -	\$188,156.83		79%
Student Acitivity	79	\$306,948.00	\$276,264.96	\$158,260.53		\$7,477.82	\$110,526.61		60%
<b>EXPENSE</b>	<b>TOTALS</b>	<b>\$171,310,984.87</b>	<b>\$175,417,404.28</b>	<b>\$139,214,548.27</b>		<b>\$7,048,461.39</b>	<b>\$29,154,394.62</b>		<b>83%</b>

<u>Fin 160 ESSER III</u>	<u>Expenses</u>	<u>Ex Curricular</u>	<u>Fund 01</u>
Program 030 Asst Supt	\$41,401.00	Program 298	Revenue \$442,113.93
Program 110 Admin	\$ -	Program 298	Expense \$485,195.53
Program 108 Tech	\$1,586,448.31		
Program 203 Elem	\$1,069,708.65		
Program 211 Secondary	\$889,350.13		
Program 640 Staff Dev	\$ -		
Program 805 Operations	\$ -		
Program 760 Transportation	\$419,248.09		
Program 740 Pupil Engage	\$6,450.82		
	<u>\$4,012,607.00</u>		

**Fundraisers Reported  
March 2024**

The following fundraisers were reported in the above timeframe and per Policy 511–Fundraising, require School Board approval:

<b>School</b>	<b>Organization Fundraising</b>	<b>Estimated Profit</b>	<b>Description of Fundraiser</b>
Denfeld HS	Debate Team	\$10,000.00	GiveMN
Denfeld HS	Denfeld Softball	\$11,000.00	Coupon Books
Denfeld HS	Denfeld Baseball	\$13,000.00	Coupon Books
Denfeld HS	School-wide, Mental Health Team	\$2,500.00	GoFundMe - attempting to raise enough money to purchase a Mental Health Awareness shirt for every student and staff member
Denfeld HS	Senior Class Advisor and Graduation 2024	\$4,000.00	Crowdfunding for graduation lunch
East HS	Debate Team	\$1,000.00	Grocery Bagging - Lakeside Super One
East HS	Girls Tennis	\$1,000.00	Spring Flower planters
ECFE City-wide	ECFE	\$500.00	ECFE T-shirts
Ordean-East MS	Library	\$2,750.00	Scholastic Book Fair

**INDEPENDENT SCHOOL DISTRICT NO. 709**  
Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8700

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** **RFP #324 MOLD MITIGATION AT LOWELL ELEMENTARY**  
**Date:** March 27, 2024

The RFP is for professional mold mitigation services at Lowell Elementary.

One (1) of two vendors responded with the following results:

<b>VENDOR TOTAL</b>	
LEGACY SERVICES	\$ 49,680.00
GO-KLEAN	DID NOT SUBMIT A BID

Bryan Brown and Jeremy DeGraef reviewed the RFP.

Bryan Brown, Facilities Manager, recommends accepting and awarding the RFP meeting specifications as submitted by LEGACY SERVICES for the amount of **\$49,680.00 for the MOLD MITIGATION AT LOWELL ELEMENTARY.**

**Program:** Facilities

**Fund Custodian:** Bryan Brown, Manager of Facilities

## **Self Assessment 2023-2024**

A series of meetings were held in the fall and winter of 2023 to look at our program systems and goals to determine how well our Head Start program is meeting both performance standards and making progress toward our identified goals.

Performance Standards are reflected upon by each coordinator in their given area and strengths and weaknesses are identified.

For each grant goal, including School Readiness, a separate meeting inviting select staff, parents and community members was conducted and a series of meaningful questions are asked to provide our program with insights on what next steps might be taken to strengthen the identified goal area.

Results of these meetings are shared with the Planning Team and Policy Council before a final report is written. From the final report an action plan for the following year is created identifying five action steps to focus on in the following year.

## **Systems and Compliance**

We looked closely at our Enrollment and Recruitment Systems due to our status of being under enrolled. We wanted to make sure that our own processes weren't limiting families' access to our programs. Based upon this information, we created action plans for both Enrollment and Recruitment.

We have maintained 90% enrollment for most of the program year. Limitations include extremely high needs in classrooms creating environments that feel unsafe for staff. While we have maintained full staffing within our classrooms, we have had vacancies in positions designed to give an additional layer of support in classrooms (float paraprofessionals, ECSE paraprofessionals).

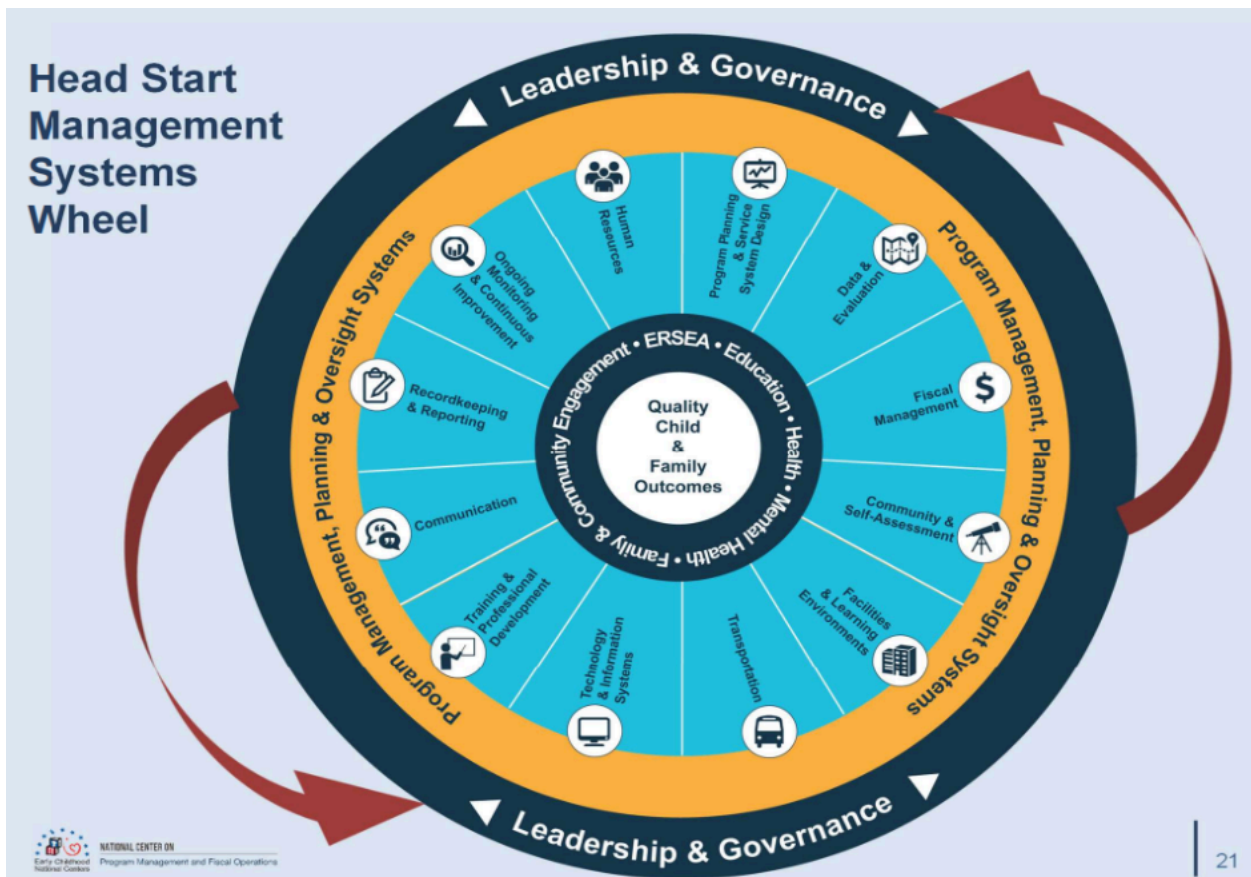
Safe Delivery of Preschool Students has been successfully implemented this year despite many challenges faced by our transportation department. Students were only dropped off with adults



authorized by parents to receive children and bus concern forms were utilized by parents, staff, and drivers if things were not going as planned.

Internal monitoring has provided evidence that active supervision is in place at all sites and that classrooms are implementing both Creative Curriculum and the Pyramid Model to fidelity.

Better aligning our systems with the Head Start Management Wheel is one thing we would like to add to the monitoring system. Planning regular meetings with the school district departments identified in the wheel would help us better understand and be understood by departments that operate almost entirely from the perspective of a K-12 school district.



## PROGRESS TOWARD GOALS

### I. School Readiness

To align with Duluth Public School’s World’s Best Workforce Plan, our overall school readiness goals are worded similarly to others found in this plan.

2022-2023 Goal: By Spring of 2023, 85% of 4 year old children who participate in Duluth Public Schools preschool programs will score within the “End of the Year Before Kindergarten Range” in 4 out of 5 domains as measured by the Desired Results Developmental Profile. Domains include Approaches to Learning, Social & Emotional Development, Language & Literacy, Cognition, and Physical Development. Growth across all demographic groups will be monitored.

Percent of Students Who Scored within the End of the Year Before Kindergarten Range in 4 of 5 Domains	2022-2023
All students	84.75
American Indian	92
Asian	>98
Hispanic or Latino	84.25
Native Hawaiian or Pacific Islander	*
Other Indigenous Peoples	*
Black or African American	79
White	90
Two or More Races	79
English Learner	>98
Special Education	72.5
Free/Reduced Priced Meals	86.25

**I. Grant Goal: High Quality Inclusive Classrooms: Navigating Trauma through Collaboration with Early Childhood Special Education.**

We engage in Professional Learning Communities with Early Childhood Special Education. PLCs this year have been happening at sites with teams that selected a program wide goal to work toward. We identified goals in the areas of reading, math, and social-emotional development.

By May of 2024

- 77% of children will increasingly develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time.
- 85% of children will show an increasing awareness of all the sounds that make up language (phonological awareness), including the ability to manipulate them in language
- 90% of children will show an increasing ability to add and subtract small quantities of numbers

\*as measured by the Desired Results Developmental Profile

Our program also identified a goal both derived from and measured by the Pyramid model. Using indicator 33: Individualized intensive interventions will be provided to all teaching staff and used by staff to reduce aggressive behaviors from 50% of all Behavior Incident Reports to 40% of all Behavior Incident Reports by May of 2024.

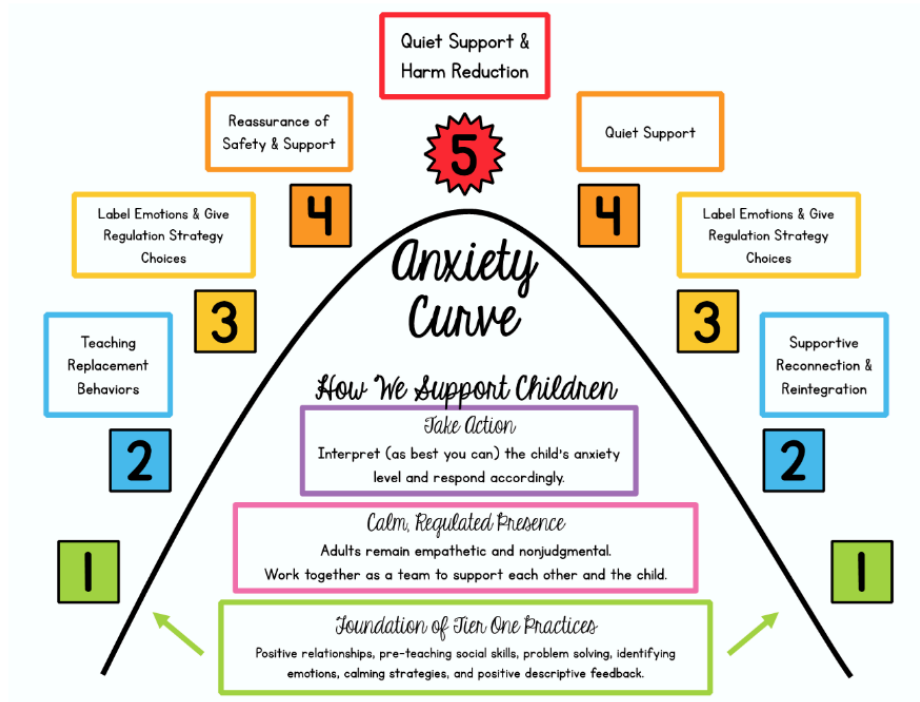
This goal specifically targets what we have referred to as the INGS: Hitting, Biting, Kicking, Throwing, and Spitting. Last year we had 1,039 incidents involving those behaviors in our classrooms. It was the first year we had reliable data that spanned the entire school year.

Family Advocates are working to increase connections between families from 10% to 30% and the use of Ready Rosie, our research based Parent Education curriculum with messages delivered via text, from 10% to 30% as measured by Parent Survey.

PLC groups are meeting regularly and have expressed how beneficial it is to spend some time reflecting on challenges together and then to work on ideas to help move the dial forward on the selected goal. We look forward to seeing results at the end of the year.

Other topics this Self Assessment team discussed are how to best support staff when significant challenging behaviors are happening in classrooms. Having ECSE staff and our Mental Health staff in classrooms to model language and strategies was identified as the most beneficial response in a staff survey.

Our Pyramid Implementation team has also created program wide Professional Development describing how to best support children at various points along the Anxiety Curve.



The PD created has been so well received, we plan on answering the Call for Presenters for next year's National Head Start Association Conference to present it to colleagues from across the country.

### **Capacity**

One major concern for our program is the sheer number of students on IEPs. We recognize this as a community need. We know that our program does very well with this group, however the need to have typically developing students is a major component of a high quality inclusive classroom, which leads to regular conversations about how best to navigate this situation. It is a conversation built on the word CAPACITY.

### **Early Childhood Mental Health Focus Group**

Having had a 47% increase in Mental Health Referrals in the 2022-23 school year, we held an Early Childhood Mental Health Focus Group and invited community experts including staff from Amberwing, Northwoods, the Northland Foundation, and district staff from a variety of departments. One common theme expressed was the importance of parent education and support. When children's mental health is suffering it is often because their family is struggling. This parent-child dyad is where energy must be focused to have the highest impact. We are still working our way through recommendations based upon this focus group, but we felt a need to let our community know the changes we have seen. The higher number of referrals has again occurred this year, with 47 children being referred for therapeutic services outside our program. For children with the most serious behavioral concerns, there are 8 spots available at Northwoods Little Learners program for preschool children who are not able to be successful in a typical preschool program. Those 8 spots have been full since December, so there is virtually nowhere for families to turn when their children need intensive support due to severe behavioral needs. This remains an unmet community need.

## Grant Goal: Walking the Talk of Equity

**Oshki-Inwewin**, our preschool with a focus on Ojibwe language and culture continues to draw families from across the district. Families are pleased with this option that let's families know we see and honor the culture they come from. We have expanded some Ojibwe language into all of our classrooms and are providing some nutrition experiences including wild rice and maple sugar, which lend themselves well to discussing traditional Ojibwe culture.

While we feel we have been responsive to the Native American community, we can't help but ask ourselves what are we doing to recognize and honor Black culture in our program?

We continue to work to make connections within communities of color to best support and encourage family connections to these same organizations.

### **Increasing Representation**

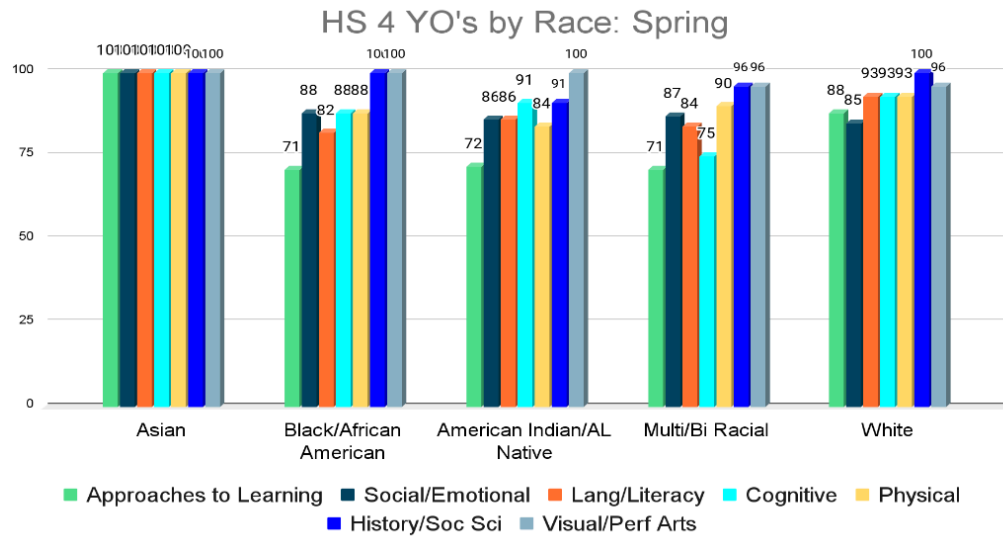
Our BIPOC Artist in Residence program has provided 10 weeks of art in most full day classrooms providing classrooms with experiences led by people of color. This was one way to increase representation of people of color in our classrooms.

We are also working on a staff recruitment video as we anticipate 2 teaching positions to open this year due to retirements. We see this as an opportunity to diversify our staff.

**Closing Opportunity Gaps:** We continue to close opportunity gaps with nature based programming, streamlined scholarships to the Duluth Children's Museum, and Safety Around Water classes for 4 classes each fall at the YMCA. This partnership also provides us with Day Passes for every Head Start family.

In two Self Assessment meetings the idea of swim lessons for parents came up. Statistically, people of color are more likely to drown because they have not had access to swim lessons. The YMCA has agreed to offer swim lessons for Head Start parents next year, with childcare provided.

### Achievement Data by Race



**Anti-racist Book Club:** 8 people participated in last year’s book club where the book, “White Fragility: Why it’s so Hard for White People to Talk About Racism” by Robin Diangelo was read and discussed. This year’s title will be “My Grandmother’s Hands”. Our Inclusion Coordinator began offering these book studies to only preschool staff, but this year she is offering the class to any interested teacher through News and Views, the school district PD program.

**IV. Grant Goal: Fostering Resilience with a Focus on Health, Wellness, and Safety**

Nature Based programming and our partnership with the YMCA discussed previously also impact this grant goal.

Providing staff and parents with wellness opportunities have become the focus of this grant goal. Intentionally including connection and fun into staff meetings, and providing staff with opportunities to connect outside of the work day has been key to this grant goal. Our Health and Wellness Committee provides opportunities for social connection, creative experiences, and monthly health challenges. Last year, up to 24 staff participated in monthly wellness challenges, up to 35 people attended Social Club, and up to 18 staff participated in craft events. We also had up to 8 staff participate in the Yoga club.

**Health Data:** At the end of the year last year 87% of children were up to date on Dental exams, 83% were up to date on Well Child Checks, and 100% were up to date on Immunizations.

**Safe Delivery of Preschool Students (Transportation):** Last year we had an unsafe incident where a child was dropped off without an adult present. This was reported to the Office of Head Start and resulted in a Deficiency for our program. Since implementing the Safe Delivery of Preschool Students Plan, we have seen bus drivers following the protocol and feel that despite the transportation department being understaffed, our children were safe on buses.

**Safety in Classrooms where student aggression is prevalent:**

All staff are trained in

- CPI (Crisis Prevention Interventions)
- Circle of Security (attachment parenting with a classroom angle)
- Pyramid Model (which includes access to a Practice Based Coach)

We have on staff:

- 1.75 FTE social workers in our program who are available to model and support interventions
- Float paraprofessional that can provide extra classrooms support or cover absences

Preschool Support Team: consisting of Ed Coordinator, Inclusion Coordinator, Mental Health Coordinator, and Director will come and meet with any team requesting support for how to navigate challenging behaviors.

**A. Self Assessment Area: Parent Family and Community Engagement**

Four Family Advocates attended a national conference on Parent, Family, and Community Engagement this year to connect with each other and to be inspired by other Head Start programs' success stories for how to re-engage families following the pandemic.



Since then, they have provided opportunities for families to connect at City Wide events at the Zoo, Bayfront Park, and school sites. We have targeted Father and Father Figures for events at the YMCA, the North Shore Scenic Railroad.

Family Advocates more commonly work with individual families helping people find their way through crises, connecting them to community services, and helping parents set goals and take steps toward them.

Utilizing the Parent, Family and Community Engagement tool to target a goal area would help to narrow the focus of efforts and fortify use of the tool itself, as well as the data collection associated with the tool.

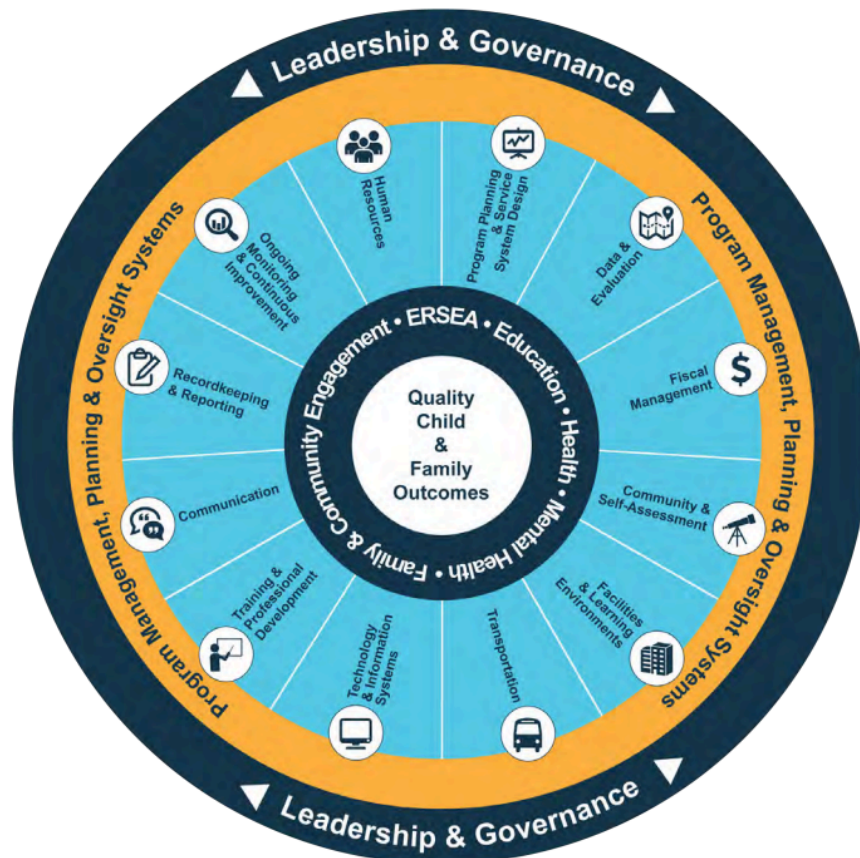
### **B. Eligibility, Recruitment, Selection, Enrollment, Attendance**

Our program has been under enrolled since the pandemic. This has had us placed on an Under Enrollment Plan by the Office of Head Start. Last year, Head Start enrollment suffered primarily because our half day programs were not filling. We converted two of those half day programs to full days and have been at 90% enrolled for most of this school year. We have not reached 100% because teachers are struggling with challenging behaviors in the classroom and asking us to hold off on adding new students. Safety of staff and students are considerations, as well as staff retention. In response to this we have increased the hours of our second Mental Health Coordinator by 25%. Currently we have one full time and one .75 Social Workers working in our program. Both have the necessary credentials to provide therapy to children below the age of five.

We have also done a deep dive into our Enrollment and Recruitment processes to make sure that our own systems were not part of the issue. We found places where improvements could be made and we created action plans for both of those areas.

### **Recommended Course Corrections and Continuous Quality Improvement**

1. We will fully blend all funding streams to better balance classrooms and offer more families served by Duluth Preschool the most desirable option: full day, five day.
2. We will work closely with the Early Childhood Special Education Department to provide services to children in a variety of program options.
3. We will increase the capacity of Family Advocates to collect and use data on progress in all seven of the Family Engagement Outcomes (family well-being, positive parent-child relationships, families as lifelong learners, family engagement in transitions, family connections to peers and community, and families as advocates and leaders)
4. We will systematically dive deeper into the Head Start Management Wheel, prioritizing Human Resources in the coming year. With new training offered from the National Head Start Association, we feel we can improve orientation and onboarding of new staff.
5. We will provide swim lessons for Head Start parents at the YMCA, with childcare provided.



This 2023-2024 Self Assessment Plan has been presented and approved by the Head Start Governing Board and the Head Start Policy Council.

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Jill Lofald, School Board Chair

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Scott Longaker, Policy Council Chair

**Duluth Public Schools Federal Head Start Continuation Grant  
Fiscal Year 2024**

<b>Funding Type</b>	<b>Federal Head Start</b>
Program Operations	\$2,776,288
Training and Technical Assistance	\$28,958
Federal Funded Enrollment	190
<b>Total Funding</b>	<b>\$2,805,246</b>

This is year four of a five year grant cycle.

**Broad Goals remain:**

- 1. High Quality Inclusion: Navigating Trauma**
  - a. Partnership with Early Childhood Special Education
- 2. Walking the Talk of Equity**
  - a. Oshki-Inwewin: A classroom that infuses curriculum with Ojibwe language and culture. Some language and experiences have extended to all classrooms.
  - b. Closing Opportunity Gaps
    - i. Nature Play
    - ii. Safety Around Water classes
    - iii. Streamlined scholarships to Duluth Children’s Museum and the YMCA
    - iv. Family Day passes to the YMCA
  - c. Antiracist Book Study for Teachers offered through News and Views
- 3. Fostering Resilience with a Focus on Health and Wellness**
  - a. Nature Play
  - b. YMCA partnership
  - c. Health and Wellness Challenges for Staff and Families
  - d. New next year: Adult swim lessons for Head Start parents

**Differences between this year’s and last year’s Continuation Grant:**

**We will be:**

- Shifting some programming to better meet the needs of our community
- Full blending of VPK with Head Start/School Readiness classrooms to provide a uniform classroom experience and duration (5 days per week). Tuition will be charged for hours over and above the VPK minimum. Scholarships are available to help cover the cost of tuition and a sliding scale will be used.

By signing below, you are indicating that this Federal Head Start Continuation Grant has been shared and approved by the Head Start Governing Board and Parent Policy Council.

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**Jill Lofald, School Board Chair**

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**Scott Longaker, Policy Council Chair**



## **Transportation Waiver for Duluth Head Start FY 2025**

- Voluntary PreK is required to provide transportation to and from school for 4 year olds
- Due to this, we are asking that 4 year old Head Start children also be allowed to ride the bus to and from school. We know transportation can be a significant barrier to accessing preschool for families experiencing poverty.
- We are asking to waive the following Head Start regulations:
  - Restraints 1303.71(d) and 1303.72(a)(1)
  - Monitors 1303.72(a)(4)
- Our Parent Policy Council supports this plan contingent on maintaining the following safety provisions:
  - Preschool children will wear reflective vests making them highly visible to the bus drivers and other staff, both to and from school
  - Preschool children will sit in seats closest to the driver
  - An adult must meet the children at the bus door at drop off, and must bring the child to the bus door at pick up. We encourage parents to establish communication with the driver.
  - Unfamiliar designated adults must present an ID to the bus driver when picking up a child from the bus.
  - All Head Start children must participate in a bus safety presentation on the first day of school.
  - Riding the bus is voluntary, so parents may choose to self transport if they prefer.
    - The number of four year olds varies from year to year, but on average, 80 preschool children ride the bus on any given day.

We appreciate your commitment to removing barriers for children whose families are experiencing poverty by safely getting preschool children to and from school. We know establishing patterns of regular attendance is very important for school success, and we can directly correlate transportation increased attendance.

By signing below, you are acknowledging that this waiver has been approved.

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Jill Lofald, School Board Chair

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Scott Longaker, Policy Council Chair

March 7, 2024

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
4316 Rice Lake Road  
Duluth MN 55811

Dear Mr. Bonds:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Jacob McPherson</b>	<b>Duluth Public Schools</b>	<b>2/12/2024</b>

Please send diploma to Kathleen Wilson at the Area Learning Center, DTV, Suite 450.

Christine 'Lisa' Post  
Bridge Program

Kathleen Wilson  
Area Learning Center



March 19, 2024

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
4316 Rice Lake Rd, Suite 108  
Duluth MN 55811

Dear Mr. Bonds:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Jacob Daniel McPherson</b>	<b>Academic Excellence Online</b>	<b>2/12/2024</b>

Please send diploma to Valarie Wagenbach at the Area Learning Center, Suite 450.

Nathan Glöckle  
Principal

Valarie Wagenbach  
Administrative Assistant  
Area Learning Center

March 28, 2024

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
4316 Rice Lake Road  
Duluth MN 55811

Dear Mr. Bonds:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRAD DATE</u>
<b>Jenna Rabold</b>	<b>Duluth Public Schools</b>	<b>3/28/2024</b>

Please send diploma to Kathleen Wilson at the Area Learning Center, DTV, Suite 450.

Nathan Glockle  
ALC/AEO Principal

Kathleen Wilson  
Area Learning Center

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Angie Frank, Adult Diploma Program

SUBJECT: High School Diploma

DATE: 3/1/2024

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests their Duluth Public Schools diploma, dated:

Reanelle Houle

3/1/2024

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 3/1/2024

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests their Duluth Public Schools diploma, dated:

Justice Hunt

3/1/2024

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Angie Frank, Adult Diploma Program

SUBJECT: High School Diploma

DATE: 3/1/2024

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests their Duluth Public Schools diploma, dated:

Karla Odegaard

3/11/2024

April 2, 2024

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
4316 Rice Lake Road  
Duluth MN 55811

Dear Mr. Bonds:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRAD DATE</u>
<b>Maxwell Schroeder</b>	<b>Duluth Public Schools</b>	<b>4/2/2024</b>

Please send diploma to Kathleen Wilson at the Area Learning Center, DTV, Suite 450.

Nathan Glockle  
ALC/AEO Principal

Kathleen Wilson  
Area Learning Center

# ARROWHEAD ACADEMY

---

4849 Ivanhoe Street

Phone: (218) 336-8955 ~ Fax: (218) 336-8959

April 3rd, 2024

John Magas  
 Ind. School District 709  
 4316 Rice Lake Road, Suite 108  
 Duluth, MN 55811

Dear Mr. Magas,

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

<u>Name of Graduate</u>	<u>School</u>	<u>Graduation Date</u>
Heaven Marie	Arrowhead Academy	April 12th,2024
Heaven Marie Smith	Arrowhead Academy	April 12th, 2024

Thank you

Jacob Hintsala  
 Principal

March 28, 2024

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
4316 Rice Lake Road  
Duluth MN 55811

Dear Mr. Bonds:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRAD DATE</u>
<b>Aleksandra Gavrilova</b>	<b>Academic Excellence Online</b>	<b>6/4/2024</b>

Please send diploma to Kathleen Wilson at the Area Learning Center, DTV, Suite 450.

Nathan Glockle  
ALC/AEO Principal

Kathleen Wilson  
Area Learning Center



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

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

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

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

**DEFINITIONS:**

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

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

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

**INSTRUCTIONAL TRIP ACTION**

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

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: Kerry DeBary  
 Not Approved Date: 3-14-24

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

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

Assistant Superintendent:  Recommended Name: Anthony Burt  
 Not Recommended Date: 4/3/24

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

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

# FIELD TRIP REQUEST FORM

Date of Submission:

54

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Duluth East Orchestras
2. Contact Person (Responsible for Checklist Completion): Byron Klimek
3. Field Trip Date(s): 11/22-11/27 2024 Destination: Disney World
4. Field Trip Overview (Include events, establishments and locations): See Attached.

5. Field Trip Departure from School (Date and Time): 11/22 Sometime in am
- Field Trip Return to School (Date and Time): 11/27 Sometime in PM

6. Objectives of Field Trip: Bond across ensembles, Perform for a public audience @ Disney, Experience a workshop w/a Disney Music Coach.

7. Relationship to Curriculum or Student Learning: It is always beneficial for students to travel, perform, and totally experience new places, ideas, and people.

8. Planned Follow-up Field Trip Activities: Perform a Disney Themed "Pops" concert during 2025.

9. Field Trip Budget Request

Estimated Expenses			
Total Admission/Fees		\$	\$ 106,425.00
Total Meals		\$	-
Total Lodging		\$	-
Total Transportation		\$	
<input type="checkbox"/> School District Vehicle(s)	<u>Sun Country Airlines</u>		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:			
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:			
Total Additional Stipends:		\$	-
Other:		\$	-
<b>Total</b>		<b>\$</b>	<b>106,425.00</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$ 1,000.00
Donations		\$
Student Fees		\$ 96,750.00
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 97,750.00</b>

*Cover instrument Rental.*

*(50 x \$ 1,935.00)*

11. Reviewed/Completed Request Checklist:      Yes      No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

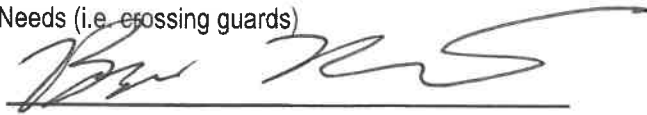
**TIME**

**LOCATION**



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

Signature of Contact Person: \_\_\_\_\_



## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: \_\_\_\_\_





# JAYBEE TRAVEL

(218) 409-6188 • jaybeetravelmn@gmail.com

Group, Cruise,  
and Student Tour Specialist

**DULUTH EAST ORCHESTRA**  
**ORLANDO, FLORIDA**  
**November 22-27, 2024**

*Bus  
from DEERs  
to MSP*

## DAY ONE – Travel Day

**MORNING** Arrive in Minneapolis Hubert Humphrey Charter Terminal #2  
Depart Minneapolis on Sun Country Airlines  
Arrive in Orlando International Airport

**AFTERNOON** Depart for hotel/check in  
**Fairfield Inn & Suites Orlando Lake Buena Vista in Marriott Village**  
**8615 Vineland Avenue, Orlando, Florida, 32821**  
**Phone: 407-938-9001**

**EVENING** Included pizza party and pool time  
Bed check/Lights out

## DAY TWO – Epcot / Disney Workshop

**MORNING** Wake Up Call  
Breakfast Included at Hotel

**TBA** Depart Hotel for Disney Imagination Workshop  
Check-In for Disney Workshop  
Disney Imagination Workshop Begins

**AFTERNOON** Workshop Ends – Bus Transfer to Epcot Theme Park  
*Meal voucher included*  
Epcot Nighttime Spectacular Show (20 mins)  
Depart Epcot for Hotel  
Bed check/Lights Out

## DAY THREE – Disney Performance / Magic Kingdom

**MORNING** Wake Up Call  
Included Breakfast at Hotel

**TBA** Depart for Disney Performance at Disney Springs

**TBA** Depart for Magic Kingdom  
*Meal voucher included*

**TBA** Arrive at Magic Kingdom for the afternoon  
Happily Ever After Nighttime Show  
Park closes - Depart for Hotel  
Bed check/Lights out

**DAY FOUR – Kennedy Space Center / Cocoa Beach / Disney Springs**

06:00AM Wake Up call  
 06:30AM Included breakfast at hotel  
 07:30AM Depart Hotel for Kennedy Space Center  
 09:00AM Arrive at Kennedy Space Center  
                   *Lunch on own at Space Center*  
 12:30PM Depart Kennedy Center for Ron Jon's  
 01:00PM Arrive at the famous Ron Jon's Surf Shop  
 01:45PM Arrive at Cocoa Beach  
 05:00PM Depart Cocoa Beach for Disney Springs  
 06:15PM Included Dinner at Planet Hollywood in Disney Springs  
 07:30PM Free Time at Disney Springs  
 09:00PM Depart for Hotel  
 10:30PM Bed check/Lights out

**DAY FIVE – Universal Studios**

07:00AM Wake Up Call  
 07:30AM Breakfast Included at Hotel  
 08:30AM Depart for Universal Studios  
                   *Meal voucher Included*  
 09:00AM Arrive at Universal Studios / Islands of Adventure  
 08:30PM Depart Universal Studios for Hotel  
 09:00PM Arrive at Hotel  
 10:30PM Bed check/Lights out

**DAY SIX – Travel Day**

TBA Included Breakfast at Hotel  
 Pack & load bus  
 Depart for Orlando International Airport  
 Depart Orlando for MSP on Sun Country Airlines  
 Arrive at Minneapolis St. Paul Airport  
 Motorcoach Transfer to Hibbing High School

**DEHS**

*(Depending on flight time, you may do a ½ day at Universal before departing for the airport)*



# JAYBEE TRAVEL

(218) 409-6188 • jaybeetravelmn@gmail.com

**Group, Cruise,  
and Student Tour Specialist**

## **Included Per Person:**

- Round trip transportation to and from Minneapolis Airport
- Roundtrip airfare from MSP to MCO on Sun Country Airlines
- Motorcoach service throughout your entire stay in Orlando
- Five (5) nights' hotel accommodations
- Five (5) breakfasts
- Three (3) \$20 meal stipends
- Two (2) group dinners
- One-day admission to Universal Studios/Islands of Adventure
- Participation in Disney Imagination Workshop
- Participation in Disney Performance at a select park
- Two-day admission to Disney theme parks
- Admission to Kennedy Space Center
- Visit to Ron Jon's surf Shop and Cocoa Beach
- Taxes and tip on included features
- Two (1) complimentary director's packages
- Director's Stipend
- Five (5) Chaperones at half price
- One (1) JayBee Travel Professional Escort while in Florida

## **Not Included:**

- Instrument transportation and/or rental
- Meals not stated above
- Sightseeing not stated above



# FIELD TRIP REQUEST FORM

Date of Submission:

60

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: OEE - 10-12<sup>th</sup> grade students
2. Contact Person (Responsible for Checklist Completion): Emily Pohl, Brigette Eckwood, Jamie Benne, Kaija Ell
3. Field Trip Date(s): 5/8/24 - 5/10/24 Destination: St. Paul / Minneapolis
4. Field Trip Overview (Include events, establishments and locations): Como Zoo & Conservatory, cultural dinner, See a play, Minnehaha Falls hike, mall of America, cultural poetry slam, science museum, college tour -
5. Field Trip Departure from School (Date and Time): May 8<sup>th</sup> - 8:00 am.  
Field Trip Return to School (Date and Time): May 10<sup>th</sup> - 5:00 pm.
6. Objectives of Field Trip: Educational Enrichment, Cultural Exploration, college readiness & exposure,
7. Relationship to Curriculum or Student Learning: Science, English, Culture & Social Justice Career & College readiness
8. Planned Follow-up Field Trip Activities: Cultural sharing & community building with students across the district; reflection, journal.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$2,880
Total Meals	\$2,400
Total Lodging	\$3,780
Total Transportation	\$5,000
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyager Transportation</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$2000
<b>Total</b>	<b>\$16,060</b>

Revenues	
District Budget Code: <u>01E005211161366</u>	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
<b>Total</b>	<b>\$</b>

11. Reviewed/Completed Request Checklist:      Yes      No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**



## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

**TIME**

**LOCATION**


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

Signature of Contact Person: \_\_\_\_\_

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: \_\_\_\_\_

Jamu Bennett, Emily Pohl, Karja Ellis  
Brigette Eckwood.

St.Paul Field trip Itinerary- OEE/East/Denfeld/ALC  
 (Alternate to Cancelled Washington D.C Trip)  
 May 8th (Wednesday)- 10th (Friday)

**Wednesday:**

8:00am- leave Duluth - 22 School bagged breakfast and lunches  
 11:00am-2:00 Explore Como Zoo & Conservatory  
 2:00-3:00 College Tour/Program Information (Tech College)  
 3:00 check into hotel-Hampton Inn & Suites, St.Paul  
 5:00-9:00 Dinner & Play (Guthrie or alternative theater)  
 10:00pm- students in assigned room

**Thursday:**

10:00am- arrive to Minnehaha Falls- explore & mini walk  
 11:30am/12:00pm-3:00/4:00pm- explore MOA  
 Use meeting space at the hotel for Cultural Sharing/reflection - Or if the weather is nice,  
 do it outside.  
 5:00pm- Dinner number 2 (TBD)  
 Poetry slam event-Tish Jones-Th 6-8pm Flava Cultural Cafe 632 University Ave West St.  
 Paul.  
 8-10 Swimming/community building at Hotel.  
 10:00 pm- students in assigned rooms

**Friday:**

10:00am- check out of hotel  
 10:30pm- Arrive to Science Museum  
 10:30pm-1:00/1:30pm explore science museum  
 2:00pm- Lunch as group  
 3:30-5:30-Drive back to Duluth  
 5:30-Arrive back to Duluth

Denfeld- 6

ALC- 6

East- 6

18 students (6 from each site) + 4 female staff + 1 (maybe 2 if another will commit) male staff = 24 ppl total

Hotel- Hampton Inn & Suites 15 rooms @ 129 plus tax a night

- 18 students/2 = 9 rooms plus + 6 rooms for 6 staff = 3870 plus tax
  - Pool & continental breakfast
- 200 W 7th Street, St. Paul, MN 55102

Science Museum Admission- \$8.00 per student + \$5 omnitheater—\$13.00 x 23 = (\$312) I did 23 tickets but it would be less because we wouldn't need to pay for all the chaperones. I wasn't sure what the student: chaperone ratio needed to be

Play- \$70 ticket (\$1680)--Probably less--depending on group/student rate.

- Reached out to Group Sales, tickets are \$16 per student- waiting to see what seating this is as I asked for preferential seating

MOA- \$50 for All day pass to nickelodeon, Fly over America + lunch pass x 24ppm (\$1200)

Food-

- Lunch x 3 days = 24ppl @ \$15= \$360 x 3= \$1080
- Dinner x 2 nights = 24ppl @ \$20+ =\$480 with tip x 2 =\$980 (VERY HIGH END)
- Sam's Club Snacks- chips, drinks, granola bars, fruit, sandwiches, meat, bread, cheese, veggies = \$300

Transportation- \$5,000 -Coach Bus/Voyager Transportation

# Twin Cities Permission Slip

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

Grade: \_\_\_\_\_ School: \_\_\_\_\_

- I give permission for my son/daughter to attend the Twin Cities 2 day overnight trip 05/08/24 to 5/10/24. I have spoken with him/her about good choices and our expectations for them.

I agree to allow ISD709 to use any photographic image or video of my child taken while participating in this event. These images may be used in promotions or other related marketing materials.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact number: \_\_\_\_\_

In case of an emergency , I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Special notes/medical considerations or anything you would like school staff to know:

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\_\_\_\_\_ Initial here if student **CAN** swim in hotel pool/hot tub

### DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

**DEFINITIONS:**

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

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

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

**INSTRUCTIONAL TRIP ACTION**

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

**SUPPLEMENTAL TRIP ACTION**

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

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

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Tom Tuskey  
 Not Recommended Date: 4-12-24

Assistant Superintendent:  Recommended Name: Anthony Bueh  
 Not Recommended Date: 4/23/24

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

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

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: Denfeld Ag and Science Department
2. Contact Person (responsible for Checklist Completion): Alison Wood
3. Field Trip Date(s): May 17-19 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): Students enrolled in AFNR/Plant science classes (first or second semester) and students who are part of the Envirothon team. Classes over the weekend will include options of hiking, fishing, ecology, farming and of course, the challenge rope course.
5. Field Trip Departure from School (Date and Time): 3:45pm May 17  
Field Trip Return to School (Date and Time): 3:00pm May 19
6. Objectives of Field Trip: SWBAT demonstrate support for their classmates during a challenging experience, use a compass to complete an orienteering course, explore different types of rock and spring plants on a hike, practice farming skills.
7. Relationship to Curriculum or Student Learning: Students will be participating in hands-on learning and experiential activities to support that topics we have been learning and studying in class.
8. Planned Follow-up Field Trip Activities: Group reflection and planning session to expand the Denfeld school garden and forest.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission Fees	\$ 0
Total Meals	\$ 0
Total Lodging	\$ 0
Total Transportation	\$ 0
<input type="checkbox"/> School District Vehicle(s)	0
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	0
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	0
Total Additional Stipends:	\$ 0
Other: <u>cost for 4 adult chaperones \$181/each</u>	\$
<b>Total</b>	<b>\$ 724</b>

Revenues	
District Budget Code: <u>Ag <del>Forest</del></u>	\$
Booster Group	\$
Donations	\$
Student Fees	\$ \$40
Total Additional Stipends:	\$
<b>Total</b>	<b>\$</b>

*FFA plant sale accounts + WR grant  
(\$26 free + reduced)*

11. Reviewed/Completed Request Checklist:      Yes      No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 201  
Orig. 1995  
Rev. 2022

Revised: \_\_\_\_\_

## 201 LEGAL STATUS OF THE SCHOOL BOARD

### I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

### II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

### III. DEFINITION

"School board" means the governing body of the school district.

### IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of ~~six~~ **seven** elected ~~directors~~ members, ~~or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.~~

***[Note: This number may be different for combining or consolidating school boards that are in a transition period.]***

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

### V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks

and courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  2. conduct the business of the schools and pay indebtedness and proper expenses;
  3. employ and contract with necessary qualified teachers and discharge the same for cause;
  4. provide services to promote the health of its pupils;
  5. provide school buildings and erect needed buildings;
  6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  8. employ and discharge necessary employees and contract for other services;
  9. provide for transportation of pupils to and from school, as governed by statute; and
  10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
  1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  2. furnish school lunches for pupils and teachers on such terms as the school board determines;
  3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
  4. lease rooms or buildings for school purposes;
  5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
  6. authorize cocurricular and extracurricular activities;
  7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
  8. perform other acts as the school board shall deem to be reasonably necessary



or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
 Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
 Minn. Stat. § 123B.85 (Definitions)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233 (1924)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 202 (School Board Officers)  
 MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)  
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

First Reading:

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 201  
Orig. 1995  
Rev.

Revised: \_\_\_\_\_  
2022

## **201 LEGAL STATUS OF THE SCHOOL BOARD**

### **I. PURPOSE**

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

### **III. DEFINITION**

"School board" means the governing body of the school district.

### **IV. ORGANIZATION AND MEMBERSHIP**

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

***[Note: This number may be different for combining or consolidating school boards that are in a transition period.]***

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

### **V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district;

adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  2. conduct the business of the schools and pay indebtedness and proper expenses;
  3. employ and contract with necessary qualified teachers and discharge the same for cause;
  4. provide services to promote the health of its pupils;
  5. provide school buildings and erect needed buildings;
  6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  8. employ and discharge necessary employees and contract for other services;
  9. provide for transportation of pupils to and from school, as governed by statute; and
  10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
  1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  2. furnish school lunches for pupils and teachers on such terms as the school board determines;
  3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
  4. lease rooms or buildings for school purposes;
  5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
  6. authorize cocurricular and extracurricular activities;
  7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
 Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)  
 Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
 Minn. Stat. § 123B.85 (Definitions)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233 (1924)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 202 (School Board Officers)  
 MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)  
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

First Reading:

## ~~8000 GOAL AND FUNCTIONS OF THE SCHOOL BOARD~~

~~The goal of the School Board is to maintain a comprehensive set of quality educational programs and services for the school age youth of the School District that is both economically and operationally efficient and within the scope of the community's ability to support it. To achieve such a goal, the School Board recognizes the following functions as those to which it must most aggressively direct its attention:~~

- ~~1. The selection of a chief administrator, the Superintendent.~~
- ~~2. The establishment of policies and procedures by which the schools are administered.~~
- ~~3. The adoption of the budget and the enactment of provisions for the financing of the schools.~~
- ~~4. The acquisition and development of necessary property and the provision of supplies.~~
- ~~5. The appointment of necessary personnel to staff the varied services.~~
- ~~6. The appraisal of the work of the schools and adoption of plans for improvement and expansion.~~

~~Adopted: 10-09-1973 ISD-709~~

~~Revised: 06-20-1995 ISD-709~~

## ~~9090 QUORUM FOR MEETINGS~~

~~At any regular or special meeting of the School Board, a majority of the membership of the School Board shall constitute a quorum. Action of the School Board shall be official only if a quorum is present.~~

~~Adopted: 06-09-1970 ISD-709~~

~~Revised: 07-20-1976~~

~~05-12-1987~~

~~06-20-1995 ISD-709~~

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### **III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

**Cross References:** None

First Reading:

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

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- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
 Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)

**Cross References:** None

First Reading:



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER**

### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### **III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.

- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

***[Note: The school board may choose to include in the policy a method of calling the roll.]***

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
 Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
 Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)  
 Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
 Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
 Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
 Minn. Stat. § 471.88 (Exceptions)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
 MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
 MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.6 CONSENT AGENDAS**

### **I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

### **II. GENERAL STATEMENT OF POLICY**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### **III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
  - 1. The treasurer, or designee, shall deposit the funds of the school district in the official depository.
  - 2. The treasurer, or designee, shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
  - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer, or designee, shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk, or designee, shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk, or designee, shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk , or designee, shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk, or designee, shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk, or designee, shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk, or designee, shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
 Minn. Stat. § 123B.143 (Superintendent)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Replacing: Policies 8095, 9015, 9050, 9055 and 9060  
 First Reading: 04-17-2018  
 Adopted: 05-15-2018  
 Reviewed:

## **202 SCHOOL BOARD OFFICERS BYLAW**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
  - 1. The treasurer, or designee, shall deposit the funds of the school district in the official depository.
  - 2. The treasurer, or designee, shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
  - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer, or designee, shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk, or designee, shall keep a record of all meetings in the books provided.
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  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk, or designee, shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk, or designee, shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk, or designee, shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.



2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance ~~Insufficient Funds to Pay Orders~~)  
 Minn. Stat. § 123B.14 (Officers ~~of Independent School Districts~~)  
 Minn. Stat. § 123B.143 (Superintendent)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Replacing: Policies 8095, 9015, 9050, 9055 and 9060  
 First Reading: 04-17-2018  
 Adopted: 05-15-2018

## **202 SCHOOL BOARD OFFICERS BYLAW**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

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- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
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3. On or before September 15 of each year, the clerk , or designee, shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk, or designee, shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk, or designee, shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk, or designee, shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance)  
 Minn. Stat. § 123B.14 (Officers)  
 Minn. Stat. § 123B.143 (Superintendent)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Replacing: Policies 8095, 9015, 9050, 9055 and 9060  
 First Reading: 04-17-2018  
 Adopted: 05-15-2018

## 203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

### I. PURPOSE

The purpose of this Policy is to ensure consistency in the order of business at regular school board meetings.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### III. ORDER

- A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order as follows:
1. Call To Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of the Agenda
  5. School and Community Recognition
  6. Report of the Superintendent
  7. Report of Standing Committees:
    - a. Monthly Committee of the Whole
    - b. Human Resources/Business Services Committee
    - c. Policy Committee
  8. General Board Committee Updates
  9. Approval of Consent Agenda
  10. Resolutions from Committee Reports
  11. Special Resolutions and Action Items
  12. Questions/Other
  13. Adjournment
- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.
- D. Any question of order arising, not provided for in these Bylaws, shall be decided according to parliamentary rules for the government of deliberative bodies, as defined by Robert's Rules of Order, Latest Addition.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
 MSBA/MASA Model Policy 203.6 (Consent Agendas)

Replacing: Policy 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Revised: 12-17-2019  
Reviewed:

## 203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING BYLAW

### I. PURPOSE

The purpose of this ~~Bylaw~~ Policy is to ensure consistency in the order of business at regular school board meetings.

### II. GENERAL STATEMENT OF ~~BYLAW~~ POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order as follows:

#### 1. Call To Order

~~1~~ 2. Roll Call

~~2~~ 3. Pledge of Allegiance

~~3~~ 4. Approval of the Agenda

~~4~~ 5. School and Community Recognition

~~5. Audience~~

6. Report of the Superintendent

7. Report of Standing Committees:

a. ~~Education Committee~~ Monthly Committee of the Whole

b. Human Resources/~~Business Services~~ Committee

c. ~~Business Committee~~ Policy Committee

8. General Board Committee Updates

~~8~~ 9. Approval of Consent Agenda

10. Resolutions from Committee Reports

~~9~~ 11. Special Resolutions and Action Items

~~10~~ 12. Questions/Other

~~11~~ 13. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

D. Any question of order arising, not provided for in these Bylaws, shall be decided according to parliamentary rules for the government of deliberative bodies, as defined by Robert's Rules of Order, ~~Newly Revised~~ Latest Addition.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (~~School Board Powers~~ Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Replacing: Policy 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Revised: 12-17-2019



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Replacing: Policy 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Revised: 12-17-2019

## 203.5 SCHOOL BOARD MEETING AGENDA

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**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
 Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)  
 Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
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MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

Replacing: Policies 8085, 8100, 9075, 9080, 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Reviewed:

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**Monthly Committee of the Whole Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, April 2, 2024

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **Action Items - Consent Agenda**
  - A. Resolutions
  - B. Other Action Items
4. **AGENDA ITEMS**
  - A. Informational Items
    - 1) Presentations
      - a. RFP'S, BIDS, and QUOTES 2
      - b. FY25 BUDGET OVERVIEW 8
      - c. 2024-2025 STAFFING FORECASTING/HIRING TIMELINES 16
5. **Presentation Items Requiring Approval**
  - A. HEAD START 23
6. **Presentations Continued - Informational**
  - A. PLC UPDATE 40
7. **Other**
8. **ADJOURN**

**COW Agenda Cover Sheet**

**Meeting Date:** April 2, 2024

**Topic:** Fy 25 Budget timeline and overview

**Presenter(s):** Simone Zunich: Exec Director of Business Presentation (presentation)

**Attachment (yes or no):** PowerPoint

**Brief Summary of Presentation or Topic (no more than a few sentences):**

**A short summary of our Fy 25 budget timeline and overview.**

# Purchasing Protocol

Presented to the Committee of the Whole  
Tuesday, April 2, 2024

# Procurement Procedures for a Purchase Order

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1. After it is determined that an item is needed and is approved for purchase, an email with the item information is submitted to the department clerical.
2. The clerical then creates a purchase requisition with the appropriate budget code that is submitted for proper approval depending on the amount.
3. Once it is approved, it's processed by the Purchasing Coordinator and emailed to the vendor and requisitioner.
4. When the item is received in-house the requisitioner makes note so when Accounts Payable receives the invoice and asks if they can pay it, they can answer appropriately. If such email is received from AP and the items have not arrived in-house, they do not respond to pay it.

# Procurement Procedure for Contracts

165

- The decision to use a bid, quote, or RFP for contracts is determined by the *Uniform Municipal Contracting Law* based on the dollar amount.

\$25,000 or less - Open market of at least two quotes (when practical)

\$25,000 - \$175,000 - Sealed bids or direct negotiation, two quotes or more whenever possible

Over \$175,000 - Sealed bids, must be advertised publicly and subject to specialized requirements of the governmental subdivision

# Procurement Procedure for Contracts

166

- After the criteria is determined and quotes or the opening of the sealed bids are obtained, a decision is made based on best price and what requirements are met.
- Based on the dollar amount, the awarded company is notified and rejection letters are sent or a letter of memorandum is written to present to the school board for approval signature, date, stamped.
- All information is on file in the Office of Purchasing

# Questions | Comments | Concerns?

107



**Thank you!**

**COW Agenda Cover Sheet**

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**A short summary of our Fy 25 budget timeline and overview.**



# FY25 Budget *Timeline & Impact Overview*

Committee of the Whole  
April 2, 2024



The purpose of tonight's meeting is to provide a high level overview of the budgeting process and the multiple opportunities for board input and discussion prior to final adoption of the FY25 budget in June.

## **Objectives:**

- Examine the current context of our budget decision making
- Share timeline, analysis and impact of the proposed FY25 budget
- Provide a high level overview of the key factors that impact our budget
- Review the timeline of future board actions

# How we got here

111

- We've had ESSER (Federal COVID-19) funding for the last few years in order to respond to the pandemic. Those funds will not be available after FY24.
- Significant recent state education funding has helped immensely, but it's not enough to both makeup for decades of underfunding and to cover increased Duluth Public Schools' operating costs. Minnesota districts are also facing unfunded mandates which increases financial obligations to the school budget.
- The cost of nearly all expenses have increased -- salaries, benefits, utilities, transportation, food, and contracted services.

# Overview of Budgeting Process

112

Timeline	Analysis	Impact
<p>FY25 budget will reflect the phasing out of ESSER funding. Also, FY24 is a contract negotiation year, meaning we need to apply these financial implications to the FY25 budget.</p> <p>To balance the budget, the process is being analyzed by administration for discussion and presentation to the School Board. Senior Leaders met on March 18 for an intensive overview of the FY25 budget to review potential budget adjustments in order to balance the budget.</p>	<p>Strategic analysis of daily operations such as programming, contracted services and the use of assigned fund balance will be necessary to balance the FY25 budget.</p> <p>Assigned fund balance transfers will be brought to the School Board for approval.</p>	<p>The budget team is working diligently to minimize the impact on schools and students for FY25.</p> <p>However, for FY26, the impact will be greater and a timeline will be presented before June 30, 2024 to keep all stakeholders aware of the process and overall impact.</p>

# Initial Forecasting: High Level Overview

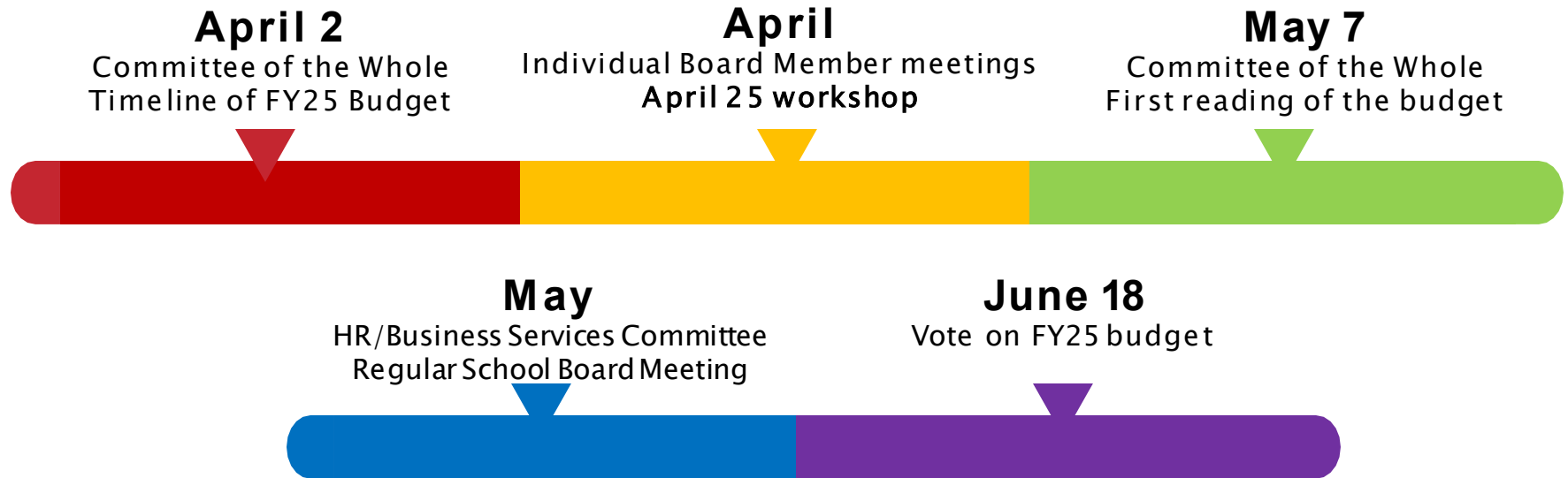
113

<p><b>Review of Enrollment</b></p> <p>Potential decline in enrollment (100 ADM) is forecasted annually for the next five years</p>	<p><b>Basic formula increase of 2% + inflation capped at 3%</b></p> <p><b>Compensatory aid remains consistent with FY24</b></p>
<p><b>Special Education Cross Subsidy increase of 4% from FY24</b></p> <p>Title aid remains under review with a potential of 1.5% increase over FY24</p>	<p><b>Child Nutrition</b></p> <p><b>FY25 continues to serve free breakfast and lunch to all students</b></p>

# Future Board budget discussions and actions

114

We look forward to continuing to discuss the proposed budget with the Finance Committee and School Board on:



# Questions?

## COW Agenda Cover Sheet

**Meeting Date:** Apr 2, 2024

**Topic:** 2024-2025 Staffing Forecast/Hiring Timelines

**Presenter(s):** Theresa Severance, Executive Director of Human Resources and Operations

**Attachment (yes or no):** Yes

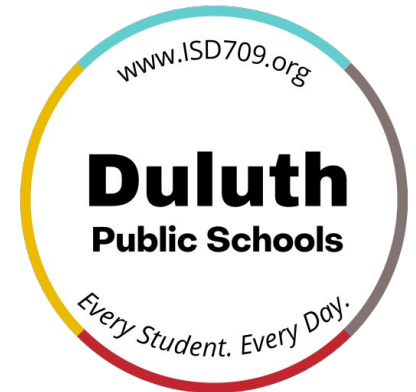
**Brief Summary of Presentation or Topic (no more than a few sentences):** This presentation will provide an update of our staffing forecast and hiring timelines for the 2024-2025 school year. We will present general information on process and current staffing statistics.



# 2024-2025 Staffing Forecast/Hiring Timelines

*Improving Systems-Progress Monitoring  
Committee of the Whole*

*April 2, 2024*



# Our Vision

118

The Duluth Public Schools Recruitment and Retention Plan will serve as the strategic blueprint for recruiting, hiring and retaining quality employees in the Duluth Public School District.

It is a yearly process of attracting, developing, supporting and retaining highly qualified teachers and support staff at schools and across the district.

# Staffing Process

- Meet with Key Leaders to review current staff lists
- Utilize projections for future personnel needs based on student growth, replacements, and retirements
- Consider financial constraints as they apply to future personnel needs
- Use a cooperative approach and include other administrators (e.g., directors, principals) as appropriate in making staff decisions.

# Staffing Timelines

120

- January 18, 2024                      Assignment and Transfer QLT meeting
- February 16, 2024                    ESSER Displacements given (42)
- February 27, 2024                    Principal Staffing Meetings started
- March 1, 2024                         ESSER Replacement positions posted (28)
  - postings every Friday thereafter
  - 71 positions posted and 32 positions filled to date
- March 18, 2024                      All other Displacements given (49)
  - 24 hour postings, Out of Field Placements, Temporary positions, Long Term Substitutes, Tier 1 Licensure
- April 22, 2024                         Second Round of Principal Staffing Meeting start

# Staffing Resources

121

- Competitive Hiring Timelines
- Attend job fairs/recruitment events
  - April 1, 2024 Shakopee Hiring Fair
- Increase job posting locations, Utilize Social Media
- Updated, abbreviated, job specific application process
- Clear Recruitment Materials
- Diverse screening and interview teams

# Questions?

## COW Agenda Cover Sheet

**Meeting Date:** April 2, 2024

**Topic:** Head Start

**Presenter(s):** Sherry Williams

**Attachment (yes):**

[Self Assessment](#)

[Federal Head Start Grant Overview](#)

[Transportation Waiver](#)

**Brief Summary of Presentation or Topic (no more than a few sentences):**

**Head Start Self Assessment:** An analysis of the 2022-2023 program year with recommendations for continuous improvement

**Head Start Federal Grant:** An overview of the Head Start Continuation Grant that will be submitted by April 26, 2024

**Head Start Transportation Waiver:** An annual waiver to allow Head Start 4 year olds to ride K-5 buses to and from school.

## **Self Assessment Report 2024**

A series of meetings were held in the fall and winter of 2023 to look at our program systems and goals to determine how well our Head Start program is meeting both performance standards and making progress toward our identified goals.

Performance Standards are reflected upon by each coordinator in their given area and strengths and weaknesses are identified.

For each grant goal, including School Readiness, a separate meeting inviting select staff, parents and community members was conducted and a series of meaningful questions are asked to provide our program with insights on what next steps might be taken to strengthen the identified goal area.

Results of these meetings are shared with the Planning Team and Policy Council before a final report is written. From the final report an action plan for the following year is created identifying five action steps to focus on in the following year.

## **Systems and Compliance**

We looked closely at our Enrollment and Recruitment Systems due to our status of being under enrolled. We wanted to make sure that our own processes weren't limiting families' access to our programs. Based upon this information, we created action plans for both Enrollment and Recruitment.

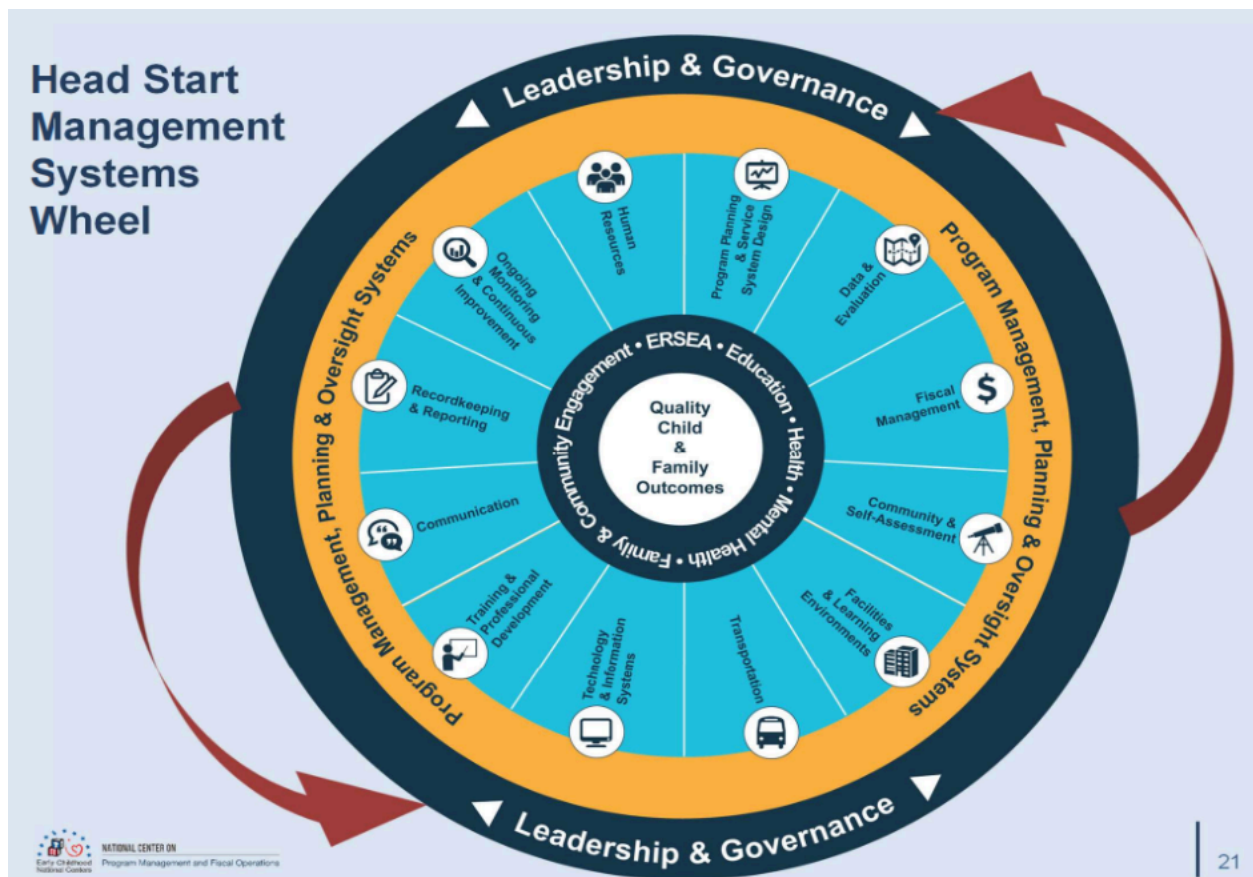
We have maintained 90% enrollment for most of the program year. Limitations include extremely high needs in classrooms creating environments that feel unsafe for staff. While we have maintained full staffing within our classrooms, we have had vacancies in positions designed to give an additional layer of support in classrooms (float paraprofessionals, ECSE paraprofessionals).

Safe Delivery of Preschool Students has been successfully implemented this year despite many challenges faced by our transportation department. Students were only dropped off with adults authorized by parents to receive children and bus concern forms were utilized by parents, staff, and drivers if things were not going as planned.



Internal monitoring has provided evidence that active supervision is in place at all sites and that classrooms are implementing both Creative Curriculum and the Pyramid Model to fidelity.

Better aligning our systems with the Head Start Management Wheel is one thing we would like to add to the monitoring system. Planning regular meetings with the school district departments identified in the wheel would help us better understand and be understood by departments that operate almost entirely from the perspective of a K-12 school district.



## Progress toward goals

### I. School Readiness

To align with Duluth Public School’s World’s Best Workforce Plan, our overall school readiness goals are worded similarly to others found in this plan.

2022-2023 Goal: By Spring of 2023, 85% of 4 year old children who participate in Duluth Public Schools preschool programs will score within the “End of the Year Before Kindergarten Range” in 4 out of 5 domains as measured by the Desired Results Developmental Profile. Domains include Approaches to Learning, Social & Emotional Development, Language & Literacy, Cognition, and Physical Development. Growth across all demographic groups will be monitored.

Percent of Students Who Scored within the End of the Year Before Kindergarten Range in 4 of 5 Domains	2022-2023
All students	84.75
American Indian	92
Asian	>98
Hispanic or Latino	84.25
Native Hawaiian or Pacific Islander	*
Other Indigenous Peoples	*
Black or African American	79
White	90
Two or More Races	79
English Learner	>98
Special Education	72.5
Free/Reduced Priced Meals	86.25

## **II. Grant Goal: High Quality Inclusive Classrooms: Navigating Trauma through Collaboration with Early Childhood Special Education.**

We engage in Professional Learning Communities with Early Childhood Special Education. PLCs this year have been happening at sites with teams that selected a program wide goal to work toward. We identified goals in the areas of reading, math, and social-emotional development.

By May of 2024

- 77% of children will increasingly develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time.
- 85% of children will show an increasing awareness of all the sounds that make up language (phonological awareness), including the ability to manipulate them in language
- 90% of children will show an increasing ability to add and subtract small quantities of numbers

\*as measured by the Desired Results Developmental Profile

Our program also identified a goal both derived from and measured by the Pyramid model.

Using indicator 33: Individualized intensive interventions will be provided to all teaching staff and used by staff to reduce aggressive behaviors from 50% of all Behavior Incident Reports to 40% of all Behavior Incident Reports by May of 2024.

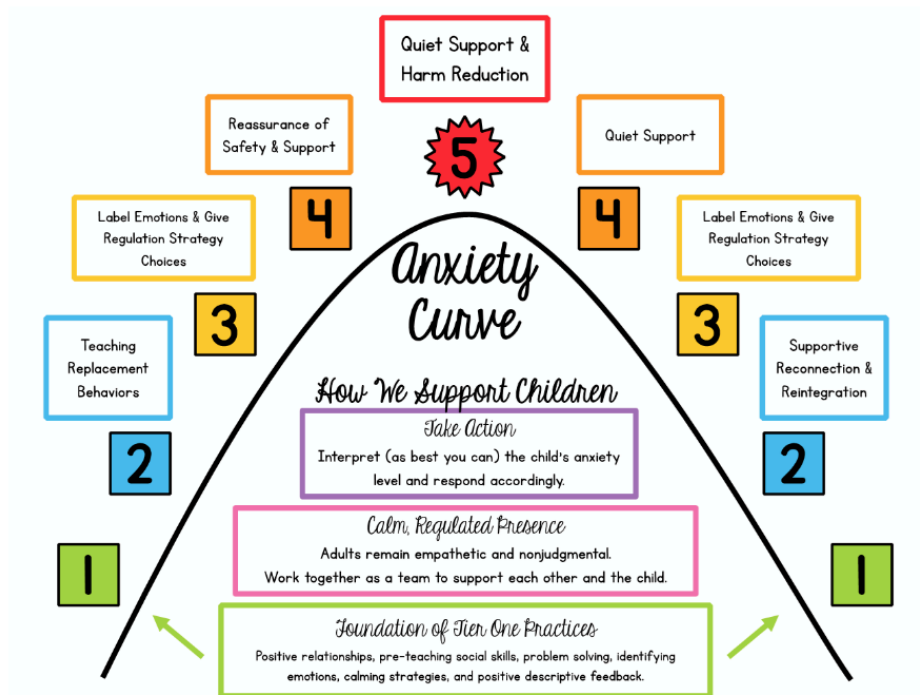
This goal specifically targets what we have referred to as the INGS: Hitting, Biting, Kicking, Throwing, and Spitting. Last year we had 1,039 incidents involving those behaviors in our classrooms. It was the first year we had reliable data that spanned the entire school year.

Family Advocates are working to increase connections between families from 10% to 30% and the use of Ready Rosie, our research based Parent Education curriculum with messages delivered via text, from 10% to 30% as measured by Parent Survey.

PLC groups are meeting regularly and have expressed how beneficial it is to spend some time reflecting on challenges together and then to work on ideas to help move the dial forward on the selected goal. We look forward to seeing results at the end of the year.

Other topics this Self Assessment team discussed are how to best support staff when significant challenging behaviors are happening in classrooms. Having ECSE staff and our Mental Health staff in classrooms to model language and strategies was identified as the most beneficial response in a staff survey.

Our Pyramid Implementation team has also created program wide Professional Development describing how to best support children at various points along the Anxiety Curve.



The PD created has been so well received, we plan on answering the Call for Presenters for next year's National Head Start Association Conference to present it to colleagues from across the country.

### Capacity

One major concern for our program is the sheer number of students on IEPs. We recognize this as a community need. We know that our program does very well with this group, however the need to have typically developing students is a major component of a high quality inclusive classroom, which leads to regular conversations about how best to navigate this situation. It is a conversation built on the word CAPACITY.

### **Early Childhood Mental Health Focus Group**

Having had a 47% increase in Mental Health Referrals in the 2022-23 school year, we held an Early Childhood Mental Health Focus Group and invited community experts including staff from Amberwing, Northwoods, the Northland Foundation, and district staff from a variety of departments. One common theme expressed was the importance of parent education and support. When children's mental health is suffering it is often because their family is struggling. This parent-child dyad is where energy must be focused to have the highest impact. We are still working our way through recommendations based upon this focus group, but we felt a need to let our community know the changes we have seen. The higher number of referrals has again occurred this year, with 47 children being referred for therapeutic services outside our program. For children with the most serious behavioral concerns, there are 8 spots available at Northwoods Little Learners program for preschool children who are not able to be successful in a typical preschool program. Those 8 spots have been full since December, so there is virtually nowhere for families to turn when their children need intensive support due to severe behavioral needs. This remains an unmet community need.

### **III. Grant Goal: Walking the Talk of Equity**

**Oshki-Inwewin**, our preschool with a focus on Ojibwe language and culture continues to draw families from across the district. Families are pleased with this option that let's families know we see and honor the culture they come from. We have expanded some Ojibwe language into all of our classrooms and are providing some nutrition experiences including wild rice and maple sugar, which lend themselves well to discussing traditional Ojibwe culture.

While we feel we have been responsive to the Native American community, we can't help but ask ourselves what are we doing to recognize and honor Black culture in our program?

We continue to work to make connections within communities of color to best support and encourage family connections to these same organizations.

### Increasing Representation

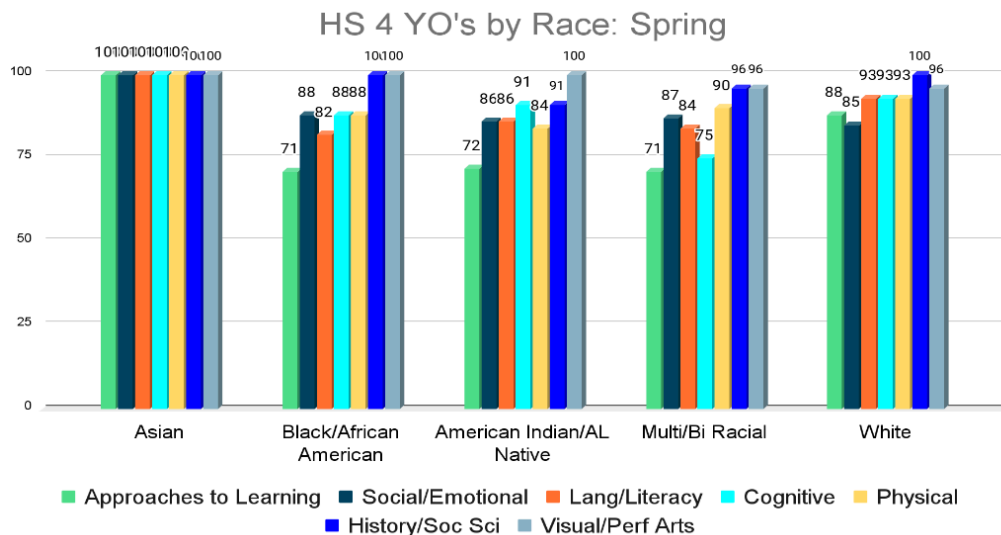
Our BIPOC Artist in Residence program has provided 10 weeks of art in most full day classrooms providing classrooms with experiences led by people of color. This was one way to increase representation of people of color in our classrooms.

We are also working on a staff recruitment video as we anticipate 2 teaching positions to open this year due to retirements. We see this as an opportunity to diversify our staff.

**Closing Opportunity Gaps:** We continue to close opportunity gaps with nature based programming, streamlined scholarships to the Duluth Children’s Museum, and Safety Around Water classes for 4 classes each fall at the YMCA. This partnership also provides us with Day Passes for every Head Start family.

In two Self Assessment meetings the idea of swim lessons for parents came up. Statistically, people of color are more likely to drown because they have not had access to swim lessons. The YMCA has agreed to offer swim lessons for Head Start parents next year, with childcare provided.

### Achievement Data by Race



**Anti-racist Book Club:** 8 people participated in last year’s book club where the book, “White Fragility: Why it’s so Hard for White People to Talk About Racism” by Robin Diangelo was read and discussed. This year’s title will be “My Grandmother’s Hands”. Our Inclusion Coordinator

began offering these book studies to only preschool staff, but this year she is offering the class to any interested teacher. She

#### **IV. Grant Goal: Fostering Resilience with a Focus on Health, Wellness, and Safety**

Nature Based programming and our partnership with the YMCA discussed previously also impact this grant goal.

Providing staff and parents with wellness opportunities have become the focus of this grant goal. Intentionally including connection and fun into staff meetings, and providing staff with opportunities to connect outside of the work day has been key to this grant goal. Our Health and Wellness Committee provides opportunities for social connection, creative experiences, and monthly health challenges. Last year, up to 24 staff participated in monthly wellness challenges, up to 35 people attended Social Club, and up to 18 staff participated in craft events. We also had up to 8 staff participate in the Yoga club.

**Health Data:** At the end of the year last year 87% of children were up to date on Dental exams, 83% were up to date on Well Child Checks, and 100% were up to date on Immunizations.

**Safe Delivery of Preschool Students (Transportation):** Last year we had an unsafe incident where a child was dropped off without an adult present. This was reported to the Office of Head Start and resulted in a Deficiency for our program. Since implementing the Safe Delivery of Preschool Students Plan, we have seen bus drivers following the protocol and feel that despite the transportation department being understaffed, our children were safe on buses.

#### **Safety in Classrooms where student aggression is prevalent:**

All staff are trained in

- CPI (Crisis Prevention Interventions)
- Circle of Security (attachment parenting with a classroom angle)
- Pyramid Model (which includes access to a Practice Based Coach)

We have on staff:

- 1.75 FTE social workers in our program who are available to model and support interventions

- Float paraprofessional that can provide extra classrooms support or cover absences

Preschool Support Team: consisting of Ed Coordinator, Inclusion Coordinator, Mental Health Coordinator, and Director will come and meet with any team requesting support for how to navigate challenging behaviors.

#### **A. Self Assessment Area: Parent Family and Community Engagement**

Four Family Advocates attended a national conference on Parent, Family, and Community Engagement this year to connect with each other and to be inspired by other Head Start programs' success stories for how to re-engage families following the pandemic.

Since then, they have provided opportunities for families to connect at City Wide events at the Zoo, Bayfront Park, and school sites. We have targeted Father and Father Figures for events at the YMCA, the North Shore Scenic Railroad.

Family Advocates more commonly work with individual families helping people find their way through crises, connecting them to community services, and helping parents set goals and take steps toward them.

Utilizing the Parent, Family and Community Engagement tool to target a goal area would help to narrow the focus of efforts and fortify use of the tool itself, as well as the data collection associated with the tool.

#### **B. Eligibility, Recruitment, Selection, Enrollment, Attendance**

Our program has been under enrolled since the pandemic. This has had us placed on an Under Enrollment Plan by the Office of Head Start. Last year, Head Start enrollment suffered primarily because our half day programs were not filling. We converted two of those half day programs to full days and have been at 90% enrolled for most of this school year. We have not reached 100% because teachers are struggling with challenging behaviors in the classroom and asking us to hold off on adding new students. Safety of staff and students are considerations, as well as staff retention. In response to this we have increased the hours of our second Mental Health Coordinator by 25%. Currently we have one full time and one .75 Social Workers working in our

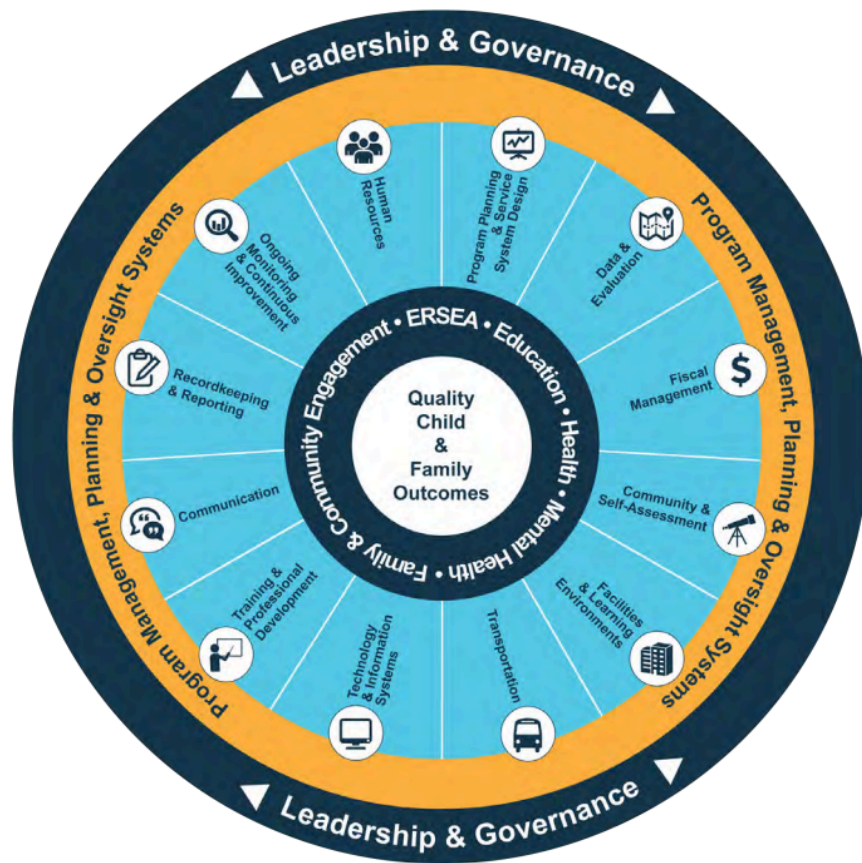


program. Both have the necessary credentials to provide therapy to children below the age of five.

We have also done a deep dive into our Enrollment and Recruitment processes to make sure that our own systems were not part of the issue. We found places where improvements could be made and we created action plans for both of those areas.

### **Recommended Course Corrections and Continuous Quality Improvement**

1. We will fully blend all funding streams to better balance classrooms and offer more families served by Duluth Preschool the most desirable option: full day, five day.
2. We will work closely with the Early Childhood Special Education Department to provide services to children in a variety of program options.
3. We will increase the capacity of Family Advocates to collect and use data on progress in all seven of the Family Engagement Outcomes (family well-being, positive parent-child relationships, families as lifelong learners, family engagement in transitions, family connections to peers and community, and families as advocates and leaders)
4. We will systematically dive deeper into the Head Start Management Wheel, prioritizing Human Resources in the coming year. With new training offered from the National Head Start Association, we feel we can improve orientation and onboarding of new staff.
5. We will provide swim lessons for Head Start parents at the YMCA, with childcare provided.



This 2023-2024 Self Assessment Plan has been presented and approved by the Head Start Governing Board and the Head Start Policy Council.

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Jill Lofald, School Board Chair

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Scott Longaker, Policy Council Chair



**Duluth Public Schools Federal Head Start Continuation Grant  
Fiscal Year 2024**

<b>Funding Type</b>	<b>Federal Head Start</b>
Program Operations	\$2,776,288
Training and Technical Assistance	\$28,958
Federal Funded Enrollment	190
<b>Total Funding</b>	<b>\$2,776,288</b>

This is year four of a five year grant cycle.

**Broad Goals remain:**

- 1. High Quality Inclusion: Navigating Trauma**
  - a. Partnership with Early Childhood Special Education
- 2. Walking the Talk of Equity**
  - a. Oshki-Inwewin: A classroom that infuses curriculum with Ojibwe language and culture. Some language and experiences have extended to all classrooms.
  - b. Closing Opportunity Gaps
    - i. Nature Play
    - ii. Safety Around Water classes
    - iii. Streamlined scholarships to Duluth Children’s Museum and the YMCA
    - iv. Family Day passes to the YMCA
  - c. Antiracist Book Study for Teachers offered through News and Views
- 3. Fostering Resilience with a Focus on Health and Wellness**
  - a. Nature Play
  - b. YMCA partnership
  - c. Health and Wellness Challenges for Staff and Families
  - d. New next year: Adult swim lessons for Head Start parents

**Differences between this year’s and last year’s Continuation Grant:**

**We will be:**

- Shifting some programming to better meet the needs of our community
- Full blending of VPK with Head Start/School Readiness classrooms to provide a uniform classroom experience and duration (5 days per week). Tuition will be charged for hours over and above the VPK minimum. Scholarships are available to help cover the cost of tuition and a sliding scale will be used.

By signing below, you are indicating that this Federal Head Start Continuation Grant has been shared and approved by the Head Start Governing Board and Parent Policy Council.

---

**Jill Lofald, School Board Chair**

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**Scott Longaker, Policy Council Chair**



## **Transportation Waiver for Duluth Head Start FY 2025**

- Voluntary PreK is required to provide transportation to and from school for 4 year olds
- Due to this, we are asking that 4 year old Head Start children also be allowed to ride the bus to and from school. We know transportation can be a significant barrier to accessing preschool for families experiencing poverty.
- We are asking to waive the following Head Start regulations:
  - Restraints 1303.71(d) and 1303.72(a)(1)
  - Monitors 1303.72(a)(4)
- Our Parent Policy Council supports this plan contingent on maintaining the following safety provisions:
  - Preschool children will wear reflective vests making them highly visible to the bus drivers and other staff, both to and from school
  - Preschool children will sit in seats closest to the driver
  - An adult must meet the children at the bus door at drop off, and must bring the child to the bus door at pick up. We encourage parents to establish communication with the driver.
  - Unfamiliar designated adults must present an ID to the bus driver when picking up a child from the bus.
  - All Head Start children must participate in a bus safety presentation on the first day of school.
  - Riding the bus is voluntary, so parents may choose to self transport if they prefer.
    - The number of four year olds varies from year to year, but on average, 80 preschool children ride the bus on any given day.

We appreciate your commitment to removing barriers for children whose families are experiencing poverty by safely getting preschool children to and from school. We know establishing patterns of regular attendance is very important for school success, and we can directly correlate transportation increased attendance.

By signing below, you are acknowledging that this waiver has been approved.

---

Jill Lofald, School Board Chair

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Scott Longaker, Policy Council Chair

**COW Agenda Cover Sheet**

**Meeting Date:** April 2, 2024

**Topic:** Supporting Every Student - PLC Update

**Presenter(s):** Brenda Spartz

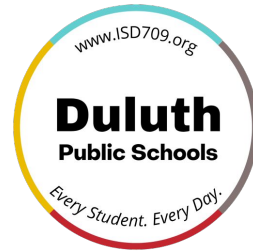
**Attachment (yes or no):** PowerPoint

**Brief Summary of Presentation or Topic (no more than a few sentences):**

Providing updates on District PLC Committee work and progress along with sharing the plan for scheduled district lead PLCs, site based PLCs, staff meetings, and Continuous Improvement Teams.



# PLC Update



Committee of the Whole  
April 2, 2024

# What is a PLC?

**PLC** stands for “**professional learning community**”.

- A group of educators that consistently meets to focus on various elements of instruction and student learning.

## The “Big Ideas” of PLCs:

- Focus on Learning
- A Culture of Collaboration and Collective Responsibility
- Results Orientation

## 4 critical questions drive the work of PLCs:

1. What is it we want our students to know and be able to do?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How can we extend and enrich the learning for students who have demonstrated proficiency?



# District PLC Journey 2023/2024

143

## August 8, 2023: #1 Full Committee Meeting

- Central office & DFT members (~30 staff members)
- Developed a “why”; identify current reality; next steps moving forward

### ***Committee Requests:***

- Common forms, structure, and process district-wide
- Central office to update/revise PLC Handbook and put together a common agenda
- Ensure time for PLC honored

## August 29, 2023: Connecting Priority Work

- Virtual presentation on PLC work (Jen and Brenda)
- Connecting Strategic Roadmap, PLC, Teacher Clarity



# District PLC Journey 2023/2024

144

## September 27, 2023: #2 Full Committee Meeting

- Shared updated PLC Handbook 23/24
- Shared common district-wide “PLC Hub” tool

### *Follow Up:*

- Continue with new and updated handbook/Hub
- Follow up mid-year for review

## November 29, 2023: Moving Forward Discussion

- Reps from district admin and DFT
- Reviewed meetings, documents
- Discussed next steps

### *Follow Up:*

- Set up full committee meeting for January 2024
- Brenda and Ethan met 12/13/23 to set agenda for 1/17/24



# District PLC Journey 2023/2024

## January 17, 2024: #3 Full Committee Meeting

- Reviewed TDE PLC language; 4 PLC questions and expected work
- Review handbook revisions and new common agenda

### *Follow Up:*

- Elementary and secondary members should meet separately as needs at each level are very different

## February 2024: Focused PLC Meetings

- **Secondary PLC Committee:** Discussed secondary needs; revised PLC Handbook
- **Elementary PLC Committee:** Discussed elem needs; reviewed handbook; CIT communication

### *Follow Up:*

- Set up April 2024 Meeting to finalize PLC Handbook
- 2024/2025 plans/schedules



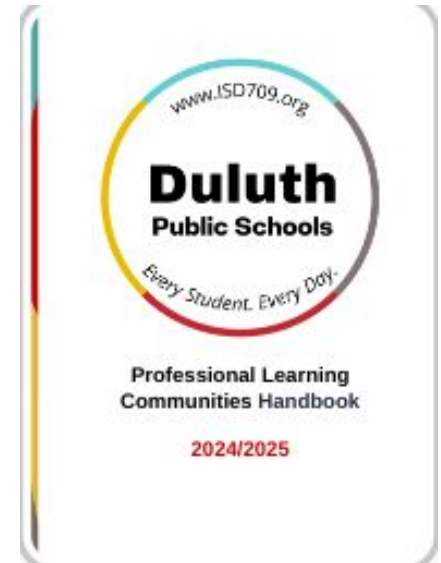
# PLC Handbook 2024/2025

## Purpose

Provide consistent district-wide guidance for Site PLCs

## Contents

- Define, Commitments, Big Ideas
- Let's Get Started
  - Membership, Norms, Roles, Goals
- "The Right Work"
  - Rubrics
  - Teacher Clarity
  - Critical Issues for Team Consideration
- PLC Hub
- Contact Information



# Forms

## "Big Ideas" of PLC Work

### Big Idea #1: A Focus on Learning

We work together to ensure every student has the opportunity to reach a high level of growth and proficiency.

We ensure all educators are building shared knowledge of effective instructional practices through job-embedded learning.

### Big Idea #2: A Culture of Collaboration and Collective Responsibility

We employ a collaborative system and process.

We work interdependently building common knowledge and skills to achieve shared goals.

We take collective responsibility and hold each other mutually accountable.

### Big Idea #3: A Results Orientation

We are reflective educators constantly seeking evidence of effectiveness in practices and achievements.

We analyze everything we do based on the impact to students' learning.

## The "Right Work" of a PLC

The purpose of collaboration - to help more students achieve at higher levels - can only be accomplished if the professionals engage in collaboration focused on the "right work".

Four critical questions from both the teacher and student perspective focus the team's efforts on the "right work".

### Four Critical Questions of Learning

KNOW

**Teacher Perspective**  
What is it we want our student to know and be able to do?

**Student Perspective**  
What should I know and be able to do?

SHOW

**Teacher Perspective**  
How will we know if each student has learned it?

**Student Perspective**  
How will I show I learned it?

GROW

**Teacher Perspective**  
How will we respond when some students do not learn it?

**Student Perspective**  
What should I do if I have not learned it?

GLOW

**Teacher Perspective**  
How will we extend learning for students who demonstrate proficiency?

**Student Perspective**  
What should I do if I already learned it?

# Guidance

## Let's Get Started...

### Establish

- Membership
- Norms
- Roles
- Goals
- "The Right Work"

PLC best practice icon

When you see this icon in the handbook, it means there is an item for the team that is aligned to "PLC best practice" and is aligned to the PLC Hub Dashboard.

"Those who develop systematic practices do not hope things happen a certain way; they create specific structures to ensure certain steps are taken" (Learning by Doing, p. 60)

## Team Norms: Recommendation

When Establishing Norms, Consider:	Purposed Norm
<b>Team</b> <ul style="list-style-type: none"> <li>Who is on the team?</li> <li>What is each member's role and how to meet?</li> <li>What are the roles and the team?</li> </ul>	
<b>Listening</b> <ul style="list-style-type: none"> <li>How will we encourage listening?</li> <li>How will we encourage listening?</li> </ul>	
<b>Confidentiality</b> <ul style="list-style-type: none"> <li>What do we want to hear about?</li> <li>What will we do with our knowledge and skills?</li> <li>What will we do with our knowledge?</li> </ul>	
<b>Decision-Making</b> <ul style="list-style-type: none"> <li>How will we make decisions?</li> <li>How will we make decisions?</li> <li>How will we make decisions?</li> <li>How will we make decisions?</li> </ul>	
<b>Feedback</b> <ul style="list-style-type: none"> <li>How will we encourage our colleagues to give feedback?</li> <li>How will we encourage our colleagues to give feedback?</li> </ul>	
<b>Openness</b> <ul style="list-style-type: none"> <li>How will we encourage our colleagues to give feedback?</li> <li>How will we encourage our colleagues to give feedback?</li> </ul>	

Adapted from: <http://www.plcworksheets.com/2014/04/04/team-norms-2014/>

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# Resources

## Teacher Clarity

### Teacher Clarity Modules

- For easy reference, all Teacher Clarity modules, information, and links are included in each team's PLC Hub on the left-hand tabs.

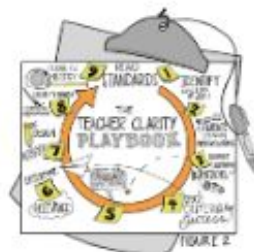


FIGURE 2

# PLC Hub 2024/2025

## Purpose

Provide consistent district-wide documentation for Site PLCs

## Contents

- PLC Dashboard
  - Membership, Norms, Roles, Goals
- Resources
  - PLC Handbook
  - Teacher Clarity
  - Curriculum
  - PLC Schedules
- Guiding Questions
- Agendas
  - One tab for every month with agendas for each week
  - Sept 2024 - May 2025





PLC Dashboard		
<b>PLC Team Name</b>		
<b>Member Names</b>		
<b>Meeting Logistics</b>	Location	
	Start Time	
	End Time	
<b>Team Norms</b>	Time	
	Listening	
	Confidentiality	
	Decision Making	
	Participation Expectation	
<b>Team Roles</b>	Facilitator	
	Recorder	
	Timekeeper	
	Reporter	
	Other	
	Other	
<b>Team SMART Goal(s)</b>		
<b>Resources</b> <small>(Link resources including links to District docs and MN Standards)</small>	<b>MDE</b>	<a href="#">MDE Academic Standards K-12</a>
	<b>Handbook</b>	<a href="#">PLC Handbook 2024/2025</a>
	<b>TC Site</b>	<a href="#">Teacher Clarity Module Site</a>
	<b>District</b>	<a href="#">District Curriculum Resources</a>
	<b>TC Resources</b>	<a href="#">Teacher Clarity Resources 2023/2024</a>
	<b>Other</b>	
	<b>Other</b>	

## PLC Hub Dashboard

## Weekly Agendas

Week of January 13			
Date		This Week's Focus Work	
Members Present:			
Topic(s)		Discussion(s) / Decision(s)	
Lingering Questions		Housekeeping	
Action Items / Next Steps			
Action Item	Person Responsible	Due Date	Completion Status

## PLC Guiding Questions

PLC Guiding Questions (DuFour Questions & Teacher Clarity Alignment)	
What is it we want our students to know and be able to do?	
<b>Standards</b>	What standards are being discussed/analyzed today?
	How do the standard(s) [and learning target(s)] relate to the ongoing work of your classroom?
<b>Learning Progressions</b>	What underlying prior knowledge must students possess in order to reliably learn?
	How might the concepts and skills within a standard be sequenced in a logical way to maximize learning?
<b>Learning Intentions</b>	What upcoming learning intentions (targets) will be communicated with students and how will you ensure students know and understand the intended learning?
	How are the standard(s) and learning intentions (targets) communicated and made accessible to all students?
	How will students communicate their understanding about what they are learning and why they are learning it?
<b>Success Criteria</b>	What are the success criteria associated with the learning targets (intentions)?
	How will you share success criteria with students in a way that they can assess their

# Elementary Schedule

## After School Meetings

2024/2025

**D-PLC** = District/Administrative Directed PLCs

**S-PLC** = School Directed PLCs

**SM** = School Staff Meetings

**CIT** = School Continuous Improvement Teams



Week of...	Weekly Schedule					Staff Meeting Week	CIT Meeting Week
	Mon	Tues	Wed	Thursday	Fri		
Sept 3	Labor Day	----	----	----	----	X	X
Sept 9		D-PLC		S-PLC			
Sept 16				S-PLC			X
Sept 23		D-PLC		S-PLC			
Sept 30				S-PLC		X	
Oct 7		D-PLC		S-PLC			X
Oct 14	PD Day			MEA	MEA		
Oct 21		D-PLC		S-PLC			X
Oct 28				S-PLC			
Nov 4		D-PLC		S-PLC			X
Nov 11				S-PLC		X	
Nov 18		D-PLC		S-PLC			X
Nov 25			PD Day	Thanksgiving	Thanksgiving		
Dec 2		D-PLC		S-PLC			X
Dec 9				S-PLC		X	
Dec 16		D-PLC		S-PLC			X
Dec 23	PD Day	Break	Christmas	Break	Break		
Dec 30	Break	Break	New Year's	----	----	----	----

← Weekly Schedule

← Weeks with no meetings <sup>151</sup>

← District PD Days

← Holidays

← Days Off

The text "Thank You!" is written in a black, cursive script. The word "Thank" is on the left and "You!" is on the right. The text is surrounded by several golden-yellow stars of various sizes and shapes, some resembling fireworks or sparkles. There are also two thin, curved golden lines that sweep under the text, one under "Thank" and one under "You!".

Thank You!

***Questions?***

**Policy Committee Meeting**  
Duluth Public Schools, ISD 709

Agenda

Tuesday, April 2, 2024

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

3:30 PM

- 1. AGENDA ITEMS**
- 2. POLICIES FOR FIRST READING**
  - A. 201 Legal Status of the School Board (Deletion of 8000 Goal and Functions of the School Board & 9090 Quorum for Meetings) 2
  - B. 203 Operation of the School Board - Governing Rules 10
  - C. 203.1 School Board Procedures; Rules of Order 12
  - D. 203.6 Consent Agendas 14
- 3. POLICIES FOR SECOND READING - None**
- 4. POLICIES FOR REVIEW**
  - A. 202 School Board Officers 15
  - B. 203.2 Order of the Regular School Board Meeting Bylaw 21
  - C. 203.5 School Board Meeting Agenda Bylaw 25
- 5. REGULATIONS - Informational**
  - A. 203.2R Order of the Regular School Board Meeting (change number & re-name to 203.6R Consent Agenda) 29
- 6. OTHER**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 201  
Orig. 1995  
Rev. 2022

Revised: \_\_\_\_\_

**201 LEGAL STATUS OF THE SCHOOL BOARD****I. PURPOSE**

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

**III. DEFINITION**

"School board" means the governing body of the school district.

**IV. ORGANIZATION AND MEMBERSHIP**

- A. The membership of the school board consists of ~~six~~ **seven** elected ~~directors~~ members, ~~or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.~~

***[Note: This number may be different for combining or consolidating school boards that are in a transition period.]***

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

**V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks

and courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  2. conduct the business of the schools and pay indebtedness and proper expenses;
  3. employ and contract with necessary qualified teachers and discharge the same for cause;
  4. provide services to promote the health of its pupils;
  5. provide school buildings and erect needed buildings;
  6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  8. employ and discharge necessary employees and contract for other services;
  9. provide for transportation of pupils to and from school, as governed by statute; and
  10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
  1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  2. furnish school lunches for pupils and teachers on such terms as the school board determines;
  3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
  4. lease rooms or buildings for school purposes;
  5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
  6. authorize cocurricular and extracurricular activities;
  7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
  8. perform other acts as the school board shall deem to be reasonably necessary

or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
 Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
 Minn. Stat. § 123B.85 (Definitions)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233 (1924)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 202 (School Board Officers)  
 MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)  
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

First Reading:



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 201  
Orig. 1995  
Rev.Revised: \_\_\_\_\_  
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"School board" means the governing body of the school district.

**IV. ORGANIZATION AND MEMBERSHIP**

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

***[Note: This number may be different for combining or consolidating school boards that are in a transition period.]***

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

**V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district;

adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  2. conduct the business of the schools and pay indebtedness and proper expenses;
  3. employ and contract with necessary qualified teachers and discharge the same for cause;
  4. provide services to promote the health of its pupils;
  5. provide school buildings and erect needed buildings;
  6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  8. employ and discharge necessary employees and contract for other services;
  9. provide for transportation of pupils to and from school, as governed by statute; and
  10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
  1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  2. furnish school lunches for pupils and teachers on such terms as the school board determines;
  3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
  4. lease rooms or buildings for school purposes;
  5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
  6. authorize cocurricular and extracurricular activities;
  7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
 Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)  
 Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
 Minn. Stat. § 123B.85 (Definitions)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233 (1924)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 202 (School Board Officers)  
 MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)  
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

First Reading:

## ~~8000 GOAL AND FUNCTIONS OF THE SCHOOL BOARD~~

~~The goal of the School Board is to maintain a comprehensive set of quality educational programs and services for the school age youth of the School District that is both economically and operationally efficient and within the scope of the community's ability to support it. To achieve such a goal, the School Board recognizes the following functions as those to which it must most aggressively direct its attention:~~

- ~~1. The selection of a chief administrator, the Superintendent.~~
- ~~2. The establishment of policies and procedures by which the schools are administered.~~
- ~~3. The adoption of the budget and the enactment of provisions for the financing of the schools.~~
- ~~4. The acquisition and development of necessary property and the provision of supplies.~~
- ~~5. The appointment of necessary personnel to staff the varied services.~~
- ~~6. The appraisal of the work of the schools and adoption of plans for improvement and expansion.~~

~~Adopted: 10-09-1973 ISD-709~~

~~Revised: 06-20-1995 ISD-709~~

**~~9090 QUORUM FOR MEETINGS~~**

~~At any regular or special meeting of the School Board, a majority of the membership of the School Board shall constitute a quorum. Action of the School Board shall be official only if a quorum is present.~~

~~Adopted: 06-09-1970 ISD-709~~

~~Revised: 07-20-1976~~

~~05-12-1987~~

~~06-20-1995 ISD-709~~

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## 203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

### I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

**~~[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]~~**

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

**Cross References:** None

First Reading:

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### **III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
 Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)  
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)

**Cross References:** None

First Reading:

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER**

### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### **III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.



- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

***[Note: The school board may choose to include in the policy a method of calling the roll.]***

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
 Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
 Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)  
 Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
 Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
 Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
 Minn. Stat. § 471.88 (Exceptions)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
 MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
 MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## 203.6 CONSENT AGENDAS

### I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

### II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

## **202 SCHOOL BOARD OFFICERS BYLAW**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
  - 1. The treasurer, or designee, shall deposit the funds of the school district in the official depository.
  - 2. The treasurer, or designee, shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
  - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer, or designee, shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk, or designee, shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk, or designee, shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk , or designee, shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk, or designee, shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk, or designee, shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk, or designee, shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance ~~Insufficient Funds to Pay Orders~~)  
 Minn. Stat. § 123B.14 (Officers ~~of Independent School Districts~~)  
 Minn. Stat. § 123B.143 (Superintendent)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Replacing: Policies 8095, 9015, 9050, 9055 and 9060  
 First Reading: 04-17-2018  
 Adopted: 05-15-2018

## **202 SCHOOL BOARD OFFICERS BYLAW**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
  - 1. The treasurer, or designee, shall deposit the funds of the school district in the official depository.
  - 2. The treasurer, or designee, shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
  - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer, or designee, shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk, or designee, shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk, or designee, shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk , or designee, shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk, or designee, shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk, or designee, shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk, or designee, shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance)  
 Minn. Stat. § 123B.14 (Officers)  
 Minn. Stat. § 123B.143 (Superintendent)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Replacing: Policies 8095, 9015, 9050, 9055 and 9060  
 First Reading: 04-17-2018  
 Adopted: 05-15-2018



## 203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING BYLAW

### I. PURPOSE

The purpose of this ~~Bylaw~~ Policy is to ensure consistency in the order of business at regular school board meetings.

### II. GENERAL STATEMENT OF ~~BYLAW~~ POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order as follows:

#### 1. Call To Order

~~1~~ 2. Roll Call

~~2~~ 3. Pledge of Allegiance

~~3~~ 4. Approval of the Agenda

~~4~~ 5. School and Community Recognition

~~5. Audience~~

6. Report of the Superintendent

7. Report of Standing Committees:

a. ~~Education Committee~~ Monthly Committee of the Whole

b. Human Resources/~~Business Services~~ Committee

c. ~~Business Committee~~ Policy Committee

8. General Board Committee Updates

~~8~~ 9. Approval of Consent Agenda

10. Resolutions from Committee Reports

~~9~~ 11. Special Resolutions and Action Items

~~10~~ 12. Questions/Other

~~11~~ 13. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

D. Any question of order arising, not provided for in these Bylaws, shall be decided according to parliamentary rules for the government of deliberative bodies, as defined by Robert's Rules of Order, ~~Newly Revised~~ Latest Addition.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (~~School Board Powers~~ Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Replacing: Policy 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Revised: 12-17-2019

## 203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING BYLAW

### I. PURPOSE

The purpose of this Bylaw is to ensure consistency in the order of business at regular school board meetings.

### II. GENERAL STATEMENT OF BYLAW

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order as follows:

#### 1. Call To Order

~~1~~ 2. Roll Call

~~2~~ 3. Pledge of Allegiance

~~3~~ 4. Approval of the Agenda

~~4~~ 5. School and Community Recognition

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6. Report of the Superintendent

7. Report of Standing Committees:

a. ~~Education Committee~~ Monthly Committee of the Whole

b. Human Resources/~~Business Services~~ Committee

c. ~~Business Committee~~ Policy Committee

8. General Board Committee Updates

~~8~~ 9. Approval of Consent Agenda

10. Resolutions from Committee Reports

~~9~~ 11. Special Resolutions and Action Items

~~10~~ 12. Questions/Other

~~11~~ 13. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

D. Any question of order arising, not provided for in these Bylaws, shall be decided according to parliamentary rules for the government of deliberative bodies, as defined by Robert's Rules of Order, Newly Revised.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Replacing: Policy 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018  
Revised: 12-17-2019

## 203.5 SCHOOL BOARD MEETING AGENDA BYLAW

### I. PURPOSE

The purpose of this **Bylaw Policy** is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT OF BYLAW POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair, clerk and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair, clerk or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair, clerk and superintendent shall determine whether to place the matter on the tentative agenda.

Upon the written request of three board members, delivered to the chair no later than the Friday before an agenda setting session, an item will be placed on the agenda at the following meeting or a meeting soon thereafter, as agreed upon by those involved.

- C. The tentative agenda and supporting documents shall be sent electronically to the school board members at least three days prior to the regularly scheduled school board meeting, and as soon as practicable for Special and Emergency meetings. It shall be the intent of the School Board to be fully informed before making decisions.
- D. Items may only be added to the agenda by a motion adopted at a board meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members, shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
 Minn. Stat. § 123B.09, Subd. 7 (**School Boards Powers of Independent School Districts**)  
 Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
**Dept. of Admin Advisory Op. No. 12-015 (Decemer 23, 2013)**

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

Replacing: Policies 8085, 8100, 9075, 9080, 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018

## 203.5 SCHOOL BOARD MEETING AGENDA BYLAW

### I. PURPOSE

The purpose of this Bylaw is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT OF BYLAW

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair, clerk and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair, clerk or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair, clerk and superintendent shall determine whether to place the matter on the tentative agenda.

Upon the written request of three board members, delivered to the chair no later than the Friday before an agenda setting session, an item will be placed on the agenda at the following meeting or a meeting soon thereafter, as agreed upon by those involved.

- C. The tentative agenda and supporting documents shall be sent electronically to the school board members at least three days prior to the regularly scheduled school board meeting, and as soon as practicable for Special and Emergency meetings. It shall be the intent of the School Board to be fully informed before making decisions.
- D. Items may only be added to the agenda by a motion adopted at a board meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members, shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
 Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
 Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
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**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

Replacing: Policies 8085, 8100, 9075, 9080, 9095  
First Reading: 01-19-2016  
Adopted: 02-23-2016 ISD709  
Updated: 02-27-2018



## 203.6R CONSENT AGENDAS

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of routine items or items of a similar nature.

Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation.

Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

The Superintendent, in consultation with the School Board Chair and Clerk, will compile the list of consent agenda items for each school board meeting agenda.

Consent agenda items may include, but are not limited to:

- A. Minutes from past meetings
- B. Standing committee reports
- C. HR Staffing Report
- D. RFPs, Bids, and Quotes
- E. First Readings of policies
- F. Second Readings of policies
- G. Contracts over \$100,000
- H. Leases
- I. Donations
- J. Acceptance of grants
- K. Diploma requests
- L. Trip requests
- M. Communications, petitions, etc.
- N. Other resolutions

Items considered "informational" through committees do not need to be acted on through the consent agenda and are acknowledged through the approval of the standing committee report.

Reviewed: 01-21-2020

Reviewed: 04-02-2024

## **203.26R ~~ORDER OF THE REGULAR SCHOOL BOARD MEETING BYLAW~~ CONSENT AGENDA**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of routine items or items of a similar nature.

Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation.

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- A. Minutes from past meetings
- ~~B~~C. HR Staffing Report
- ~~C~~D. RFPs, Bids, and Quotes
- ~~D~~E. First Readings of policies
- ~~E~~F. Second Readings of policies
- ~~F~~G. Contracts over \$100,000
- ~~G~~H. Leases
- ~~H~~I. Donations
- ~~I~~J. Acceptance of grants
- ~~J~~K. Diploma requests
- ~~K~~L. Trip requests
- ~~L~~M. Communications, petitions, etc.
- ~~M~~N. Other resolutions
- ~~N~~B. Standing committee reports

Items considered "informational" through committees do not need to be acted on through the consent agenda and are acknowledged through the approval of the standing committee report.

Reviewed: 01-21-2020

## **203.2R ORDER OF THE REGULAR SCHOOL BOARD MEETING BYLAW**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of routine items or items of a similar nature.

Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation.

Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

The Superintendent, in consultation with the School Board Chair and Clerk, will compile the list of consent agenda items for each school board meeting agenda.

Consent agenda items may include, but are not limited to:

- A. Minutes from past meetings
- B. HR Staffing Report
- C. RFPs, Bids, and Quotes
- D. First Readings of policies
- E. Second Readings of policies
- F. Contracts over \$100,000
- G. Leases
- H. Donations
- I. Acceptance of grants
- J. Diploma requests
- K. Trip requests
- L. Communications, petitions, etc.
- M. Other resolutions
- N. Standing committee reports

Items considered "informational" through committees do not need to be acted on through the consent agenda and are acknowledged through the approval of the standing committee report.

Reviewed: 01-21-2020

## HR / Business Services Committee

Duluth Public Schools, ISD 709

### Agenda

Tuesday, April 9, 2024

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:30 PM

1. **Guest Presentations for this Meeting**
2. **Department Reports**
  - A. **Human Resources**
    - 1) HR Monthly Department Summary Report 3
  - B. **Business Services**
    - 1) Enrollment Report 5
    - 2) Child Nutrition Department Report 8
    - 3) Facilities Department Report 9
    - 4) Technology Department Report 12
    - 5) Transportation Department Report 14
3. **Recommended Resolutions**
  - A. B-4-24-4022 - Acceptance of Donations to Duluth Public Schools 15
  - B. B-4-24-4023 - Authorized Bank Account Signer 16
  - C. B-4-24-4024 - Acceptance of Grant Awards to Duluth Public Schools 17
4. **Consent Agenda**
  - A. HR Staffing Report 20
  - B. Job Description - Reading and Language Arts Coordinator 21
  - C. Job Description - Director of Continuous Improvement and Support 26
  - D. Job Description - Ojibwe Language and Culture Coordinator 31
  - E. Job Description - Professional Development Coordinator 35
  - F. Approval of Individual Contract for Executive Director of Finance and Business Services, Simone Zurich - **Attachment Pending**
  - G. Approval of Individual Contract for Executive Director of Human Resources and Operations, Theresa Severance - **Attachment Pending**
  - H. Approval of Individual Contract for Assistant Superintendent, Anthony Bonds - **Attachment Pending**
  - I. Finances
    - 1) Financial Report 39
    - 2) Fundraisers 40
  - J. Bids, RFPs, and Quotes
    - 1) RFP #324 Mold Mitigation at Lowell Elementary 41
  - K. Contracts, Change Orders and Leases - None
5. **Miscellaneous Informational Items (no action required)**
  - A. Expenditure Contracts 42
  - B. No Cost Contracts 108

C. Revenue Contracts - None	
D. Grant Applications	113
E. FY25 Experience Modification Factor (MOD) Rating	116

## Human Resources Report Summary April 2024 Activities

### Staffing Updates:

Number of staffing changes Received by HR during the month of March. This is a summary of the consent agenda.

	Certified	Non-Certified
<b># New Hires</b>	5	20
<b># Retirements</b>	0	0
<b># Resignations</b>	0	2
<b># Leave of Absences</b>	4	5

### HR Department Updates:

On April 1, 2024, the Human Resources department participated in the Minnesota Education Career Fair held in Shakopee, MN. The event saw numerous teaching applicants and approximately 70 districts around the state attended. Duluth Public Schools received about 10-15 applicants interested in positions for Fall 2024. Their licensures included, Social Studies, ELA, Music/Band Ed., Math, STEM, Art, and Elementary Ed. Overall, it was a wonderful experience for the district, and we hope to get some suitable applicants from the event.

Human Resources staff were at the Denfeld Career and Job Fair on April 3, 2024, will attend the East Career and Job Fair on April 10, and will attend the Spring Career Fair sponsored by the Northeast MN Office of Job Training, Arrowhead Economic Opportunity Agency, CareerForce and Black Bear Casino. For these fairs, we focus more on promoting non-certified staffing positions, such as bus drivers and helpers, maintenance positions, paraprofessional positions and food service workers.

It is Certified Staffing Season! March 1, 2024 started our 2024-2025 certified staffing start. As of April 2, there have been 71 positions posted and 32 positions filled. Certified summer school hiring also continues to date, we have 71 out of 102 positions filled.

Displacements for paraprofessional staff were sent out on April 3, 2024 and staffing for 2024-2025 will start gearing up the week of April 8, 2024. Summer school staffing for paraprofessionals and other summer staff will not start until mid-May.

Human Resources staff continue to work on systems improvement, particularly with clean up of our Payroll/ Human Resources Information System on position control, reporting structure and staff assignments.

### Benefits Updates:

The Benefits Department is gearing up for Open Enrollment which will run April 29th-May 10th for Health Insurance only, for an effective date of July 1, 2024. On March 21, Human Resources staff met with PEIP representative Shawn Burns to review our next year rates. Rates increased slightly, with a 4.68% total increase. Calm is partnering with the Benefits Department for a webinar on April 9th, regarding supporting educators with mental health needs. The Department is also hard at work finalizing the details of the Wellness Fair that will take place at the DSC on May 8th from 12:30p-5:00p. We will have 35 vendors in attendance for the event.

**Hiring Updates:**Certified:

For 24-25 school year:

Teachers

*Elementary (4)**Middle School (4)**Special Education (12)*

For Summer School:

Teachers

*Excel Targeted Services (12)**Residential (12)**Seat Based (6)*Non-Certified:

Child Nutrition (1)

Clerical (1)

Maintenance (15)

*School Custodian (8)**Engineer II (2)**Second Shift Engineer I (4)**Second Shift Engineer II (1)*

Transportation (13)

*School Bus Driver II (6)**School Bus Helper (2)**Head Start Bus Helpers (4)**Temporary Van Driver (1)*

Playground/Cafeteria Monitor(6)

Paraprofessionals (14)

*Licensed Sign Language Interpreter (3)**LPN Paraprofessional (1)**Sign Language Facilitator (1)**Sp. Ed. Building Wide Paraprofessional (2)**Sp. Ed. Program Paraprofessional (1)**Sp. Ed. Student Spec. Paraprofessional (3)**Sp. Ed. Program Paraprofessional LPN (1)**Preschool Floating Paraprofessional (1)**Sp. Ed. Paraprofessional- ESCE (1)***Contract Negotiations:**

We are still active in negotiations with the Education Directors Association. Contracts still waiting to start the process for July 1, 2023 contract expiration are the Clerical Unit and the District-Wide Instructional Administrators Association. The National Conference of Firemen and Oilers contract negotiations will begin in early May. Their contract expires July 1, 2024.

2023-2024	Total	Total	K	1	2	3	4	5	6	7	8	9	10	11	12
APRIL	Enroll	Gr 1-5													
Congdon Park 435	475.00	395.00	80.00	67.00	68.00	82.00	91.00	87.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Homecroft 475	437.00	371.00	66.00	75.00	75.00	75.00	77.00	69.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lakewood 500	247.00	211.00	36.00	41.00	47.00	48.00	38.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lester Park 510	527.00	444.00	83.00	103.00	75.00	83.00	86.00	97.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lowell 520	301.50	248.50	53.00	51.50	56.00	45.00	53.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lowell Sp Immersion 521	331.00	274.00	57.00	63.00	59.00	52.00	47.00	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MacArthur 525	289.00	241.00	48.00	45.00	55.00	46.00	43.00	52.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Myers Wilkins 540	309.00	256.00	53.00	50.00	49.00	56.00	50.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Piedmont 550	395.00	317.00	78.00	73.00	62.00	67.00	54.00	61.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stowe 565	224.00	183.00	41.00	41.00	32.00	40.00	36.00	34.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lincoln Middle 225	624.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.45	184.00	202.95	0.00	0.00	0.00	0.00
Ordean East Middle 335	1094.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.30	343.85	384.40	0.00	0.00	0.00	0.00
AE Online 650	180.33	630 Students 46 Open Enrolled, 62 FT Residents, 522 PT Residents average enrollment 0.29 or 2 classes					0.00	0.00	0.60	0.60	1.95	29.66	48.55	58.15	40.82
Denfeld 215	910.20					0.00	0.00	0.00	0.00	0.00	248.55	271.90	190.00	199.75	
East 220	1387.60					0.00	0.00	0.00	0.00	0.00	374.30	354.60	337.70	321.00	
Merritt Creek Academy 81	82.55	31.00	5.00	3.00	3.00	10.00	7.00	8.00	11.00	9.55	9.00	5.00	8.00	3.00	1.00
ALC 611	76.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	11.85	38.00	25.70
Chester Creek Academy 575	32.00	22.00	0.00	2.00	4.00	6.00	8.00	2.00	3.00	2.00	1.00	3.00	1.00	0.00	0.00
Rock Ridge Academy 580	37.85	12.00	2.00	5.00	1.00	2.00	1.00	3.00	5.40	3.40	5.00	4.35	5.00	0.70	0.00
Arrowhead Academy 605	17.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.00	4.00	3.00	5.00
Bethany Crisis Shelter 615	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Hospitals 630	19.00	3.00	1.00	0.00	1.00	1.00	1.00	0.00	2.00	4.00	2.00	2.00	1.00	3.00	1.00
The Bridge 950	14.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.85
<b>Total:</b>	8012.63	3008.50	603.00	619.50	587.00	613.00	592.00	597.00	626.00	548.40	606.30	671.86	705.90	633.55	609.12



**2023-2024**  
**Month to Month Enrollment Changes by School**

Month to Month	EOY	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Current	MtoM	YTD	FROM
2023-2024	22-23	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month Dif	Net		Current Month-EOY
Congdon Park 435	458.00	473.00	471.00	477.00	480.00	474.00	479.00	475.00	475.00	0.00	0.00	0.00		2.00	17.00
Homecroft 475	404.00	435.00	435.00	435.00	434.00	434.00	434.00	436.00	437.00	0.00	0.00	1.00		2.00	33.00
Lakewood 500	253.00	247.00	246.00	246.00	248.00	248.00	246.00	246.00	247.00	0.00	0.00	1.00		0.00	-6.00
Lester Park 510	577.00	529.00	527.33	524.00	522.00	523.00	525.00	523.00	527.00	0.00	0.00	4.00		-2.00	-50.00
Lowell 520	274.00	304.00	305.00	303.00	300.00	300.50	299.50	299.50	301.50	0.00	0.00	2.00		-2.50	27.50
Lowell Immersion 521	322.00	343.00	342.00	340.00	336.00	334.00	332.00	331.00	331.00	0.00	0.00	0.00		-12.00	9.00
MacArthur 525	291.00	290.00	290.00	290.00	286.00	288.00	288.00	287.00	289.00	0.00	0.00	2.00		-1.00	-2.00
Myers Wilkins 540	315.83	319.00	320.66	322.00	326.33	327.00	323.00	313.00	309.00	0.00	0.00	-4.00		-10.00	-6.83
Piedmont 550	409.00	396.00	397.00	396.00	394.00	393.00	390.00	390.00	395.00	0.00	0.00	5.00		-1.00	-14.00
Stowe 565	232.00	226.00	225.00	222.00	223.00	222.00	219.00	224.00	224.00	0.00	0.00	0.00	11.00	-2.00	-8.00
Lincoln Middle 225	592.55	630.00	627.40	633.00	626.73	630.15	625.15	624.00	624.40	0.00	0.00	0.40		-5.60	31.85
Ordean East Middle 335	1058.83	1101.60	1094.65	1110.40	1110.85	1107.85	1101.63	1104.00	1094.55	0.00	0.00	-9.45	-9.05	-7.05	35.72
AE Online 650	164.51	94.25	124.68	125.78	139.04	136.49	192.35	186.58	180.33	0.00	0.00	-6.25		86.08	15.82
Denfeld 215	888.35	968.20	951.20	972.80	952.15	944.45	916.25	913.15	910.20	0.00	0.00	-2.95		-58.00	21.85
East 220	1389.25	1567.00	1484.18	1469.00	1456.30	1453.90	1410.15	1400.85	1387.60	0.00	0.00	-13.25	-22.45	-179.40	-1.65
Merritt Creek Academy 81	83.78	85.00	82.62	86.75	80.78	77.60	84.45	84.60	82.55	0.00	0.00	-2.05		-2.45	-1.23
ALC Seat Based 611	86.70	96.00	82.55	78.55	73.55	67.15	72.70	73.70	76.55	0.00	0.00	2.85		-19.45	-10.15
Chester Creek Academy 575	47.33	32.00	32.00	30.00	29.00	29.00	31.00	30.00	32.00	0.00	0.00	2.00		0.00	-15.33
WHA RRA 580	27.45	49.00	51.00	48.70	45.00	43.75	44.70	41.80	37.85	0.00	0.00	-3.95		-11.15	10.40
Arrowhead Academy 605	21.00	14.00	15.00	15.00	15.00	17.00	19.00	22.00	17.00	0.00	0.00	-5.00		3.00	-4.00
Bethany Crisis Shelter 615	0.25	0.25	0.25	0.25	0.00	0.00	2.00	0.75	0.25	0.00	0.00	-0.50		0.00	0.00
Hospitals 630	23.00	10.00	14.00	16.00	22.00	9.00	19.00	18.00	19.00	0.00	0.00	1.00		9.00	-4.00
The Bridge 950	10.00	18.00	17.85	17.85	18.00	18.00	14.85	14.85	14.85	0.00	0.00	0.00	-5.65	-3.15	4.85
<b>Total:</b>	<b>7928.83</b>	<b>8227.30</b>	<b>8136.37</b>	<b>8159.08</b>	<b>8117.73</b>	<b>8077.84</b>	<b>8068.73</b>	<b>8038.78</b>	<b>8012.63</b>	<b>0.00</b>	<b>0.00</b>	<b>-26.15</b>	<b>-26.15</b>	<b>-214.67</b>	<b>83.80</b>
<b>Change</b>		298.47	-90.93	22.71	-41.35	-39.89	-9.11	-29.95	-26.15	-8012.63	0.00				

**2023-2024**  
**Month to Month Enrollment Changes by Grade**

Month to Month	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Current	MtoM	YTD	Current
2023-2024	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month Diff	Net		Avg
EC	170.00	173.00	213.00	328.00	335.00	353.00	367.00	376.00	0.00	0.00	9.00		206.00	289.38
PK	0.00	32.00	66.00	52.00	52.00	51.00	50.00	50.00	0.00	0.00	0.00	9.00	50.00	44.13
KA	145.00	148.00	152.00	162.00	161.00	162.00	163.00	150.00	0.00	0.00	-13.00		5.00	155.38
KG	455.00	450.00	445.00	435.00	437.00	438.00	438.00	453.00	0.00	0.00	15.00		-2.00	443.88
1	627.20	618.00	620.00	619.00	617.50	622.50	623.50	619.50	0.00	0.00	-4.00		-7.70	620.90
2	597.00	595.00	592.00	588.00	586.00	588.00	583.00	587.00	0.00	0.00	4.00		-10.00	589.50
3	615.00	613.00	618.00	619.00	609.00	610.00	610.00	613.00	0.00	0.00	3.00		-2.00	613.38
4	610.33	602.33	603.00	601.00	603.00	592.00	591.00	592.00	0.00	0.00	1.00		-18.33	599.33
5	610.99	605.99	603.00	598.66	602.00	605.00	599.25	597.00	0.00	0.00	-2.25		-13.99	602.74
6	640.00	634.10	637.30	633.30	631.00	629.60	627.05	626.00	0.00	0.00	-1.05	2.70	-14.00	632.29
7	555.00	542.45	551.75	549.30	545.75	546.60	544.30	548.40	0.00	0.00	4.10		-6.60	547.94
8	610.23	600.10	606.25	608.63	608.45	607.93	608.55	606.30	0.00	0.00	-2.25	1.85	-3.93	607.06
9	670.00	656.18	677.65	676.21	674.81	676.08	677.61	671.86	0.00	0.00	-5.75		1.86	672.55
10	711.05	710.05	725.20	722.10	714.35	718.05	715.90	705.90	0.00	0.00	-10.00		-5.15	715.33
11	655.20	655.39	654.85	647.93	638.23	637.20	642.35	633.55	0.00	0.00	-8.80		-21.65	645.59
12	725.30	705.78	673.08	657.60	649.75	635.77	615.27	609.12	0.00	0.00	-6.15	-30.70	-116.18	658.96
<b>K 12 Total:</b>	8227.30	8136.37	8159.08	8117.73	8077.84	8068.73	8038.78	8012.63	0.00	0.00	-26.15	-26.15	-214.67	8104.81
<b>Change</b>		-90.93	22.71	-41.35	-39.89	-9.11	-29.95	-26.15	-8012.63	0.00				

# Child Nutrition Report

## March 2024 Meal Counts

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Week of:	Breakfast 3/1/2024	Lunch 3/1/2024	Breakfast 3/4/2024	Lunch 3/4/2024	Breakfast 3/11/2024	Lunch 3/11/2024	Breakfast 3/18/2024	Lunch 3/18/2024	Breakfast 3/25/2024	Lunch 25-Mar	Monthly B	Monthly L	Average Daily Breakfast	Average Daily Lunch
<b>Congdon</b>	97	320	488	1724	478	1741	483	1645	175	648	1721	6078	96	338
<b>Denfeld</b>	231	506	1115	2577	1108	2494	1182	2466	428	980	4064	9023	226	501
<b>Harbor City</b>											0	1412	0	78
<b>East High</b>	264	527	1448	2737	1357	2531	1440	2737	524	1076	5033	9608	280	534
<b>Homecroft</b>	151	323	669	1581	741	1728	710	1733	271	663	2542	6028	141	335
<b>Lakewood</b>	83	177	409	918	429	911	480	902	162	342	1563	3250	87	181
<b>Lester Park</b>	141	353	729	1887	710	1551	763	1945	264	713	2607	6449	145	358
<b>Lincoln park</b>	168	401	895	2040	909	2019	967	2017	319	807	3258	7284	181	405
<b>Lowell</b>	266	463	1427	2197	1439	2358	1409	2264	511	874	5052	8156	281	453
<b>Laura Macart</b>	178	224	981	1192	931	1118	937	1153	371	462	3398	4149	189	231
<b>Myers-Wilkin</b>	141	235	686	1204	737	1213	762	1186	254	445	2580	4283	143	238
<b>Ordean/East</b>	125	608	651	3440	665	3355	555	2620	229	1277	2225	11300	124	628
<b>Piedmont</b>	277	348	1372	1820	1393	1891	1394	1814	529	721	4965	6594	276	366
<b>Rockridge</b>	21	35	102	167	108	167	93	159	35	59	359	587	20	33
<b>Stowe</b>	159	166	812	887	806	919	854	959	363	379	2994	3310	166	184
<b>ALC</b>	0	0	74	93	60	77	69	101	11	11	214	282	16	22
	1 day	0 Alc	5 days	4 ALC	5 days	4 alc	5 days	4 ALC	2 days	1 day ALC				
	2302	4686	11858	24464	11871	24073	12098	23701	4446	9457	42575	87793	2370	4883
<b>Denfeld Supp</b>	Mon-thurs	0		339		432		421		111		1303	TOTAL	
Days of service		0		3		4		4		1		12	109	Daily

# Facilities Management & Capital Project Status Report April 2024

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

- In the past month, the Facilities maintenance crews have completed 263 work orders and are currently working on 242 open work orders.
- The facility's CMMS system has begun building the CAD layouts for processes, work orders and asset mapping. Drawings should be completed by October 2024, Have begun entering capital assets into the framework.

## **Capital / Construction**

- Smith Bell and Clock will install the new hands and gearing for the Denfeld clock on April 11th
- Duluth News Tribune building Schematic Design is complete. Current work on Mechanical and Electrical engineering is on hold, new project timeline and phasing is being looked at to reflect realistic project completion.
- Bid award has gone out to Kaminski Construction for the Homecroft parking lot rebuild
- Lowell Elementary building envelope project is still in the Scope development and timeline phase.
- Materials have begun to arrive for the Pool renovation at Lincoln Park.
- Transportation building expansion. Project Scope and timeline discussions with Design Tree.

## **Discussion with Legal Representation**

- Discussions with Kemps Insurance representatives at Sedgewick are slow but, but Facilities has gotten them to accept responsibility for the damage and are now figuring out final details on payment and getting the repairs done. Getting new quotes from St. Germain's and Stretar Masonry.
- No date has been set for the closing of the Garfield building but it should be in the early part of April. Waiting for the buyer to purchase insurance for the building.

## **Building Operations**

- Let's please give a big thank you to the Operations staff as we come off the National Cleaning week. The last week in March is the National Cleaning week. This year it was over March 24-30 and with a big snowstorm closing down the district Monday and Tuesday. The Operations staff was still cleaning, just a little different cleaning this time it was outside the building. ISD709 has a very dedicated Operations Staff providing building cleanliness and safety for all staff and students. So please let your custodial staff, janitors, Engineers, maintenance workers, and all those who dedicate themselves to maintaining the cleanliness and order of our schools know how much they are appreciated. Let them know that their hard work does not go unnoticed, and the impact is felt every single day. They are the ones who ensure classrooms are ready and spotless for the next day, Sidewalks/Hallways are safe from slip and falls, and that the facilities are in top-notch condition for learning. Their dedication and attention to detail create an environment where students can thrive, and teachers can focus on educating.

- We are still working on filling licensed positions. Most of the Custodian positions have been filled. Operations has continued looking to fill Engineer II positions at Lowell and Myers-Wilkins, Second Shift Engineer II position at Lincoln Park and Ordean Middle School, Second Shift Engineer I at Lakewood, Laura MacArthur, and Lester Park, and Custodian I positions at East High School and Denfeld.

## **Health, Safety, and Environmental Management**

- **Audits & Inspections**
  - Automotive hoists at Denfeld were inspected, one needs repairs before it can be returned to use, one needs to be replaced. Both hoists that did not pass were locked out of service.
  - IEA did radon testing at all school sites in Feb, two rooms were slightly over the action limit (One at Denfeld, one at Congdon). Follow up testing is being scheduled per Minnesota Department of Health guidelines.
  - First fire walk through completed at Congdon Elementary 1/15/24 - action items have been corrected, final walk through scheduled for 3/19/24.
  - Fire code corrections at East HS still under way
- **Regulatory Reporting**
  - Bureau of Labor and Statistics survey submitted for Lowell Elementary
  - Community Right-to-Know Tier II reporting submitted
- **Systems & Technology Updates**
  - New Health and Safety Management software purchased through Vector, this system will help automate processes and assist with incident trending, corrective action tracking, and creating OSHA logs. It will also facilitate job safety analysis, inspection reports. Customization of the system is in progress, anticipated to take 8 weeks.
  - New AED management system rolled out - data entry in progress, nearing completion
- **Training**
  - Aerial lift training scheduled for June 25. Staff who utilize lifts must attend.
  - Lexie completed a four day Industrial Hygiene course. Topics covered included air quality testing, ergonomics, hearing protection, physical hazard protection, toxicology, and biological hazards.
- **Chemical and Hazardous Waste Disposal**
  - Oil drums at DNT have been picked up. Other items are inventoried and ready to be picked up. Pickup date is being scheduled.
- **Document Updates**
  - Playground policy finalized, first reading at the 2/6/24, second reading 3/4/24
  - IEA is working with the district to re-write HSE procedural documents that were severely outdated including Bloodborne Pathogens Process and Emergency Operations Plan (ERCM). Goal to update procedural documents before the start of next school year.

- **Injury and Incident Statistics**

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- **February 2024 (as of 3/5/2024)**
  - **OSHA Recordable Rate (TRIR): 1.05**
  - **OSHA Recordable Injuries: 2**
  - **Days Away from Work: TBD (25+)**
  - **Days on Restricted Duty: 0**
  - **Non-recordable Injuries: 7**
  - **Near Misses/Hazards Reported: 1**
- **2024 Year-To-Date**
  - **OSHA Recordable Rate (TRIR) (Goal  $\leq 1.00$ ): 1.56**
  - **OSHA Recordable Injuries: 4**
  - **Days Away from Work: TBD (25+)**
  - **Days on Restricted Duty: 0**
  - **Non-recordable Injuries: 22**
  - **Near Misses/Hazards Reported: 1**

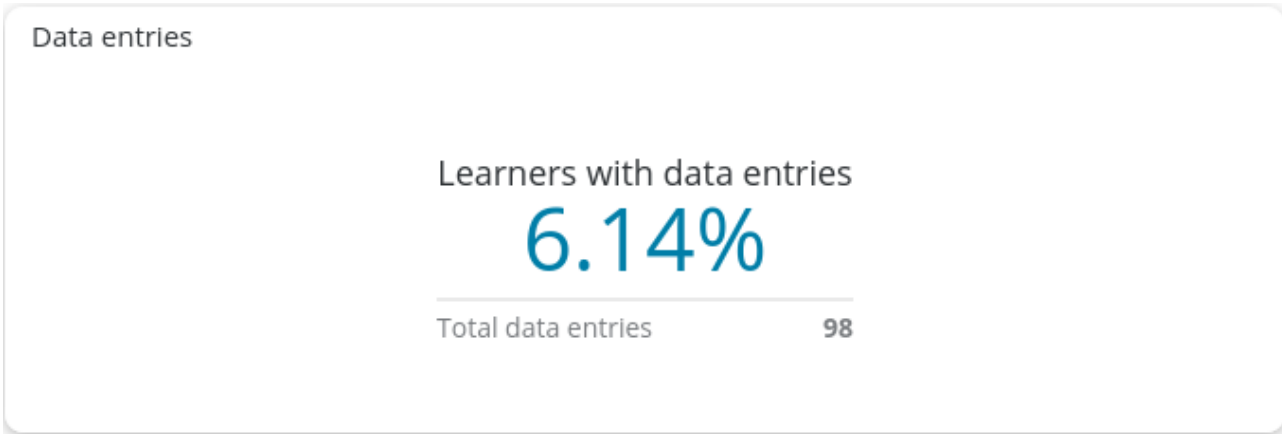
*The OSHA rate or TRIR (total recordable incident rate) is equivalent to the number of injuries requiring care beyond first aid per 100 full-time workers.*

- **Cybersecurity**

- Infosec IQ PhishSim/Training
- March 1, 2024 - March 31, 2024 Phishing/Training Campaign



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- Google Security
  - Gmail

- 1.4M Emails Messages Accepted/Delivered.
- 132K Rejected.
- 52K Spam folders.
- 8.1K were identified as Phishing.
- 99 were identified having suspicious attachments.
- 8K were identified as Spoofing.
- 0 emails were identified as Malware

# Technology Department - March 2024 Report

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- Account Information
  - 11,120 Active Accounts. 
  - 25.56TB of storage. 
  - 319.9K Files shared externally. 
  - 815 Suspicious login attempts. 
  - 4.1K Failed user login attempts. 
  - 72 Data Loss Prevention (DLP) policy High Severity Incidents that were blocked. 
- **E-Rate RFP/Bid**
  - None
- **Technology Help Desk Tickets**
  - 364 New Technology Support Tickets Created. 
  - 392 Tickets were resolved. 
  - 199 Tickets remain unresolved. 
- **Remaining 2023 Summer Project Updates**
  - The Bluum AV Team will be onsite at Lester Park at 3:30 pm on April 11, to install the Audio Enhancement sound amplification systems they missed in classroom 218. Once complete, this will hopefully close out this 2023 summer project.
  - CDW-G/Advanced Systems Integration, LLC Team will be onsite on Monday, April 29 and Tuesday, April 30, to hopefully finish up the DSC Boardroom AV system.
- **Google Carbon Footprint for our Google Workspace for Education Domain (@isd709.org)**
  - [How Google creates Carbon Footprint reports for Google Cloud and Google Workspace customers](#)
  - 296.789 kg is our February 2024 Carbon Footprint. 
  - 3.71607 t is our May 2023 - February 2024 Carbon Footprint.



## Transportation Report March 2024 Activities

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The ISD #709 Transportation department manages both a district owned fleet of vehicles and district employees, including bus drivers, monitors, and mechanics, along with the coordination of contracted transportation services through Voyageur Bus Company.

Our department continues to navigate daily changes in routing for general ed and Sped busing. We are working in the new system and are moving toward the fully automatic capability in it.

We had 82 field trips completed in March.

### Staffing (comments and concerns)

- Staffing has continued to be a challenge as we are still a short two helpers and remain short on drivers.
- Assistant Manager, Joe Killian, has been dealing with staff and their concerns and occasionally has to sub a route.
- We now have David Fox licensed, he is helping train and also subbing on routes which has helped us to cover runs when drivers are out.

### Bus Maintenance

- The mechanics are working hard to keep up with the demands of repairs and maintenance.
- We received now have the last two purchased busses running as spares so the mechanics can work through issue as they arise.
- We now have 10 vans that are being readied for service at the schools.

Our oldest bus is a model year 2012 and the next oldest is a 2014. We did not get an average mileage for this month, one will be on the next month's report.

## RESOLUTION

### Acceptance of Donations to Duluth Public Schools

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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 HS	Richard & Denise Hucka	In-kind	For automotive class at Denfeld HS	Graciously donated their 2006 Nissan to the Denfeld automotive class
Denfeld HS	Denfeld Grid Iron Club - Football Boosters	\$4,633.00	Football Headphones	The football booster club requested to purchase new headphones for the team. This is the payment for them.
Denfeld HS	MCCU - Kylie Thompson	\$50.00		Kylie Thompson is the Branch Mgr. This is from debit cards that members requested a portion of the customization goes to Denfeld HS
Denfeld HS	Liselotte Schluender	\$50.00	Debate Team	
Denfeld HS	Theresa Bobula	\$100.00	Debate Team	
District Service Center	Minnesota Department of Natural Resources	In-kind	Materials for the Employee Wellness Fair	Donated items were brochures and booklets with both information for kids and adults about outdoor safety
Lakewood ES	Lakewood PTA	\$12,742.00	Lakewood students	Climbing wall donated by Lakewood PTA – approved by Facilities Dept.
Lincoln Park MS	Anonymous	In-kind and \$100.00 cash	Band	In-kind donation of a flute and stand and \$100 cash (in case of repairs) - donor asked to be Anonymous and no thank you letter

**RESOLUTION**

## Authorized Bank Account Signer – April 2024

RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that it hereby authorizes the following:

<b>District Building</b>	<b>Banking Institution</b>	<b>Account Number</b>	<b>Addition of Authorized Signer</b>	<b>Removal of Authorized Signer</b>
Community Ed	Harbor Pointe Credit Union	XXXX9	Camryn Joki	Lauren Ballmer

## RESOLUTION

### Acceptance of Grant Awards to Duluth Public Schools

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

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

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

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

<b>Organization</b>	<b>Authors or Contacts</b>	<b>School</b>	<b>Award Amount</b>	<b>Terms</b>
Duluth Community Education isd709	Annemarie Schilling/Jeremy Rupp	Community Education, Duluth Public Schools	\$260,610.00	<p>The Safe Routes to School Coordinator position will be housed under Independent School District 709's Community Education Department.</p> <p>Jeremy Rupp, the District Community Education Coordinator, will supervise the role.</p> <p>The SRTS Coordinator position falls under the DWIAA contract at class IIB, step 5. This 50-week, year-round salary is \$60,550. The grant proposal includes \$15,000 for benefits and \$1,700 for professional development.</p> <p>Extensive education and outreach are central to the plan. \$4,320 is proposed for seasonal instructors to lead out-of-school time education and</p>

				encouragement programs. \$3,300 is budgeted for educational program supplies, for both youth and adults. Marketing costs of \$2,000 are also included. Additionally, \$2,560 of in-kind staff time and marketing donations are accounted for in the proposal.
Duluth Public Schools Fund	Individual	Laura MacArthur Elementary	\$1,000.00	2 Hand Sewing Soft Sculpture Projects 4th/5th Grade
Duluth Public Schools Fund	Individual	Duluth East High School	\$1,211.00	¡Leamos más! (Let's read more!)
Duluth Public Schools Fund	Individual	Duluth East High School	\$1,000.00	Adapted P.E. Rock Climbing Exercise Opportunities
Duluth Public Schools Fund	Individual	Laura MacArthur Elementary	\$1,540.00	Bridge Challenge
Duluth Public Schools Fund	Individual	Lincoln Park Middle School	\$2,000.00	Don't Crease My Sneaks!
Duluth Public Schools Fund	Individual	Congdon Park Elementary	\$545.00	Enhancing Lessons with Hands-on Activities
Duluth Public Schools Fund	Individual	Myers-Wilkins Elementary	\$1,200.00	Functional Reading and Daily Living Skills
Duluth Public Schools Fund	Individual	Denfeld High School	\$3,000.00	Gene-Power Project
Duluth Public Schools Fund	Individual	Ordean East Middle School	\$1,500.00	Graphic Novels supporting Equity and Diversity

Duluth Public Schools Fund	Individual	Duluth East High School	\$1,245.00	Headphones/Mice for Special Education Project
Duluth Public Schools Fund	Building/School	Lester Park Elementary	\$2,617.00	Kindergartners Flying into Reading
Duluth Public Schools Fund	Individual	Lester Park Elementary	\$700.00	Life Skills Cooking
Duluth Public Schools Fund	Building/School	Denfeld High School	\$1,900.00	PBIS at Denfeld
Duluth Public Schools Fund	Building/School	Ordean East Middle School	\$1,900.00	PBIS BARK Store
Duluth Public Schools Fund	Building/School	Duluth East High School	\$2,000.00	Pottery Club
Duluth Public Schools Fund	Individual	Ordean East Middle School	\$700.00	Setting III Kitchen Materials
Duluth Public Schools Fund	Individual	Laura MacArthur Elementary	\$1,200.00	Social Emotional Spots - Extended SEL
Duluth Public Schools Fund	Individual	Ordean East Middle School	\$1,806.00	Special Education Community Outings
Duluth Public Schools Fund	Individual	Ordean East Middle School	\$910.00	Special Education Manipulatives
Duluth Public Schools Fund	Individual	Ordean East Middle School	\$1,916.00	Witnessing Phenomena with Microscopes

**HUMAN RESOURCES ACTION ITEMS FOR: APRIL 23, 2024**

<b><u>CERTIFIED APPOINTMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BURNS, JEFFERY T	HOURLY DAE INSTRUCTOR/DAE, 14/38WKS, \$23.09/HR	02/05/2024
DAVIS, ARIN D	LTS ELEMENTARY ART SPECIALIST/PIEDMOND,CHESTER CREEK, (BA+15) III 8, 1.0, GRANKE S. CHILDC/	03/11/2024
HAGLUND-PAGEL, TATE R	INTERIM DEAN OF STUDENTS (TOSA)/DENFELD, (MA) IV 9, 1.0, JACKSON T. TRANSFER	03/11/2024
PETCOFF, LEAH S	SPED SCHOOL NURSE/DISTRICT WIDE, (BA) III 8, 0.4,	02/15/2024
PIKE, MEGAN A	HOURLY DAE INSTRUCTOR/DAE, 14/38WKS, \$23.09/HR	02/05/2024
<b><u>CERTIFIED LEAVES</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ABRAHAMSON, DANA E	SPECIAL ED TEACHER/LESTER PARK ELEMENTARY	02/07/2024 04/30/2024
HAKANSON, SONJA R	CTE TEACHER/EAST	05/28/2024 10/25/2024
HARVICK, HEATHER D	STAFF DEVELOPMENT/DSC	03/25/2024 03/25/2027
STEIGAU, ZACHARY M	MTSS INTERVENTIONIST/MYERS WILKINS	02/29/2024 03/13/2024
<b><u>CERTIFIED TRANSFER</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
JACKSON, RACHEL	ASSISTANT PRINCIPAL/DENFELD, 43WKS, \$122,326/YR, T.JACKSON	07/01/2024
<b><u>NON-CERT APPOINTMENT</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BLACK, JEAN T	OSS SENIOR/MYERS-WILKINS, 40/45WKS, \$19.83/HR, JOKI C. TRANSFER	02/20/2024
BLACK, MELANIE A	OSS SENIOR AMERICAN INDIAN ED/DSC, 40/48WKS, \$19.83/HR, KINSLEY O. TERMINATED	02/26/2024
BLAIR, BRODERICK J	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/05/2024
BONG, BRUCE L	HOURLY DISHWASHER/LESTER PARK, 4/38WKS, \$14.00/HR	02/27/2024
BOO, BAILEY P	NUTRITIONAL SERVICE ASST/LAURA MACARTHUR, 15/38WKS, \$15.22/HR	02/26/2024
BURNS, CHRISTINA M	HOURLY MONITOR/PIEDMONT, 23/38WKS, \$15.00/HR	02/07/2024
DIGNAN, TIMOTHY G	IT SECURITY ANALYST/TECHNOLOGY, \$1,337/WK,	02/20/2024
HAGE, BLAIR L	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/26/2024
JOSEPH, DAVID W	SPED PARA SETTING III/EAST, 33.75/38WKS, \$21.30/HR, STEINKE H. RESIGNED	02/14/2024
LISLEGARD, SHAYLER M	SPED PROGRAM SETTING III PARA/LESTER PARK, 31.25/38WKS, \$20.65/HR, OLSON S. RESIGNED	02/05/2024
LOVERA, CONNIE M	OSS INTERMEDIATE/ORDEAN EAST, 40/46WEEKS, \$18.16/HR, BARONE-ERSPAMER A. TRANSFER	02/05/2024
MARKASICH, MACKENZIE D	SPED BW PARA/ORDEAN EAST, 32.5/40WKS, \$19.69/HR, WHITLOCK N. RESIGNED	03/04/2024
MOLL, KRISTEN L	NUTRITIONAL SERVICE ASST/MYERS-WILKINS, 21.25/38WKS, \$15.22/HR	02/07/2024
NEWMAN, MISTY D	HOURLY MONITOR/LAKEWOOD, 23/38WKS, \$15.00/HR	02/29/2024
PETERSON, TAMMI L	ECSE PARA/DISTRICT WIDE, 22.5/38WKS, \$20.72/HR, PETERSON C. TRANSFER	03/04/2024
PREBEG, BRITTANY K	OSS/EAST, 40/44WKS, \$16.82/HR, DOUGLAS J. RESIGNED	03/06/2024
PRIOLA, MELANIE J	HOURLY MONITOR/LAURA MACARTHUR, 23/38WKS, \$15.00/HR	02/09/2024
SAWYER, DANIEL J	CUSTODIAN I/MYERS-WILKINS, 40/52WKS, \$17.52/HR,	02/20/2024
SCHNEIDEWENT, JEFFERY A	HOURLY DISHWASHER/CONGDON, 10/38WKS, \$14.00/HR	02/26/2024
STALKER, EVELYN K	HOURLY MONITOR/LOWELL, UP TO 23/38WKS, \$15.00/HR	02/14/2024
WRIGHT, MARIA C	HOURLY DISHWASHER/STOWE, 10/38WKS, \$14.00/HR	02/05/2024
<b><u>NON-CERT LEAVES</u></b>	<b><u>POSTION</u></b>	<b><u>EFFECTIVE DATES</u></b>
GJERDAHL, JESSIE R	CUSTODIAN/DENFELD, LAURA MACARTHUR	01/22/2024 04/22/2024
HOLAK, KIMBERLY J	SUPERVISORY PARA/ORDEAN EAST	04/08/2024 04/12/2024
KALAMARIS, KRISTIN M	STUDENT SPECIFIC PARA/EAST	01/23/2024 04/23/2024
LARSON, ELIZABETH J	SPEC ED PARAPROFESSIONAL/LESTER PARK	02/26/2024 04/05/2024
TIKALSKY, DANIELLE E	FACILITIES USE COORDINATOR/DISTRICT WIDE	02/22/2024 03/13/2024
<b><u>NON-CERT RESIGNATION</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HEALY, CONNOLLY C	SPED BW PARA - MYERS WILKINS ES	03/15/2024
SAPARAMADU, CHINTANA S	OFFICE SUPPORT SPECIALIST SENIOR - ORDEAN-EAST MS	03/08/2024

# CLASSIFICATION DESCRIPTION

<b>Title of Immediate Supervisor:</b> Director of Continuous Improvement and Support	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Reading Interventionists, English Language Learners Teacher		<b>Pay Grade Assignment:</b> Duluth District-Wide Instructional Administrative Association (DDWIAA), Pay Class ____

<b>General Summary or Purpose Of Job:</b>
<p>The Reading and Language Coordinator is responsible for leading the district’s efforts in fulfilling the requirements of the Minnesota Reading to Ensure Academic Development (READ) Act. This position supports development and delivery of professional services and resources for educators that focus on evidence-based instructional practices in literacy. The primary purpose of the Literacy Coordinators work is to improve the quality of education for all learners. This position will participate in a variety of assigned projects around the implementation of evidence-based literacy practices. The position requires an in-depth level of knowledge of the science of reading and multi-tiered systems of support.</p> <p>The READ Act: The Minnesota READ Act aims to ensure that every child in Minnesota reads at or above grade level at every grade and to support multilingual learners and students receiving special education services in achieving their individualized reading goals.. This comprehensive legislation outlines various requirements for school districts, including:</p> <ul style="list-style-type: none"> <li>• Implementing a MTSS framework for early identification and intervention for students struggling with reading.</li> <li>• Providing access to evidence-based reading instruction for all students K-12.</li> <li>• Developing and implementing a district-wide reading plan aligned with the READ Act's goals.</li> <li>• Reporting data on student progress in reading to the Minnesota Department of Education (MDE).</li> </ul> <p>This position is also responsible for planning, developing, implementing, and monitoring the English Language Learners (ELL) program (K-12). The position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget. Position also provides technical assistance to identified schools and takes action as necessary to ensure that schools comply with federal (Title III) and state directives, guidelines and reporting requirements.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	<p><b>Support implementation of the Academic Multi-Tiered System of Support (MTSS) Framework:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with district leadership, other district departments, building leaders, and teachers to ensure fidelity in implementing MTSS for effective literacy and intervention instruction.</li> <li>• Provide overarching guidance for the district and individual sites in execution of an impactful MTSS structure, specifically in the realm of literacy.</li> <li>• Develop, coordinate, implement, and monitor comprehensive assessment systems including screening, progress monitoring, and diagnosis for early identification of all students needing reading support.</li> </ul>



# CLASSIFICATION DESCRIPTION

2.	<p><b>Coordinating READ Act Initiatives and Requirements:</b></p> <ul style="list-style-type: none"> <li>• Oversee the implementation of evidence-based reading instruction in grades K-12.</li> <li>• Develop, monitor, and report on a district-wide Local Literacy Plan aligned with READ Act requirements.</li> <li>• Collaborate with district leaders and stakeholders to secure and manage READ Act funding.</li> <li>• Manage data collection and reporting as mandated by the READ Act.</li> <li>• Foster collaboration and communication between educators and other district departments to ensure consistent and comprehensive reading instruction across the district.</li> <li>• Ensure the district uses evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension.</li> <li>• Guide sites in requiring parent or guardian notification of each student who is not reading at or above grade level at least biannually after administering each screener according to READ Act criteria.</li> </ul>
3.	<p><b>Guiding, Supporting and Leading Literacy Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Plan, implement, coordinate, and lead LETRS training efforts through Phase 1 and Phase 2 professional development with ongoing efforts to ensure every required educator within the Duluth Public Schools system is undergoing required approved training towards LETRS certification.</li> <li>• Design and deliver professional development on effective reading instruction, MTSS practices, differentiated instruction, effective execution of assessments, and culturally responsive practices.</li> <li>• Stay abreast of current research, legislation, trends, and best practices in literacy instruction and share them with the district.</li> <li>• Collaborate with Teaching, Learning, and Equity colleagues, ELA Committee, and Staff Development Committee to design, plan, and implement professional development opportunities for educators.</li> <li>• Conduct an ongoing needs assessment to inform professional learning and development needs.</li> <li>• Facilitate professional development opportunities for staff on MTSS practices and data-driven instruction.</li> </ul>
4.	<p><b>Oversee and coordinate the English Language Arts program:</b></p> <ul style="list-style-type: none"> <li>• Coordinates the design and delivery of professional development for teachers, administrators, and other staff that is directly aligned to the Minnesota content standards for English language arts and the ELA Framework.</li> <li>• Leads the implementation of District initiatives in the Strategic Plan related to literacy instruction in the English Language Arts program and across other disciplines.</li> <li>• Coordinates the use of student-centered data to identify and design differentiated District-wide strategies to address areas of need in English Language Arts instruction with focus on PreK- 12 grades.</li> <li>• Writes, reviews, and approves new ELA course submissions; provides guidance and support to the authors and teachers of new courses.</li> <li>• Integrates content literacy across all subject areas as outlined in the Minnesota content standards.</li> <li>• Coordinates the use of student-centered data to identify and design differentiated District-wide strategies to address areas of need in English Language Arts instruction with focus.</li> </ul>

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5.	<p><b>Oversee and coordinate the English Language Learners program:</b></p> <ul style="list-style-type: none"> <li>• Supervise and administer a district-wide language instructional educational program for PreK – 12 English Learners.</li> <li>• Collaborate across curriculum to support language instruction.</li> <li>• Provide guidance in the selection of textbooks and other teaching materials and equipment for the program.</li> <li>• Serve as a resource and advisor to teachers regarding the PreK- 12 ELL Program.</li> <li>• Evaluate the effectiveness of instructional methods and programs and recommend revisions and improvements as needed.</li> <li>• Coordinate curriculum and assessment development, implementation, and revision.</li> </ul>
6.	<p><b>Collaboration with District Leadership and Site Based Teams:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with district leadership to ensure a cohesive and integrated approach to core literacy instruction and interventions.</li> <li>• Participate in district leadership meetings to provide updates on structured literacy initiatives, discuss challenges, and contribute to district-wide planning.</li> <li>• Collaborates with colleagues within the Teaching and Learning Department in long and short-term visioning, planning, and execution.</li> <li>• Coordinate with external experts and organizations as needed including Regional Center for Excellence.</li> <li>• Collaborate with intervention educators and other district colleagues to ensure alignment between core curriculum, interventions, and structured literacy initiatives.</li> <li>• Assist district and site teams in ensuring culturally responsive environments for all students and examining cultural differences and their impact on student achievement overarchingly and, specifically, in the realm of literacy.</li> <li>• Assist other district departments in consultation and completion of relevant reporting sections in district plans such as World’s Best Work Force, Achievement and Integration Plan, and Title I application submission.</li> <li>• Present information to administrators and other stakeholders as requested or required.</li> </ul>
7.	<p><b>Coaching, Mentoring, Modeling, and Problem-Solving:</b></p> <ul style="list-style-type: none"> <li>• Provide ongoing site-based coaching and mentoring to principals and teachers to support the implementation of structured literacy practices, evidence based strategies, and the continuous improvement process.</li> <li>• Conduct classroom observations, provide constructive feedback, and assist teachers and principals in refining instructional techniques to meet the diverse needs of students.</li> <li>• Provide opportunities for teachers to observe the modeling of instruction and co-teach in literacy as part of coaching when needed.</li> <li>• Problem-solve with principals and teachers in making responsive instructional decisions regarding interventions and extensions to meet student needs.</li> </ul>
8.	<p><b>Data Driven Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Analyze district literacy assessment data using findings to inform decision-making and drive continuous improvement in core and intervention literacy instruction.</li> <li>• Work closely with teachers, program coordinators, principals, and district leaders to analyze school and district level data identifying trends, areas for improvement, core and intervention needs, and for reporting purposes.</li> <li>• Guide school Continuous Improvement Teams and Data Review Teams in using data to drive and refine instructional practices.</li> <li>• Assist schools with conducting site comprehensive needs assessment while executing the continuous improvement process.</li> </ul>

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9.	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Facilitates and participates in related projects, processes, and committees as requested and needed.</li> <li>• Other duties may be assigned in alignment with district and site-based literacy implementation and continuous improvement.</li> </ul>
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<p><b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)</p>
<ul style="list-style-type: none"> <li>• Bachelor’s degree in education with MN Teaching license.</li> <li>• A minimum of 4 years of teaching experience in a K-12 setting</li> <li>• Certification in a MDE approved literacy professional development program with a score of at least 80% (CAREIALL: Advancing Language and Literacy or OL&amp;LA: Online Language and Literacy Academy or LETRS (Lexia): Language Essentials for Teachers of Reading and Spelling. If not, willingness to immediately receive training to earn certification</li> </ul>
<p><b>Preferred Qualifications:</b></p>
<ul style="list-style-type: none"> <li>• Master's degree in Reading Education, Curriculum and Instruction, or a related field.</li> <li>• Certification in LETRS training with a score of at least 80%.</li> <li>• Prior district-level position in a leadership role.</li> </ul>

<p><b>Knowledge Requirements:</b></p>
<p>Requires knowledge of:</p>
<ul style="list-style-type: none"> <li>• Demonstrated knowledge of Minnesota English Language Arts Standards.</li> <li>• Demonstrated knowledge of effective reading instruction, MTSS frameworks, classroom management techniques, current research on best practices and strategies, and data-driven decision-making.</li> <li>• Knowledge of learning acceleration and intervention practices and strategies.</li> <li>• Experience in planning, facilitating, and leading professional development.</li> <li>• Ability to collaborate and coordinate with others in establishing a vision and ability to continually align efforts.</li> <li>• Strong understanding of literacy assessment tools and data analysis.</li> <li>• Coaching and mentoring teachers.</li> </ul>

<p><b>Skill/Ability Requirements:</b></p>
<p>Skilled in:</p>
<ul style="list-style-type: none"> <li>• Strong leadership, collaboration, and facilitation of committees and teams with the ability to meet timelines, provide direction to work teams, and delegate appropriately.</li> <li>• Works effectively with students, parents, administrators, colleagues, community, and other school system staff.</li> <li>• Excellent oral and written communication skills</li> <li>• Effectively communicating and working with diverse groups of people such as (but not limited to) district office personnel, principals, teachers, students and parents.</li> <li>• Analyzing and evaluating data for specific use.</li> <li>• Prioritizing workload and conflicting demands.</li> <li>• Working in a diverse socio-economic and multicultural community.</li> <li>• Promoting the belief that all students can and should learn.</li> <li>• Developing and providing effective presentations to the public, Board of Education and staff.</li> <li>• Effectively communicating orally and in writing, with a variety of public, staff and management groups.</li> </ul>

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<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionall y	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>				
<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				
Peripheral Vision				

<b>Job Classification History:</b>
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# CLASSIFICATION DESCRIPTION

<b>Title of Immediate Supervisor:</b> Assistant Superintendent	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Climate Coordinator, MH/SEB MTSS Coordinator, MTSS Coordinators, SEL Specialist, SEB Specialists, General Education Social Workers, Check and Connect TOSA, Literacy Lead Coordinator, Executive Assistant		<b>Pay Grade Assignment:</b> Educational Directors Association

<b>General Summary or Purpose Of Job:</b>
The Director of Continuous Improvement and Support is responsible for process improvement activities supporting the District. This position will lead the planning, continuous improvement, and implementation of Social & Emotional Learning (SEL) to support schools in the development of positive school climate, social & emotional skills development, restorative practices, and continuous improvement efforts across the district, provide expertise and assistance to teachers and principals in ensuring that multi-tiered systems of support (MTSS) are being implemented to support all student groups, and will be responsible for managing district wide assessments.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	<p><b>Oversee District Wide Continuous Improvement and Support</b></p> <ul style="list-style-type: none"> <li>• Inspire, implement and monitor a cycle of continuous improvement to ensure the implementation of effective and efficient processes and systems across all departments in the district.</li> <li>• Provide leadership and direction to quality management strategies relative to the development of the district’s continuous improvement plan and long-term vision, as well as individual schools’ site improvement plans.</li> <li>• Develop and implement short- and long-term plans and priorities to align with and support the district’s mission and goals.</li> <li>• Develop and implement coordinated, consistent district-wide systems and processes to collect, report, interpret, and utilize data to impact organizational improvement in alignment with the district’s continuous improvement plan.</li> <li>• Collaborate with other district departments and schools to identify areas for increased efficiency, effectiveness, and improved processes, especially with regards to data collection, storage, access, reporting, and analysis.</li> <li>• Provide in-service training and coaching to staff regarding interpretation and use of various data for continuous improvement of student achievement, organizational culture and internal systems and processes.</li> <li>• Function as a continuous improvement expert to train and lead continuous improvement teams.</li> </ul>

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2.	<p><b>Oversee implementation of the Multi-Tiered System of Support (MTSS) Framework:</b></p> <ul style="list-style-type: none"> <li>• Lead and monitor a district-wide MTSS implementation plan aligned to the district’s vision for MTSS.</li> <li>• Collaborate with district leadership, other district departments, building leaders, and teachers to ensure fidelity in implementing MTSS interventions.</li> <li>• Provide overarching guidance for the district and individual sites in execution of an impactful MTSS structure.</li> <li>• Develop, coordinate, implement, and monitor comprehensive assessment systems including screening, progress monitoring, and diagnosis for early identification of all students needing supports.</li> <li>• Based on needs assessment, oversee the development of Tier 1, 2, and 3 intervention protocols, problem-solving processes, data-based decision-making, progress monitoring, and communication and collaboration processes among Student Support Teams.</li> <li>• Identify and implement district-wide universal screening for academics, social-emotional learning, and behavior.</li> </ul>
3.	<p><b>Oversee District World's Best Workforce</b></p> <ul style="list-style-type: none"> <li>• Providing leadership in the collecting and reporting of data needed for the district strategic plan.</li> <li>• Coordinating ongoing review of district assessments and program improvement strategies to assess effectiveness and alignment with the strategic plan.</li> <li>• Researches new programs, practices, or strategies that will benefit the continuous improvement process.</li> <li>• Advises the superintendent regarding issues and communication needs related to research, assessment, and accountability.</li> <li>• Supports leadership in developing and implementing efficient systems to meet reporting requirements.</li> <li>• Leads Strategic Planning Team(s) to support the implementation of the mission and strategic plan.</li> <li>• Collaborates with leaders to develop, monitor, implement, and communicate the World's Best Workforce Plan.</li> <li>• Collaborates with leaders in the Department of Teaching, Learning and Equity to provide differentiated support to school sites.</li> </ul>
4.	<p><b>Impact closing the achievement gap:</b></p> <ul style="list-style-type: none"> <li>• Leading Vision Card Committee: supporting the implementation of the district's strategic priorities.</li> <li>• Developing and implementing programs to address the achievement gaps within Duluth Public Schools.</li> <li>• Designing, delivering, or otherwise providing professional development opportunities for staff and leadership in culturally responsive teaching strategies.</li> <li>• Ensuring inclusion through an equity lens in the planning, development, implementation, and evaluation of curriculum and professional development by collaborating with others in the teaching and learning department.</li> <li>• Collecting and disseminating information from data driven research, promising educational practices, and professional resources to improve the educational experience of racial, ethnic, and economically diverse students.</li> <li>• Collaborating with school administrators to review achievement data and support improvement efforts with a focus on ensuring a strong MTSS framework is established across all sites.</li> <li>• Providing leadership to building administrators as they work to implement rigorous instructional practices, close achievement gaps, and develop effective interventions to meet the needs of their diverse learners.</li> </ul>

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5.	<p><b>Implement Accountability Measures for Student Achievement</b></p> <ul style="list-style-type: none"> <li>• Directs systems for collecting and analyzing data, by grade or content, building and district in order to recommend services or program modifications.</li> <li>• Interprets and communicates district-wide assessment results to Board, staff and community.</li> <li>• Oversees systems and processes for collecting and analyzing data, by classroom, building and the district in order to recommend services or programs be modified, continued or removed; in accordance with Elementary and Secondary Education ACT, Family Education rights and Privacy Act, and Code of Fair Testing Practices in Education.</li> <li>• Serves as District Assessment Coordinator.</li> <li>• Directs and oversees the processes assessment and testing for the district.</li> <li>• Analyzes program information/data and prepares documentation to report to the Minnesota Department of Education for the purpose of providing written support, conveying information and complying with federal and state regulations.</li> <li>• Assists district personnel in the utilization of the data warehouse software and the development of data-driven decisions to improve student performance.</li> <li>• Oversees and leads the District Assessment Committee.</li> <li>• Act as a liaison between the school district and the Minnesota Department of Education on assessment related issues.</li> </ul>
6.	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Facilitates and participates in related projects, processes, and committees as requested and needed.</li> <li>• Other duties may be assigned in alignment with district continuous improvement efforts.</li> </ul>

<p><b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)</p>
<ul style="list-style-type: none"> <li>• Master's degree from an accredited college or university in Education, School Psychology, Business Administration, Organizational Development or other related field with emphasis in at least two of the following: educational measurement, statistics, or research methods..</li> <li>• A minimum of 5 years progressively responsible professional educational or administrative experience.</li> <li>• Experience in supervising a diverse staff.</li> <li>• Training in MTSS or equivalent experience.</li> </ul>
<p><b>Preferred Qualifications:</b></p>
<ul style="list-style-type: none"> <li>• Successful experience in site or district administration; implementation, oversight or monitoring of district or school project site plans; state or federal categorical program implementation; design and delivery of professional development; and meeting facilitation with education partners and community groups.</li> <li>• Prior district-level position in a leadership role.</li> <li>• A valid driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</li> </ul>

<p><b>Knowledge Requirements:</b></p>
<p>Requires knowledge of:</p> <ul style="list-style-type: none"> <li>• Current state curriculum standards.</li> <li>• Modern principles and practices of data analysis, assessment and reporting, principles of instructional, and curricular development services including strategies pertaining to the improvement of:             <ul style="list-style-type: none"> <li>○ The core instructional program.</li> <li>○ The instructional program for significant subgroups such as (but not limited to) English Language Learners, Special Education students, Homeless and Foster Youth.</li> </ul> </li> </ul>

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- School law administration and applicable sections of the State Education Code, Board and District policies, principles and practices of administration, supervision and training, labor relations law and collective bargaining agreements.
- Federal, State and District Policies, guidelines and laws related to student assessments and accountability.
- Applicable Education Code rules and regulations.
- In-service training and staff development best practices, procedures and planning.
- Principles of budget planning and monitoring.
- Strategies for program assessment and evaluation.
- Principles and practices of educational administration.
- Communication strategies for dissemination of information to various stakeholders.

**Skill/Ability Requirements:**

Skilled in:

- Providing effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students.
- Effectively communicating and working with diverse groups of people such as (but not limited to) district office personnel, principals, teachers, students and parents.
- Analyzing and evaluating data for specific use.
- Using technology programs to integrate and systematize access to data and data reporting.
- Maintaining confidentiality.
- Prioritizing workload and conflicting demands.
- Effectively working in demanding environments.
- Working in a diverse socio-economic and multicultural community.
- Demonstrating organizational, time management, analytical and problem-solving skills.
- Promoting the belief that all students can and should learn.
- Developing and providing effective presentations to the public, Board of Education and staff.
- Effectively communicating orally and in writing, with a variety of public, staff and management groups.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasional	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.	√			



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<b>General Environmental Conditions:</b>		
<hr/>		
<b>General Physical Conditions:</b>		
<hr/>		
<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

<b>Job Classification History:</b>
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## CLASSIFICATION DESCRIPTION

<b>Title of Immediate Supervisor:</b> Assistant Superintendent	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Ojibwe Language Teachers, Misaabekong Teachers/Curriculum, Misaabekong Cultural Immersion Paraprofessionals		<b>Pay Grade Assignment:</b> Duluth District-wide Instructional Administrators' Association, TBD

<b>General Summary or Purpose Of Job:</b>
<p>The Ojibwe Language and Culture Coordinator position is a districtwide leadership position for the programming and curriculum for Ojibwe language which includes Oshki-Inwewin, the Misaabekong Immersion program and Ojibwe Language courses in the Duluth Public Schools. This position is responsible for the expansion, coordination, and alignment of American Indian Language and Culture initiatives and efforts pre-K-12. This position will develop and monitor schedules for all program staff and participate in teacher observations and evaluations; in collaboration with site Principal(s); will develop and implement culturally-based learning opportunities across all grades, will supervise consistent Family Engagement activities, and will provide information to families to ensure family involvement. This position will also serve as a lead staff member for programming and communications, as well as provide supports for program staff, including the facilitation of Professional Development workshops in the area of Indigenous language and culture, serve on leadership teams to assist in making program decisions, developing program policies, and communicating with administration on program progress and needs, and will collaborate with other district and program leaders to secure funding, assist in Tribal consultation, and improve educational outcomes for Indigenous students.</p> <p>This position will aid in the district and program goal areas of increasing enrollment, providing a safe and welcoming culturally-rich school environment, reduction in behavior referrals and suspensions, and high attendance rates of all students participating in Ojibwe language programs or courses.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Provide coaching, professional development, and support to district administration and site staff, in developing their understanding of Indigenous immersion/cultural education to address equity issues within the District.
2.	Monitor, maintain or expand student enrollment in Ojibwe language programming , Maintain knowledge of National, State, and District educational goals and standards.
3.	Assist Ojibwe teachers and support staff in curriculum development and program opportunities.
4.	Oversee and guide the Indigenous Language, Culture, and History Subcommittee in collaboration with district and program leaders in meeting District and community goals of reducing the academic gap, raising graduation rates, and addressing disparities affecting underserved populations.
5.	Assist in establishing academic and language benchmarks for each grade in alignment with developmentally appropriate learning experiences. Assist with development of assessments for benchmark screening and progress monitoring. Assist in the development of Ojibwe language curriculum, materials, and assessments as guided by the Minnesota Standards in each content area through an Ojibwe lens.

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6.	Communicate program information through appropriate venue, i.e. Infinite Campus, newsletters, phone calls, e-mails, conferences, etc. Communicate with students' families and supervise the planning of Monthly Family Nights.
7.	Assist Ojibwe program teachers on Individual Educational Plan team meetings to provide an additional cultural perspective to best support students
8.	Participate in Data Review and Student Support Teams when needed to ensure student success in Misaabekong and other Ojibwe programs; Assist in reviewing, interpreting, and analyzing student performance data to accurately identify student learning needs in collaboration with classroom teachers
9.	Create and revise Ojibwe policies and procedures to ensure student success, and the continuation and growth of the program.
10.	Collaborate with site staff in monitoring attendance and behavior concerns of students through monthly reviews.
11.	Facilitate the implementation of Misaabekong Immersion Program and Ojibwe language courses goals and objectives.
12.	Communicate and work collaboratively with others at all levels of the system to address student needs.
13.	Assist in creating a positive and safe school climate with Spanish immersion, English, and administration across the District.
14.	Provide annual reports to District advisory committees and School Board regarding Misaabekong and Ojibwe language courses regarding student data, progress, and performance.
15.	Facilitate professional learning communities for Misaabekong staff in collaboration with the Midwest Indigenous Immersion Network.
16.	Use technology to enhance instruction, task management, and communication.
17.	Facilitate scheduling and collaboration with elder-first speakers of Ojibwe language to assist with translating lesson plans, curriculum, and additional resources.
18.	Assist teams in developing and implementing math and reading interventions.
19.	In collaboration with site administrators, proctor teacher observations in order to provide an Indigenous cultural perspective within the existing evaluation systems.
20.	Maintain and improve professional skills by participating in building and department meetings, formal coursework, workshops, and seminars in an effort to stay current with best teaching practices in Indigenous immersion programs.
21.	Collaborate with site administration to network with State, Tribal, Private Colleges, and Universities for teacher recruitment through providing teacher training opportunities.
22.	Perform other duties and participate in other projects as assigned or requested.

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

- Bachelor's degree in education, American Indian studies, Ojibwe language, or a closely-related field and at least three (3) years of experience as an educational leader or in a leadership position.
- Experience working with school-age children and adolescents in an educational setting.
- Experience working in an Ojibwe or other American Indian immersion environment.
- Experience teaching in or administering an Ojibwe or other American Indian Language immersion program.

**Preferred Qualifications:**

- Elementary Education license or related field license or certification.

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### **Knowledge Requirements:**

Requires knowledge of:

- Proficiency in the Ojibwe language (preferred "Intermediate - Advanced" rating under the ACTFL Proficiency Guidelines).
- Understanding of diversity issues, including recruitment and retention of a diverse staff.
- Learning theory, program planning, curriculum development, and management.
- Best practices for teaching and learning.
- Evolving research in Indigenous immersion education.
- Grammar and construction of the Ojibwe language.
- Ojibwe cultural values and practices.
- Fiscal management and budgets.
- Attaining resources for grants.
- District organizational structure, policies, procedures, rules, and regulations
- Principles and techniques of budgeting and financial management
- Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.

### **Skill/Ability Requirements:**

Skilled in:

- Demonstrated leadership skills, especially regarding cross-cultural interaction.
- Ability to facilitate various size groups, including conflict resolution.
- Demonstrated effective management and organizational skills.
- Demonstrated excellent written and verbal communication skills.
- Demonstrated ability to identify barriers in school or departmental systems, and the development and implementation of action plans.
- Demonstrated effective staff development, planning, and facilitation.
- Successful grant writing experience.
- Dealing with tension and stress in heightened situations.
- Flexibility in the role and environment of Ojibwe Language Immersion.
- Progress Monitoring of student success and implementation of Indigenous immersion practices.
- Maintain professional composure while dealing with a variety of personalities and situations.
- End-user skills with internal computer database systems such as Skyward and Infinite Campus
- Show initiative and function as a self-starter.
- Develop and integrate Ojibwe culture and technology into curriculum, instruction, and daily tasks.
- Develop effective and positive working relationships with students, staff, administrators, parents, and the community.
- Effectively navigate different communication styles to exchange or convey information.
- Negotiate, compromise, and manage conflict.
- Exercise professionalism when dealing with sensitive, complex, and confidential issues and situations.

# CLASSIFICATION DESCRIPTION

<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.	√			
<p><b>General Environmental Conditions:</b> Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. There is exposure to outdoor weather conditions when providing culturally responsive experiences outdoors.</p> <p>The typical noise level is considered to be moderate.</p>				
<p><b>General Physical Conditions:</b></p> <p>Work can be generally characterized as:</p> <p>Sedentary Work: 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.</p>				
<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				
Peripheral Vision				
<b>Job Classification History:</b>				

# CLASSIFICATION DESCRIPTION

<b>Title of Immediate Supervisor:</b> Assistant Superintendent and/or and/or Director of Continuous Improvement and Support	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b>		<b>Pay Grade Assignment:</b> Duluth District-Wide Instructional Administrative Association (DDWIAA), Pay Class ____

<b>General Summary or Purpose Of Job:</b>
<p>The Professional Development Coordinator is responsible for planning, facilitating, coordinating and monitoring, appropriate and timely districtwide professional development for all staff serving as a resource to other district personnel.</p> <p>This position is responsible for developing, coordinating, and presenting professional development programs and sessions to facilitate the achievement of district initiatives and in alignment with the strategic plan. Position consults with and advises administrators and managers regarding the design of staff development programs; establishes learning objectives; develops training materials; and assesses the impact of training sessions.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Consults with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District
2.	Keeps well informed about current trends and best practices, conducts research and analysis of training needs and makes recommendations to administration concerning the need for new training programs, course content and for revisions in existing training programs to increase their effectiveness.
3.	Plans, develops, and implements employee training and orientation programs based on needs determined from input provided by administration and staff.
4.	In conjunction with Human Resources, develops, implements and manages new hire orientation and onboarding program content, internal and external communications, and logistics (e.g. scheduling, site selection, supplies, and materials). Conducts and audits onboarding training sessions. Develops feedback mechanisms to obtain data from new employees and their administrators. Maintains and continuously upgrades program content to be highly-effective and engaging.
5.	Identifies, organizes and sequences subject matter to be taught in training programs to assure maximum effectiveness; develops educational material and prepares training manuals and other training aids; develops and administers pre and post training tests to determine the effectiveness of the subject training; and leads or assists administrators and supervisors in leading training provided to employees
6.	Assesses and determines training needs of the department through investigation, consultation, and evaluation of training requests. Reviews and evaluates the effectiveness of district training programs, and makes recommendations for improvements or changes as necessary. Interpret professional development survey data to determine future growth needs and opportunity needs for professional development.

## CLASSIFICATION DESCRIPTION

7.	Communicates with administrators, managers and outside organization representatives for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information
8.	Collaborates with the Mentor, Teacher Development coordinators, and Human Resources for the purpose of fostering staff growth and ensuring program compliance
9.	Develops, implements and monitors district-wide learning management system for professional learning
10.	Participates in the vendor contracting and solicitation process for vendors who provide training services, assessing vendor qualifications, and reviewing and monitoring contracts for selected vendors to ensure training services provided are in accordance with contractual agreements.
11.	Establishes communication system to keep stakeholders regularly informed of professional development goals, plans and progress of the districts professional learning program
12.	Markets and encourages participation in upcoming staff development initiatives and activities.
13.	Establishes strong working relationships with school and district staff.
14.	Coordinates and delivers training methods in multiple ways to cater to diverse learning styles and staff within the district. (ex: Virtual, In-Person, On-the-job, webinars)
15.	Performs other duties and participate in other projects as assigned or requested.

<b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
<ul style="list-style-type: none"> <li>• Bachelor’s degree from an accredited college or university in Business Administration, Organizational Development, Education, Adult Learning, Human Resources, Psychology, or a closely related field and five (5) years of progressively responsible related professional and/or educational experience.</li> </ul>
<b>Preferred Qualifications:</b>
<ul style="list-style-type: none"> <li>• Experience working in a school setting.</li> <li>• A valid driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</li> </ul>

<b>Knowledge Requirements:</b>
Requires knowledge of:
<ul style="list-style-type: none"> <li>• Project management practices and ability to apply those practices to programs/projects.</li> <li>• Principles, methods, and tools for formal and on-the-job professional development and training</li> <li>• Theories, strategies, and methodologies of adult learning</li> <li>• Teaching and facilitation skills</li> <li>• Basic principles of promotion, publicity, marketing, and advertising</li> <li>• Current trends and developments in professional development</li> <li>• Community resources and programs complimentary to professional development activities</li> <li>• Research methods and techniques used in the professional development field</li> <li>• Professional competencies related to a variety of occupational fields</li> <li>• Methods and techniques of writing, composition, layout and production of professional development and training materials</li> <li>• District organizational structure, policies, procedures, rules, and regulations</li> <li>• Principles and techniques of budgeting and financial management</li> <li>• Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.</li> </ul>

## CLASSIFICATION DESCRIPTION

<b>Skill/Ability Requirements:</b>
<p>Skilled in:</p> <ul style="list-style-type: none"> <li>• Designing, organizing, conducting, and evaluating continuing education programs in support of organization-wide strategic initiatives based on assessment of learner needs using a variety of instructional approaches.</li> <li>• Managing competing priorities, demands, and deadlines.</li> <li>• Assessing, recommending and implementing various program policies and procedures, and initiate program improvements.</li> <li>• Facilitating trainings.</li> <li>• Making effective, informational, and motivational presentations to diverse audiences</li> <li>• Applying logical thinking to problems and research.</li> <li>• Using initiative and independent judgment.</li> <li>• Preparing reports and communicating effectively, both orally and in writing, including in public settings.</li> <li>• Leading multiple projects and initiatives, identifying and adjusting training priorities, and meeting goals and deadlines.</li> <li>• Establishing and maintain effective working relationships with administrators, supervisors, staff and other organizations, and the public.</li> <li>• Learning new software and systems with ease..</li> <li>• Planning, collaborating, coordinating, and facilitating a variety of meetings, workshops, trainings, and conferences.</li> <li>• Understanding and be sensitive to those of culturally and linguistically diverse backgrounds.</li> <li>• Demonstrating strong interpersonal skills using tact, patience and courtesy.</li> <li>• Establishing and maintaining cooperative relationships with school personnel, vendors, co-workers and the public.</li> <li>• Organizing work, programs and activities to meet schedules, timelines and deadlines.</li> <li>• Maintaining accurate, up-to-date, and organized record-keeping.</li> <li>• Planning and organizing meetings, presentations and the ability to present “best practices” data and research.</li> <li>• Ability to establish priorities, work independently, and proceed with objectives without supervision.</li> </ul>

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasional</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
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.	√			



# CLASSIFICATION DESCRIPTION

Up to 100 lbs.	√			
More than 100 lbs.	√			

**General Environmental Conditions:**

**General Physical Conditions:**

**Work can be generally characterized as:**

**Sedentary Work:** 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.

**Vision Requirements:** Check box if relevant Yes No

	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

# Duluth Public Schools

## HR/BS Services Committee Monthly Fund Balance Report Apr. 16, 2024 Committee Meeting

4/5/2024 Percent spent

REVENUES	23-24		23-24		23-24		23-24		Apr 1 2024
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVI RECEIVED TO YEAR TO DATE		RECEIVED ENCUMBERED		BUDGET BALANCE		
	FUND	Jul-23	JULY 23 -24	July -June	July -June	July -June	July -June		
General	1	\$126,200,922.80	\$127,464,614.46	\$77,926,641.71		-\$13,645.79	\$49,524,326.96		61%
Food Service	2	\$4,039,200.00	\$4,039,200.00	\$3,622,020.98		\$ -	\$417,179.02		90%
Transportation	3	\$7,020,941.12	\$7,020,941.12	\$2,683,951.03		\$ -	\$4,336,990.09		38%
Community Ed	4	\$8,495,545.00	\$8,516,152.95	\$4,078,138.97		\$ -	\$4,438,013.98		48%
Operating Captial	5	\$2,742,547.00	\$2,742,547.00	\$1,533,400.25		\$ -	\$1,209,146.75		56%
Building Construction	6	\$ -	\$ -	\$ -		\$ -	\$ -		
Debt Service Fund	7	\$23,647,223.00	\$23,647,223.00	\$2,387,522.90		\$ -	\$21,259,700.10		10%
Trust Fund	8	\$276,100.00	\$276,100.00	\$ -		\$ -	\$276,100.00		0%
Dental Insurance Fund	20	\$950,000.00	\$950,000.00	\$689,916.08		\$ -	\$260,083.92		73%
Student Acitivity	79	\$58,406.00	\$585,259.43	\$249,095.50		\$ -	\$336,163.93		43%
<b>REVENUE</b>	<b>TOTALS:</b>	<b>\$173,430,884.92</b>	<b>\$175,242,037.96</b>	<b>\$93,170,687.42</b>		<b>-\$13,645.79</b>	<b>\$82,057,704.75</b>		<b>53%</b>

EXPENSES	23-24		23-24		23-24		23-24		
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVI EXPENSES TO YEAR TO DATE		EXPENSES ENCUMBERED		BUDGET BALANCE		
	FUND	Jul-23	JULY 23 -24	July - June	July -June	July - June			
General	1	\$120,283,293.86	\$122,498,475.36	\$82,474,769.94		\$3,481,115.32	\$36,542,590.10		70%
Food Service	2	\$4,012,876.00	\$4,012,876.00	\$3,398,814.26		\$1,109,200.37	-\$495,138.63		112%
Transportation	3	\$6,268,632.76	\$6,749,632.76	\$7,433,572.78		\$354,079.31	-\$1,038,019.33		115%
Community Ed	4	\$7,630,865.00	\$9,071,785.95	\$5,595,165.74		\$22,550.42	\$3,454,069.79		62%
Operating Captial	5	\$7,999,619.25	\$7,999,619.25	\$8,683,141.24		\$1,089,180.02	-\$1,772,702.01		122%
Building Construction	6	\$ -	\$ -	\$3,812,392.16		\$984,858.13	-\$4,797,250.29		
Debt Service Fund	7	\$23,640,000.00	\$23,640,000.00	\$26,931,588.45		\$ -	-\$3,291,588.45		114%
Trust Fund	8	\$253,750.00	\$253,750.00	\$ -		\$ -	\$253,750.00		0%
Dental Insurance Fund	20	\$915,000.00	\$915,000.00	\$726,843.17		\$ -	\$188,156.83		79%
Student Acitivity	79	\$306,948.00	\$276,264.96	\$158,260.53		\$7,477.82	\$110,526.61		60%
<b>EXPENSE</b>	<b>TOTALS</b>	<b>\$171,310,984.87</b>	<b>\$175,417,404.28</b>	<b>\$139,214,548.27</b>		<b>\$7,048,461.39</b>	<b>\$29,154,394.62</b>		<b>83%</b>

<u>Fin 160 ESSER III</u>	<u>Expenses</u>	<u>Ex Curricular</u>	<u>Fund 01</u>
Program 030 Asst Supt	\$41,401.00	Program 298	Revenue \$442,113.93
Program 110 Admin	\$ -	Program 298	Expense \$485,195.53
Program 108 Tech	\$1,586,448.31		
Program 203 Elem	\$1,069,708.65		
Program 211 Secondary	\$889,350.13		
Program 640 Staff Dev	\$ -		
Program 805 Operations	\$ -		
Program 760 Transportation	\$419,248.09		
Program 740 Pupil Engage	\$6,450.82		
	<u>\$4,012,607.00</u>		

**Fundraisers Reported  
March 2024**

The following fundraisers were reported in the above timeframe and per Policy 511–Fundraising, require School Board approval:

<b>School</b>	<b>Organization Fundraising</b>	<b>Estimated Profit</b>	<b>Description of Fundraiser</b>
Denfeld HS	Debate Team	\$10,000.00	GiveMN
Denfeld HS	Denfeld Softball	\$11,000.00	Coupon Books
Denfeld HS	Denfeld Baseball	\$13,000.00	Coupon Books
Denfeld HS	School-wide, Mental Health Team	\$2,500.00	GoFundMe - attempting to raise enough money to purchase a Mental Health Awareness shirt for every student and staff member
Denfeld HS	Senior Class Advisor and Graduation 2024	\$4,000.00	Crowdfunding for graduation lunch
East HS	Debate Team	\$1,000.00	Grocery Bagging - Lakeside Super One
East HS	Girls Tennis	\$1,000.00	Spring Flower planters
ECFE City-wide	ECFE	\$500.00	ECFE T-shirts
Ordean-East MS	Library	\$2,750.00	Scholastic Book Fair

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8700

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** RFP #324 MOLD MITIGATION AT LOWELL ELEMENTARY  
**Date:** March 27, 2024

The RFP is for professional mold mitigation services at Lowell Elementary.

One (1) of two vendors responded with the following results:

<b>VENDOR TOTAL</b>	
LEGACY SERVICES	\$ 49,680.00
GO-KLEAN	DID NOT SUBMIT A BID

Bryan Brown and Jeremy DeGraef reviewed the RFP.

Bryan Brown, Facilities Manager, recommends accepting and awarding the RFP meeting specifications as submitted by LEGACY SERVICES for the amount of **\$49,680.00 for the MOLD MITIGATION AT LOWELL ELEMENTARY.**

**Program:** Facilities

**Fund Custodian:** Bryan Brown, Manager of Facilities

**Expenditure Contracts Signed  
March 2024**

For your information, the Superintendent or the CFO, Executive Director of Business Services has signed the following expenditure contracts during the above timeframe.

**\* 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>
A+ Contractors	\$78,748.17	Facilities (DU)	BID #1302 – Annual Snow Plowing Services – DSC, Congdon, East, Lester, MWES, Piedmont – Third year of Contract (Second of Two Renewable Years)
Blotti Contracting	\$43,730.93	Facilities (DU)	BID #1302 – Annual Snow Plowing Services – Denfeld, Laura Mac, LPMS, Stowe – Third Year of Contract (Second of Two Renewable Years)
Stretar Masonry & Concrete, Inc.	\$69,482.66	Facilities (DU/DR)	BID #1311-1 – Bricklayer Labor – Second Year of Contract (First of Two Renewable Years)
Quality Lawn Care	\$54,924.46	Facilities (DU)	BID #1298 District-Wide Lawn Care Services – Third Year of Contract (Second of Two Renewable Years)
Regional Contracting & Painting	\$37,118.59	Facilities (DU/DR)	BID #1315 Painting Labor – Second Year of Contract (First of Two Renewable Years)
Johnson’s Carpet One	\$8,757.50	Facilities (DU/DR)	QUOTE #4382 – Flooring Installation Labor – Second Year of Contract (First of Two Renewable Years)
Hunt Electric Corporation	\$6,185.40	Facilities (DU)	QUOTE #4383 – Annual Service & Maintenance of Emergency Generators – Second Year of Contract (First of Two Renewable Years)
TK Elevator Corporation	\$49,082.03	Facilities (DU/DR)	BID #1313 – District-Wide Elevator Inspection and Services – Second Year of Contract (First of Two Renewable Years)
The Jamar Company	\$18,721.97	Facilities (DU/DR)	QUOTE #4372 – District-Wide Refrigeration Repair Services – Third Year of Contract (Second of Two Renewable Years)

The Jamar Company	\$63,915.80	Facilities (DU/DR)	QUOTE #1314 Plumbing Labor – Second Year of Contract (First of Two Renewable Years)
Viele Contracting Inc.	\$47,009.97	Facilities (DU)	BID #1302 – Annual Snow Plowing Services – Homecroft, Lakewood, Lowell, OEMS, Rockridge – Third Year of Contract (Second of Two Renewable Years)
Waste Management	\$121,504.64	Facilities (DU)	BID #1301 – District-Wide Refuse Removal and Recycling Services – Third Year of Contract (Second of Two Renewable Years)
Per Mar Security Services	\$4,132.53	Facilities (DU)	QUOTE #4358 – District-Wide Security System and Fire Detection Monitoring Services – Fourth Year of Contract (Third of Four Renewable Years)
Johnson Controls	\$31,366.30	Facilities (DU/DR)	BID #1299 – District-Wide Annual Chiller Inspection and Maintenance Services – Third Year of Contract (Second of Two Renewable Years)
A.W. Kuettel & Sons, Inc.	\$51,441.91	Facilities (DU/DR)	BID #1312 – Roofing Labor – Second Year of Contract (First of Two Renewable Years)
Northland Fire & Safety, Inc.	\$2,976.98	Facilities (DR)	QUOTE #4373 – District-Wide Annual Fire Extinguisher Service – Third Year of Contract (Second of Two Renewable Years)
Donald Holm Construction Co., Inc.	\$41,587.40	Facilities (DU/DR)	BID #1297 – District-Wide Annual Carpentry Labor – Third Year of Contract (Second of Two Renewable Years)
Pan-O-Gold Baking Co.	TBD	Child Nutrition (DR)	2024-2025 bread services
Goodguys Motor Co.	\$40,660.05*	Transportation (DR)	2014 Chevy Express Van
Goodguys Motor Co.	\$41,729.87*	Transportation (DR)	2014 Chevy Express Van
Goodguys Motor Co.	\$40,660.05*	Transportation (DR)	2014 Chevy Express Van
Goodguys Motor Co.	\$40,778.68*	Transportation (DR)	2014 Chevy Express Van
Goodguys Motor Co.	\$43,984.93*	Transportation (DR)	2013 Chevy Express Van
Terch and Associates Consulting LLC	TBD	Human Resources (DU)	Human Resources consulting services (\$195/hour for all time spent working on District's behalf)

Clara Hamilton	\$1,000.00*	ECSE (DR)	Artist presentation
University of Minnesota Duluth	\$8,308.80*	Special Services (DU)	Audiological testing for students
Thomas Howes	\$6,200.00*	Am. Indian Education (DR)	Ojibwe lacrosse supplies
Wolf Ridge Environmental Learning Center	\$21,720.00*	Lester Park ES (DU)	Field trip 4/3/24 - 4/5/24
Wolf Ridge Environmental Learning Center	\$9,050.00	Stowe ES (DU)	Field trip 9/25/24 – 9/27/24

April 1, 2024

A+ Contractors  
Attn: Jeremy Beier  
6150 Old Miller Trunk Hwy  
Duluth, MN 55779

**RE: BID #1302 – Annual Snow Plowing Services –DSC, Congdon Park ES, East HS, Lester Park ES, Myers-Wilkins ES and Piedmont ES – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. Beier:

A fully executed copy of the Agreement between A+ Contractors and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **June 1, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb



# CONTRACT

## SNOW PLOWING SERVICES

### BID #1302

Third Year of Contract (Second of Two Renewable Years)  
 for the period of July 1, 2024 through June 30, 2025 (FY25)  
 Independent School District No. 709

Contractor:	<b>A Plus Contractors</b>
Contact:	Jeremy Beier
Address:	6150 Old Miller Trunk Highway, Saginaw, Minnesota 55779
Phone Number:	218-428-3050
Correspondence Email Address:	jeremy@aplusduluth.com
Emergency Contact & Phone Number:	Nick Chinello 218-390-4488

### SNOW FALL AMOUNT

LOCATION	1"-6"	6.01"-12"	above 12"
<b>Central, 800 East Central Entrance</b>	<b>\$534.91</b>	<b>\$807.94</b>	<b>\$1,097.69</b>
<b>Congdon Park, 3116 East Superior Street</b>	<b>\$495.91</b>	<b>\$741.08</b>	<b>\$919.38</b>
<b>East HS, 301 North 40th Avenue East</b>	<b>\$919.38</b>	<b>\$1,267.08</b>	<b>\$1,838.76</b>
<b>Lester Park, 5300 Glenwood Avenue</b>	<b>\$585.06</b>	<b>\$1,114.40</b>	<b>\$1,671.60</b>
<b>Myers-Wilkins, 1027 North 8th Avenue East</b>	<b>\$668.64</b>	<b>\$1,058.68</b>	<b>\$1,448.72</b>
<b>Piedmont, 2827 Chambersburg Avenue</b>	<b>\$501.48</b>	<b>\$752.22</b>	<b>\$1,002.96</b>
<b>TOTALS PER SNOW FALL</b>	<b>\$3,705.39</b>	<b>\$5,741.40</b>	<b>\$7,979.12</b>

Total Annual Amount (16/2/1): **\$78,748.17**

(8.1% increase over FY23 contract, 3.09% increase over FY24)

Insurance Received _____	Budget Code 01 E LOC 810 000 305 000
Acceptance of 2024/2025 Contract _____	DocuSigned by: Jeremy Beier 356A8DD8CAF5431... DocuSigned by: signature _____ date
ISD 709, Simone Zunich	4/1/2024
CFO/Executive Director of Business Services _____	DocuSigned by: Simone Zunich 9B4802F1481A4BB... DocuSigned by: signature _____ date
	3/14/2024

<b>\$518.88</b>	<b>\$783.73</b>	<b>\$1,064.79</b>
<b>\$481.05</b>	<b>\$718.87</b>	<b>\$891.83</b>
<b>\$891.83</b>	<b>\$1,229.10</b>	<b>\$1,783.65</b>
<b>\$567.53</b>	<b>\$1,081.00</b>	<b>\$1,621.50</b>
<b>\$648.60</b>	<b>\$1,026.95</b>	<b>\$1,405.30</b>
<b>\$486.45</b>	<b>\$729.68</b>	<b>\$972.90</b>

<b>\$3,594.33</b>	<b>\$5,569.31</b>	<b>\$7,739.96</b>
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**\$76,387.78**

<b>\$480.00</b>	<b>\$725.00</b>	<b>\$985.00</b>
<b>\$445.00</b>	<b>\$665.00</b>	<b>\$825.00</b>
<b>\$825.00</b>	<b>\$1,137.00</b>	<b>\$1,650.00</b>
<b>\$525.00</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>\$600.00</b>	<b>\$950.00</b>	<b>\$1,300.00</b>
<b>\$450.00</b>	<b>\$675.00</b>	<b>\$900.00</b>

<b>\$3,325.00</b>	<b>\$5,152.00</b>	<b>\$7,160.00</b>
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**\$70,664.00**

April 1, 2024

Stretar Masonry & Concrete, Inc.  
Attn: David Greske  
5719 Roosevelt Street  
Duluth, MN 55807

**RE: BID #1311-1 Bricklayer Labor - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Greske:

A fully executed copy of the Agreement between Stretar Masonry & Concrete, Inc. and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on October 1, 2023.

This letter serves as your written Authorization to Proceed effective July 1, 2024.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025).

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## BRICKLAYER LABOR

### Bid #1311-1

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Stretar Masonry &amp; Concrete Company, Inc.</b>		
Contact:	David Greske		
Address:	5719 Roosevelt Street, Duluth, Minnesota 55807		
Phone:	218-624-4824	fax	218-624-4825
Correspondence Email Address	stretar@stretarmasonry.com		
Emergency Contact & Phone Number	William Kero 218-624-4824		

REGULAR HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
FOREMAN	\$124.00	<b>\$127.83</b>	
JOURNEYMAN	\$115.00	<b>\$118.55</b>	
APPRENTICE	\$98.00	<b>\$101.03</b>	

### OVERTIME HOURLY RATE

FOREMAN	\$161.00	<b>\$165.97</b>	
JOURNEYMAN	\$150.00	<b>\$154.64</b>	
APPRENTICE	\$115.00	<b>\$118.55</b>	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

*(3.09% increase over FY24 contract)*

*Estimated Annual Amount of Bid    \$69,482.66*

Insurance Received _____	Budget Codes	01 E LOC 810 000 350 000 05 E LOC 865 368 350 000
Acceptance of 2024/2025 Contract: _____	DocuSigned by: <i>David Greske</i> signature	4/1/2024 date
ISD 709, Simone Zurich: _____	DocuSigned by: <i>Simone Zurich</i> signature	3/14/2024 date
CFO/Executive Director of Business Service: _____		

March 29, 2024

Quality Lawn Care  
Attn: Paul Morinville  
9123 Beaudry St  
Duluth, MN 55808

**RE: BID #1298 District-Wide Lawn Care Services – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. Morinville:

A fully executed copy of the Agreement between Quality Lawn Care and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **May 11, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

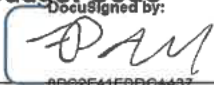
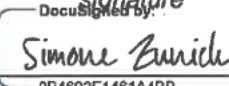
## LAWN CARE SERVICES - BID #1298

Third Year of Contract (Second of Two Renewable Years)  
for the period of May 7, 2024 through September 16, 2024  
Independent School District No. 709

Contractor:	<b>Quality Lawn Care</b>
Contact:	Paul Morinville
Address:	9123 Beaudry Street, Duluth, Minnesota 55808
Phone:	218-340-9287
Email Address:	morinvillepaul@yahoo.com
Emergency Contact Phone Number:	218-340-9287

		2022	2023	2024
		First Year	Second Year	Third Year
1	Congdon Park Elementary School	\$95.00	\$102.70	\$105.87
2	Denfeld High School	\$170.00	\$183.77	\$189.45
3	East High School	\$185.00	\$199.99	\$206.16
4	Homecroft Elementary School	\$95.00	\$129.72	\$133.73
5	Lakewood Elementary School	\$120.00	\$129.72	\$133.73
6	Laura MacArthur Elementary School	\$120.00	\$129.72	\$133.73
7	Lester Park Elementary School	\$75.00	\$81.08	\$83.58
8	Lincoln Park Middle School	\$370.00	\$399.97	\$412.33
9	Lowell Elementary School	\$90.00	\$97.29	\$100.30
10	Myers-Wilkins Elementary School	\$260.00	\$281.06	\$289.74
11	Ordean East Middle School	\$300.00	\$324.30	\$334.32
12	Piedmont Elementary School	\$95.00	\$102.70	\$105.87
13	Rockridge Academy	\$95.00	\$102.70	\$105.87
14	Stowe Elementary School	\$120.00	\$129.72	\$133.73
15	Transportation Center	\$34.00	\$36.75	\$37.89
	District Service Center (Central)	\$345.00	\$372.95	\$384.47
		<b>\$48,811.00</b>	<b>\$53,278.17</b>	<b>\$54,924.46</b>

(8.1% increase over 2022 contract)

Insurance Received <input checked="" type="checkbox"/>	Budget Code 01 E LOC 810 000 350 000	
Acceptance of 2024 Contract	 <small>DocuSigned by: Paul Morinville</small> signature	3/29/2024 date
ISD 709, Simone Zunich CFO/Executive Director of Business Service:	 <small>DocuSigned by: Simone Zunich</small> signature	3/14/2024 date



March 29, 2024

Regional Contracting & Painting  
Attn: Rick Impola  
PO Box 16661  
Duluth, MN 55816

**RE: Bid #1315 Painting Labor - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Impola:

A fully executed copy of the Agreement between Regional Contracting & Painting and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on **June 24, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT PAINTING LABOR

Bid #1315

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Regional Contracting &amp; Painting</b>		
Contact:	Rick Impola		
Address:	PO Box 16153, Duluth, Minnesota 55816		
Phone:	218-428-3572	fax 218-729-6215	
Correspondence Email Address	<a href="mailto:rimpola@regionalcp.com">rimpola@regionalcp.com</a>		
Emergency Contact & Phone Number	Rick Impola 218-428-3572		

REGULAR HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
Painter Foreman	\$84.80	<b>\$87.42</b>	
Painter Apprentice	\$54.83	<b>\$56.52</b>	
Drywall Taper Journeyman	\$82.80	<b>\$85.36</b>	
Drywall Taper Apprentice	\$54.83	<b>\$56.52</b>	
Plasterers Journeyman	\$82.80	<b>\$85.36</b>	

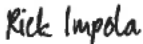

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

**OVERTIME HOURLY RATE**

Painter Foreman	\$100.91	<b>\$104.03</b>	
Painter Apprentice	\$74.29	<b>\$76.59</b>	
Drywall Taper Journeyman	\$98.06	<b>\$101.09</b>	
Drywall Taper Apprentice	\$74.29	<b>\$76.59</b>	
Plasterers Journeyman	\$98.06	<b>\$101.09</b>	

*(1.0% increase over FY21 contract and 5.1% increase over FY22 contract)*

*Estimated Annual Amount of Bid    \$37,118.59*

Insurance Received _____	Budget Codes 01 E LOC 810 000 350 000 05 E LOC 865 379/384 350 000	
Acceptance of 2024/2025 Contract _____	DocuSigned by:  _____ <small>518E310F726A46D...</small> signature	3/29/2024 date
ISD 709, Simone Zunich _____ CFO/Executive Director of Business Service:	DocuSigned by:  _____ <small>9B4002F1401A48B...</small> signature	3/14/2024 date



March 29, 2024

Blotti Contracting  
Attn: John Blotti  
9426 Grand Ave  
Duluth, MN 55808

**RE: BID #1302 – Annual Snow Plowing Services - Denfeld HS, Laura MacArthur ES,  
Lincoln Park MS, Stowe ES – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. Blotti:

A fully executed copy of the Agreement between Blotti Contracting and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on **November 9, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## SNOW PLOWING SERVICES

### BID #1302

Third Year of Contract (Second of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)

Independent School District No. 709


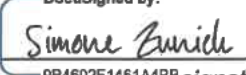
Contractor:	<b>Blotti Contracting</b>
Contact:	John Blotti
Address:	9426 Grand Avenue, Duluth, Minnesota 55808
Phone Number:	218-727-7686
Correspondence Email Address:	blotticontracting@gmail.com
Emergency Contact & Phone Number:	218-428-4208

### SNOW FALL AMOUNT

LOCATION	1"-6"	6.01"-12"	above 12"
<b>Denfeld HS, 401 North 44th Avenue West</b>	<b>\$557.20</b>	<b>\$891.52</b>	<b>\$1,249.45</b>
<b>Laura MacArthur, 720 North Central Avenue</b>	<b>\$333.21</b>	<b>\$557.20</b>	<b>\$780.91</b>
<b>Lincoln Park MS, 3215 West 3rd Street</b>	<b>\$540.49</b>	<b>\$835.80</b>	<b>\$1,145.33</b>
<b>Stowe, 715 - 101st Avenue West</b>	<b>\$334.32</b>	<b>\$635.21</b>	<b>\$832.97</b>
<b>Transportation, 3200 West Superior Street</b>	<b>\$278.60</b>	<b>\$356.61</b>	<b>\$468.54</b>
<b>TOTALS PER SNOW FALL</b>	<b>\$2,043.81</b>	<b>\$3,276.34</b>	<b>\$4,477.20</b>

Total Annual Amount (16/2/1): **\$43,730.93**

(8.1% increase over FY23 contract, 3.09% increase over FY24)

Insurance Received _____	Budget Code 01 E LOC 810 000 305 000
Acceptance of 2024/2025 Contract _____	DocuSigned by:  09A7433639394D9... signature 3/28/2024 date
ISD 709, Simone Zurich _____	DocuSigned by:  9B4602F1461A4BB... signature 3/20/2024 date
CFO/Executive Director of Business Services	

# AMENDMENT TO THE CONTRACT

1. This amendment, dated Oct. 24, 2023 amends as follows:  
Due to the sale of district owned property at 3200 W. Superior Street, Duluth, MN. Transportation, as listed in the original contract will be omitted.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

Amended by: Cathy Holman, Purchasing Coordinator

ISD 709 REPRESENTATIVE:

By: Bryan J. Brown

Printed Name: Bryan J Brown

Title: Facilities Manager ISD 709

Dated: 10/24/2023

BLOTTI CONTRACTING

By: [Signature]

Printed Name: John blotti

Title: Owner

Dated: 11-6-23

March 27, 2024

Johnson's Carpet One  
Attn: Kyle Severin  
5611 Grand Avenue  
Duluth, MN 55807

**RE: Quote #4382 Flooring Installation Labor - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Severin:


A fully executed copy of the Agreement between Johnson's Carpet One. and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **May 15, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## FLOORING INSTALLATION LABOR

Quote #4382

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Johnson's Carpet One</b>		
Contact:	Kyle Severin		
Address:	5611 Grand Avenue, Duluth, MN 55807		
Phone:	218-628-2249	fax	218-628-2132
Correspondance Email Address	kseverin@johnsoncarpetone.com		
Emergency Contact & Phone Number	Jim Pohl 218-628-2249 (office)		

HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
REGULAR HOURLY RATE	\$84.95	<b>\$87.57</b>	
OVERTIME HOURLY RATE	\$110.80	<b>\$114.22</b>	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requi the authorization by Dave Spooner, Manager of Facilities, or his designee.

*(3.09% increase over FY24 contract)*

*Estimated Annual Amount of Quote     \$8,757.50*

Insurance Received _____	Budget Codes	01 E LOC 810 000 350 000 05 E LOC 865 379 350 000
Acceptance of 2024/2025 Contract _____	DocuSigned by: <i>Kyle Severin</i> <small>310656C8075A422...</small>	3/27/2024
	<i>signature</i>	<i>date</i>
ISD 709, Simone Zurich _____	DocuSigned by: <i>Simone Zurich</i> <small>9B4692F4461A488...</small>	3/14/2024
CFO/Executive Director of Business Service:	<i>signature</i>	<i>date</i>

March 27, 2024

Hunt Electric Corporation  
Attn: Rick Johnson  
4330 West 1st Street, Suite B  
Duluth, MN 55718

**RE: Quote #4383 Annual Service & Maintenance of Emergency Generators - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Johnson:

A fully executed copy of the Agreement between Hunt Electric Corporation. and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb



# CONTRACT

## ANNUAL SERVICE AND MAINTENANCE OF EMERGENCY GENERATORS - QUOTE #4383

Second Year of Contract (First of Two Renewable Years)  
 for the period of July 1, 2024 through June 30, 2025 (FY25)  
 Independent School District No. 709

Contractor:	<b>Hunt Electric Corporation</b>
Contact:	Rick Johnson
Address:	4330 West 1st Street, Suite B Duluth, MN 55807
Phone:	218-348-0863
Correspondance Email Address	<a href="mailto:rjohnson@huntelec.com">rjohnson@huntelec.com</a>
Emergency Contact & Phone Number	Rick Johnson 218-348-0863

CALL OUT HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
Normal Working Hours	\$125.00	<b>\$128.86</b>	
After Normal Working Hours	\$187.00	<b>\$192.78</b>	
Holiday Working Hours	\$249.00	<b>\$256.69</b>	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

### ANNUAL SERVICE COST PER BUILDING

1	Congdon Park	\$400.00	<b>\$412.36</b>	
2	Denfeld HS	\$400.00	<b>\$412.36</b>	
3	East HS	\$400.00	<b>\$412.36</b>	
4	DSC	\$400.00	<b>\$412.36</b>	
5	Homecroft	\$400.00	<b>\$412.36</b>	
6	Lakewood	\$400.00	<b>\$412.36</b>	
7	Laura MacArthur	\$400.00	<b>\$412.36</b>	
8	Lester Park	\$400.00	<b>\$412.36</b>	
9	Lincoln Park MS	\$400.00	<b>\$412.36</b>	
10	Lowell	\$400.00	<b>\$412.36</b>	
11	Myers-Wilkins	\$400.00	<b>\$412.36</b>	
12	Ordean East MS	\$400.00	<b>\$412.36</b>	
13	Piedmont	\$400.00	<b>\$412.36</b>	
14	Rockridge	\$400.00	<b>\$412.36</b>	
15	Stowe	\$400.00	<b>\$412.36</b>	
	<i>Total</i>	\$6,000.00	<b>\$6,185.40</b>	

(3.09% increase over FY24 contract)

*Estimated Annual Amount of Quote*      **\$6,185.40**

Insurance Received <input checked="" type="checkbox"/>	Budget Code	01 E 015 810 000 350 000
Acceptance of 2024/2025 Contract	DocuSigned by: <i>Rick Johnson</i> signature	3/27/2024 date
ISD 709, Simone Zunich CFO/Executive Director of Business Services:	DocuSigned by: <i>Simone Zunich</i> signature	3/14/2024 date

March 27, 2024

TK Elevator Corporation  
Attn: Mark Anderson  
4511 West First Street, Suite 2  
Duluth, MN 55807

**RE: Bid #1313 District-Wide Elevator Inspection and Services - Second Year of Contract  
(First of Two Renewable Years)**

Dear Mr. Anderson:

A fully executed copy of the Agreement between TK Elevator Corporation and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on **October 1, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb



# CONTRACT

## ELEVATOR SERVICE - Bid #1313

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

025

Contractor: <b>TK Elevator Corporation</b>	
Contact:	Bekki Tovar
Address:	4511 West First Street, Suite 2, Duluth, Minnesota 55807
Phone:	218-415-1872
Correspondance Email Address	bekki.tovar@tkelevator.com
Emergency Contact & Phone Number	Central Region Dispatch 800-759-3538

REGULAR HOURLY RATE	FY24 First Year	FY25 Second Year	FY26 Third Year
Mechanic in Charge	\$208.00	\$214.43	
Mechanic	\$175.00	\$180.41	
Apprentice 4th Year	\$148.00	\$152.57	
Apprentice 3rd Year	\$129.50	\$133.50	
Apprentice 2nd Year	\$120.25	\$123.97	
Apprentice 1st Year	\$101.75	\$104.89	
Probation Apprentice	\$92.50	\$95.36	
Helper	\$148.00	\$152.57	

OVERTIME HOURLY RATE	FY24 First Year	FY25 Second Year	FY26 Third Year
Mechanic in Charge	\$353.81	\$364.74	
Mechanic	\$297.50	\$306.69	
Apprentice 4th Year	\$251.60	\$259.37	
Apprentice 3rd Year	\$220.15	\$226.95	
Apprentice 2nd Year	\$204.43	\$210.75	
Apprentice 1st Year	\$172.98	\$178.33	
Probation Apprentice	\$157.25	\$162.11	
Helper	\$251.60	\$259.37	

HOLIDAY HOURLY RATE	FY24 First Year	FY25 Second Year	FY26 Third Year
Mechanic in Charge	\$416.25	\$429.11	
Mechanic	\$350.00	\$360.82	
Apprentice 4th Year	\$296.00	\$305.15	
Apprentice 3rd Year	\$259.00	\$267.00	
Apprentice 2nd Year	\$240.50	\$247.93	
Apprentice 1st Year	\$203.50	\$209.79	
Probation Apprentice	\$185.00	\$190.72	
Helper	\$196.00	\$202.06	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

**TECHNICIAN:** Vendor shall only use factory trained personnel to work on boilers.

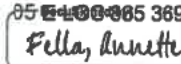
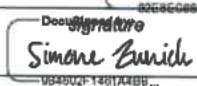
**SERVICE COST PER BUILDING**

Building	FY24	FY25	FY26
1 Congdon Park ES	\$600.00	\$618.54	
2 Congdon Park ES Lift	\$600.00	\$618.54	
3 Denfeld HS	\$600.00	\$618.54	
4 Denfeld HS	\$600.00	\$618.54	
5 DSC		\$618.54	
6 East HS	\$600.00	\$618.54	
7 Homecroft ES	\$600.00	\$618.54	
8 Laura MacArthur ES	\$600.00	\$618.54	
8a Laura MacArthur ES	\$600.00	\$618.54	
9 Lester Park ES	\$600.00	\$618.54	
10 Lincoln Park MS	\$600.00	\$618.54	
11 Myer-Wilkins ES	\$600.00	\$618.54	
12 Ordean East MS - South	\$600.00	\$618.54	
13 Ordean East MS - North	\$600.00	\$618.54	
14 Piedmont ES	\$600.00	\$618.54	

Total Amount      \$8,400.00      9,278.10

(3.09% increase over FY24 contract and 5.1%)

Estimated Annual Amount Bid      \$49,082.03

Insurance Received _____	Budget Codes 01 E LOC 810 000 350 000	05 E LOC 005 369 350 000
Acceptance of 2024/2025 Contract	 Fella Bunette 3/26/2024	
ISD 709, Simone Zunich	 Simone Zunich 3/14/2024	
CFO/Executive Director of Business Services	_____ signature date	

March 27, 2024

The Jamar Company  
Attn: Andrew Bronson  
4701 Mike Colalillo Drive  
Duluth, MN 55807

**RE: QUOTE #4372 – District Wide Refrigeration Repair Services – Third Year of Contract  
(Second of Two Renewable Years)**

Dear Mr. Bronson:

A fully executed copy of the Agreement between The Jamar Company and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired **December 31, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## REFRIGERATION REPAIR SERVICES

847

QUOTE #4372

Third Year of Contract (Second of Two Renewable Years)  
 for the period of July 1, 2024 through June 30, 2025 (FY25)  
 Independent School District No. 709

Contractor:	<b>The Jamar Company</b>
Contact:	Mark Swanson
Address:	4701 Mike Colalillo Drive, Duluth, Minnesota 55807
Phone Number:	218-628-1027
Fax Number:	218-628-1174
Correspondence Email Address:	mark.swanson@jamarcompany.us
Emergency Contact & Phone Number:	Mark Swanson 218-628-3624

HOURLY RATES	FY23	FY24	FY25
	First Year	Second Year	Third Year
Regular Hourly Rates	\$84.00	\$90.80	\$93.61
Overtime Hourly Rates	\$126.00	\$136.21	\$140.41
Holiday Hourly Rates	\$168.00	\$181.61	\$187.22

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.  
 (8.1% increase over FY23 contract)

*Estimated Annual Amount of Quote*      **\$18,721.97**

Insurance Received <input checked="" type="checkbox"/>	Budget Codes	01 E LOC 810 000 350 000
		05 E LOC 865 369 350 000
Acceptance of 2024/2025 Contract	<i>Andrew Bronson</i> <small>DocuSigned by: 7C2CAE21768844C</small>	3/27/2024
	<i>signature</i>	date
ISD 709, Simone Zunich	<i>Simone Zunich</i> <small>DocuSigned by: 9B4602F1461A4BB...</small>	3/14/2024
CFO/Executive Director of Business Servi	<i>signature</i>	date

March 27, 2024

The Jamar Company  
Attn: Andrew Bronson  
4701 Mike Colalillo Drive  
Duluth, MN 55807

**RE: Bid #1314 Plumbing Labor - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Bronson:

A fully executed copy of the Agreement between The Jamar Company and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on **December 31, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## PLUMBING LABOR - Bid #1314

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

009

Contractor:	<b>The Jamar Company</b>		
Contact:	Mark Swanson		
Address:	4701 Mike Colalillo Drive, Duluth, Minnesota 55807		
Phone:	218-628-6027	fax 218-628-1174	
Correspondance Email Address	service@jamarcompany.us		
Emergency Contact & Phone Number	Mark Swanson 218-628-3624		

REGULAR HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
Plumber Foreman	\$140.00	\$144.33	
Plumber Journeyman	\$93.50	\$96.39	
Plumber Apprentice (70%)	\$76.50	\$78.86	
Sheet Metal Foreman	\$140.00	\$144.33	
Sheet Metal Journeyman (2 year)	\$93.50	\$96.39	
Sheet Metal Apprentice (70%)	\$76.50	\$78.86	
Insulator Foreman	\$140.00	\$144.33	
Insulator Journeyman (2 year)	\$93.50	\$96.39	
Insulator Apprentice (70%)	\$76.50	\$78.86	

OVERTIME HOURLY RATE (time and a half)			
Plumber Foreman	\$210.00	\$216.49	
Plumber Journeyman	\$140.25	\$144.58	
Plumber Apprentice (70%)	\$114.75	\$118.30	
Sheet Metal Foreman	\$210.00	\$216.49	
Sheet Metal Journeyman (2 year)	\$140.25	\$144.58	
Sheet Metal Apprentice (70%)	\$114.75	\$118.30	
Insulator Foreman	\$210.00	\$216.49	
Insulator Journeyman (2 year)	\$140.25	\$144.58	
Insulator Apprentice (70%)	\$114.75	\$118.30	

OVERTIME HOURLY RATE (double time)			
Plumber Foreman	\$280.00	\$288.65	
Plumber Journeyman	\$187.00	\$192.78	
Plumber Apprentice (70%)	\$153.00	\$157.73	
Sheet Metal Foreman	\$280.00	\$288.65	
Sheet Metal Journeyman (2 year)	\$187.00	\$192.78	
Sheet Metal Apprentice (70%)	\$153.00	\$157.73	
Insulator Foreman	\$280.00	\$288.65	
Insulator Journeyman (2 year)	\$187.00	\$192.78	
Insulator Apprentice (70%)	\$153.00	\$157.73	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

(3.09% increase over FY24 contract)

*Estimated Annual Amount of Bid*    \$63,915.80

Insurance Received <input checked="" type="checkbox"/>	Budget Codes 01 E LOC 810 000 350 000	
	Budget Codes 05 E LOC 865 381 350 000	
Acceptance of 2024/2025 Contract	DocuSigned by: <i>Andrew Bronson</i> <small>708C4FE17008440...</small> signature DocuSigned by:	3/27/2024 date
ISD 709, Simone Zurich CFO/Executive Director of Business Services	DocuSigned by: <i>Simone Zurich</i> <small>084802F1461A4B1E...</small> signature	3/14/2024 date

March 22, 2024

Viele Contracting Inc.  
Attn: Desi Govze  
5064 Reid Rd  
Duluth, MN 55803

**RE: BID #1302 – Annual Snow Plowing Services - Homecroft ES, Lakewood ES, Lowell ES, Ordean East MS and Rockridge Academy – Third Year of Contract (Second of Two Renewable Years)**

Dear Ms. Govze:

A fully executed copy of the Agreement between Viele Contracting Inc. and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **October 19, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb



# CONTRACT

## SNOW PLOWING SERVICES

**BID #1302**

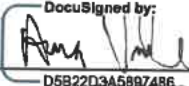

Third Year of Contract (Second of Two Renewable Years)  
 for the period of July 1, 2024 through June 30, 2025 (FY25)  
 Independent School District No. 709

Contractor:	<b>Viele Contracting, Inc.</b>		
Contact:	Desi Govze		
Address:	5064 Reid Road, Duluth, Minnesota 55803		
Phone Number:	218-728-2334	fax:	218-730-9917
Correspondence Email Address:	viele@viele.us		
Emergency Contact & Phone Number:	Nick Viele 218-348-7964 Zack Viele 218-428-5679		

LOCATION	SNOW FALL AMOUNT		
	1"-6"	6.01"-12"	above 12"
<b>Homecroft, 4784 Howard Gnesen Road</b>	<b>\$484.77</b>	<b>\$596.21</b>	<b>\$891.52</b>
<b>Lakewood, 5207 North Tischer Road</b>	<b>\$455.79</b>	<b>\$668.64</b>	<b>\$1,058.68</b>
<b>Lowell, 2000 Rice Lake Road</b>	<b>\$512.63</b>	<b>\$947.24</b>	<b>\$1,114.40</b>
<b>Ordean East MS, 2900 East 4th Street</b>	<b>\$557.20</b>	<b>\$813.51</b>	<b>\$1,114.40</b>
<b>Rockridge, 4849 Ivanhoe Street</b>	<b>\$222.88</b>	<b>\$300.89</b>	<b>\$445.76</b>
<b>TOTALS PER SNOW FALL</b>	<b>\$2,233.26</b>	<b>\$3,326.49</b>	<b>\$4,624.77</b>

Total Annual Amount (16/2/1): **\$47,009.97**

(8.1% increase over FY23 contract, 3.09% increase over FY24)

Insurance Received <input checked="" type="checkbox"/>	Budget Code 01 E LOC 810 000 305 000
Acceptance of 2024/2025 Contract _____	DocuSigned by:  D5B22D3A5A9748F DocuSigned by: _____ date
ISD 709, Simone Zünich CFO/Executive Director of Business Services	DocuSigned by:  D54602F1451A4BB... _____ signature date
	3/15/2024
	3/20/2024

\$470.24	\$578.34	\$864.80
\$442.13	\$648.60	\$1,026.95
\$497.26	\$918.85	\$1,081.00
\$540.50	\$789.13	\$1,081.00
\$216.20	\$291.87	\$432.40
\$2,166.32	\$3,226.79	\$4,486.15
\$45,600.90		

\$435.00	\$535.00	\$800.00
\$409.00	\$600.00	\$950.00
\$460.00	\$850.00	\$1,000.00
\$500.00	\$730.00	\$1,000.00
\$200.00	\$270.00	\$400.00
\$2,004.00	\$2,985.00	\$4,150.00
\$42,184.00		



March 21, 2024

Waste Management  
Attn: Shante Soto  
3101 West Superior Street  
Duluth, MN 55806

**RE: BID #1301 – District Wide Refuse Removal and Recycling Services – Third Year of Contract (Second of Two Renewable Years)**

Dear Ms. Soto:


A fully executed copy of the Agreement between Waste Management and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on January 1, 2024.

This letter serves as your written Authorization to Proceed effective July 1, 2024.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## REFUSE REMOVAL AND RECYCLING SERVICES - BID #1301

Third Year of Contract (Second of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Waste Management</b>
Contact:	Shante Soto
Address:	3101 West Superior Street, Duluth, Minnesota 55806
Phone:	612-453-1582
Correspondence Email Address:	ssoto1@wm.com
Emergency Contact & Phone Number:	Shante Soto

Building	container quantity	per wk/year	FY23 First Year	FY24 Second Year	FY25 Third Year
Congdon Park	1/6 yd	3/40	\$42.81	\$46.28	\$47.71
Denfeld HS	1/6 yd	2/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Denfeld HS	1/8 yd	3/40	\$57.10	\$61.73	\$63.63
PS Stadium	1/6 yd	1/40	\$42.81	\$46.28	\$47.71
District Service Center	1/6 yd	1/52		\$46.28	\$47.71
East HS	2/6 yd	3/40	\$42.81	\$46.28	\$47.71
Stadium	1/6 yd	1/40	\$42.81	\$46.28	\$47.71
Stadium	29/96 g	1/4	\$259.20	\$280.20	\$288.85
Facilities (Print Shop)	1/6 yd	1/52	\$42.81	\$46.28	\$47.71
Homecroft	2/6 yd	1/40	\$42.81	\$46.28	\$47.71
Lakewood	2/6 yd	1/40	\$42.81	\$46.28	\$47.71
Laura MacArthur	1/6 yd	2/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Lester Park	1/6 yd	2/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Lincoln Park MS	2/6 yd	2/40	\$42.81	\$46.28	\$47.71
Lowell	1/6 yd	5/40	\$42.81	\$46.28	\$47.71
Myers-Wilkins	1/6 yd	5/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Ordean East MS	1/6 yd	3/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Piedmont	1/6 yd	2/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	2/12	\$42.81	\$46.28	\$47.71
Rockridge	1/6 yd	1/40	\$42.81	\$46.28	\$47.71
Stowe	2/6 yd	1/40	\$42.81	\$46.28	\$47.71
Summer Program	1/6 yd	1/12	\$42.81	\$46.28	\$47.71
Transportation	1/4 yd	1/52	\$28.53	\$30.84	\$31.79
<b>Total</b>			<b>\$94,136.16</b>	<b>\$101,761.19</b>	<b>\$104,905.61</b>

**RECYCLING SERVICES**

Cardboard per container	\$17.60	\$19.03	\$19.61
Paper per container	\$3.33	\$3.60	\$3.71
Confidential Recycling per bin	\$18.33	\$19.82	\$20.43
<b>Total</b>		<b>\$14,895.00</b>	<b>\$16,101.49</b>

(8.1% increase over FY23 Contract)

Estimated Annual Amount of Quote **\$121,504.64**

Insurance Received _____	Budget Code	01 E LOC 805 000 330 000
Acceptance of 2024/2025 Contract _____	DocuSigned by: <i>Shante Soto</i>	3/20/2024 date
ISD 709, Simone Zunich _____	DocuSigned by: <i>Simone Zunich</i>	3/14/2024 date
CFO/Executive Director of Business Services _____	084802744814ARB <i>signature</i>	date

Mar 18, 2024

Per Mar Security Services  
Attn: David Corder & Ronda Meyer  
4210 Airpark Blvd.  
Duluth, MN 55811

**RE: QUOTE #4358 – District-Wide Security System and Fire Detection Monitoring Services – Fourth Year of Contract (Third of Four Renewable Years)**

Dear Mr. Corder & Ms. Meyer:

A fully executed copy of the Agreement between Per Mar Security Services and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **March 1, 2025** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



**Bryan Brown**  
Manager of Facilities  
BB/kb

# CONTRACT

## SECURITY SYSTEM & FIRE DETECTION MONITORING SERVICES

QUOTE #4358

Fourth Year of Contract (Third of Four Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Per Mar Security Services</b>
Contact:	David Corder
Address:	4210 Airpark Boulevard, Duluth, Minnesota 55811
Phone:	218-481-6937
	Fax: 218-722-1176
Correspondence Email Address	dcorder@permarsecurity.com
Emergency Contact & Phone Number	Mike Kloss 15-215-2918

HOURLY RATE	FY22 1st Year	FY23 2nd Year	FY24 3rd Year	FY25 4th Year	FY26 5th Year
REGULAR Hourly Rate	\$105.00	\$110.36	\$119.29	\$122.98	
OVERTIME Hourly Rate	\$157.50	\$165.53	\$178.94	\$184.47	
HOLIDAY Hourly Rate	\$157.50	\$165.53	\$178.94	\$184.47	

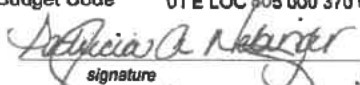
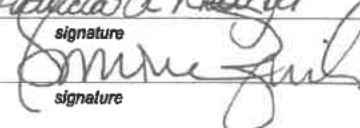
**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

**MONTHLY MONITORING COST PER BUILDING** (15 months) (12 months) (12 months) (12 months) (12 months)

1	Congdon Park Elementary School	\$200.00	\$210.20	\$227.23	\$234.25	
2	Denfeld High School	\$200.00	\$210.20	\$227.23	\$234.25	
3	East High School	\$200.00	\$210.20	\$227.23	\$234.25	
4	Laura MacArthur Elementary School	\$200.00	\$210.20	\$227.23	\$234.25	
5	Lester Park Elementary School	\$207.00	\$217.56	\$235.18	\$242.45	
6	Lincoln Park Middle School	\$207.00	\$217.56	\$235.18	\$242.45	
7	Myers-Wilkins Elementary School	\$207.00	\$217.56	\$235.18	\$242.45	
8	Ordean East Middle School	\$207.00	\$217.56	\$235.18	\$242.45	
9	Piedmont Elementary School	\$207.00	\$217.56	\$235.18	\$242.45	
10	Rockridge Academy	\$196.39	\$206.41	\$223.12	\$230.02	
44	Central High School (closed)	<del>\$250.12</del>	<del>\$272.34</del>	building demolished		
12	Garfield Avenue Building (Utility)	\$188.57	\$198.19	\$214.24	\$220.86	
43	Hesterie old Central High School	<del>\$107.88</del>	building sold			
14	Homecroft Elementary School	\$200.00	\$210.20	\$227.23	\$234.25	
15	Lakewood Elementary School	\$193.00	\$202.84	\$219.27	\$226.05	
16	Lowell Elementary School	\$193.00	\$202.84	\$219.27	\$226.05	
17	STC Main Campus (closed)	\$107.68	\$113.17	\$122.34	\$126.12	
18	Facilities Management STC Upper Campus	\$92.07	\$96.77	\$104.60	\$107.84	
19	Stowe Elementary School	\$193.00	\$202.84	\$219.27	\$226.05	
20	Transportation Center	\$179.54	\$188.70	\$203.98	\$210.28	
	New Transportation Building at DSC			\$110.67	\$114.09	
	New District Service Center Admin Building			\$110.67	\$114.09	
<b>Total Monthly Amount</b>		\$3,745.25	\$3,822.88	\$4,132.53	\$4,260.22	

(5.1% increase over FY22 contract, 8.1% increase over FY23 contract, 3.09% increase over FY24 contract)

Total Annual Amount of Quote #####

Insurance Received <input checked="" type="checkbox"/>	Budget Code 01 E LOC 005 000 370 000	
Acceptance of 2024/2025 Contract	 signature	3/14/2024 date
ISD 709, Simone Zurich CFO/Executive Director of Business Services	 signature	3/15/24 date

March 18, 2024

Johnson Controls  
Attn: Ben LaLone  
4627 Airpark Boulevard  
Duluth, MN 55811

**RE: BID #1299 – District-Wide Annual Chiller Inspection and Maintenance Services – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. LaLone:

A fully executed copy of the Agreement between Johnson Controls and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project. The certificate we currently have on file expired on **October 1, 2023**.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## CHILLER INSPECTION AND MAINTENANCE SERVICES

**Bid #1299**

Third Year of Contract (Second of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Johnson Controls</b>		
Contact:	Ben Lalone		
Address:	4627 Airpark Boulevard, Duluth, MN 55811		
Phone:	218-725-6762	Fax:	218-727-7945
Correspondence Email Address	ben.lalone@jci.com		
Emergency Contact & Phone Number	866-211-3536		

CALL OUT HOURLY RATE	FY23 <i>First Year</i>	FY24 <i>Second Year</i>	FY25 <i>Third Year</i>
NORMAL WORKING HOURS	\$169.00	\$182.69	<b>\$188.33</b>
AFTER NORMAL WORKING HOURS	\$253.50	\$274.03	<b>\$282.50</b>
SUNDAY & HOLIDAY WORKING HOURS	\$338.00	\$365.38	<b>\$376.67</b>

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hour rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requires the authorization by Dave Spooner, Manager of Facilities, or his designee.

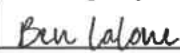
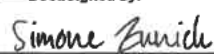
**TECHNICIAN:** Vendor shall only use factory trained personnel to work on chillers.

**ANNUAL INSPECTIONS COST PER BUILDING**

1	Congdon Park Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
2	Denfeld High School	4	\$4,464.00	\$4,825.58	<b>\$4,974.69</b>
3	East High School	3	\$3,348.00	\$3,619.19	<b>\$3,731.02</b>
4	Homecroft Elementary School	1	\$1,116.00	\$1,206.40	<b>\$1,243.67</b>
5	Lakewood Elementary School	1	\$1,116.00	\$1,206.40	<b>\$1,243.67</b>
6	Laura MacArthur Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
7	Lester Park Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
8	Lincoln Park Middle School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
9	Lowell Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
10	Myers-Wilkins Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
11	Ordean East Middle School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
12	Piedmont Elementary School	2	\$2,232.00	\$2,412.79	<b>\$2,487.35</b>
13	Stowe Elementary School	1	\$1,116.00	\$1,206.40	<b>\$1,243.67</b>
Total Amount			\$29,016.00	\$31,366.30	<b>\$32,335.51</b>

**NOTE: SERVICE SHALL BE COMPLETED AS STATED IN DOCUMENTS**

(8.1% increase over FY23 contract, 3.09% increase over FY24 contract)

Insurance Received _____	Budget Codes 01 E LOC 810 000 350 000 05 E LOC 865 380 350 000	
Acceptance of 2024/2025 Contract	DocuSigned by:  OFEABFAF8... DocuSigned by:	3/14/2024 <i>date</i>
ISD 709, Simone Zunich	 9B4602F1461A4BB...	3/14/2024

March 18, 2024

A.W. Kuettel & Sons, Inc  
Attn: Adam Kuettel  
3930 Airpark Boulevard  
Duluth, MN 55811

**RE: Bid #1312 Roofing Labor - Second Year of Contract (First of Two Renewable Years)**

Dear Mr. Kuettel:

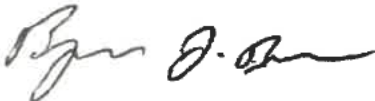
A fully executed copy of the Agreement between A.W. Kuettel & Sons, Inc and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **March 31, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## ROOFING LABOR

Bid #1312

Second Year of Contract (First of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>A.W. Kuettel &amp; Sons, Inc.</b>		
Contact:	Adam Kuettel		
Address:	3930 Airpark Boulevard, Duluth, Minnesota 55811		
Phone:	218-722-3901	fax 218-722-6113	
Correspondance Email Address	akuettel@awkuettel.com		
Emergency Contact & Phone Number	Adam Kuettel 218-590-6854		

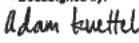
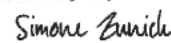
REGULAR HOURLY RATE	FY24 <i>First Year</i>	FY25 <i>Second Year</i>	FY26 <i>Third Year</i>
Roofing Foreman	\$98.00	<b>\$101.03</b>	
Roofing Journeyman	\$90.00	<b>\$92.78</b>	
Roofing Apprentice	\$60.00	<b>\$61.85</b>	
Roofing Laborer	\$50.00	<b>\$51.55</b>	
Crane/Operator Rate	\$155.00	<b>\$159.79</b>	
Sheet Metal Foreman	\$102.00	<b>\$105.15</b>	
Sheet Metal Journeyman	\$95.00	<b>\$97.94</b>	
Sheet Metal Apprentice	\$50.00	<b>\$51.55</b>	

OVERTIME HOURLY RATE	FY24	FY25	FY26
Roofing Foreman	\$112.00	<b>\$115.46</b>	
Roofing Journeyman	\$105.00	<b>\$108.24</b>	
Roofing Apprentice	\$85.00	<b>\$87.63</b>	
Roofing Laborer	\$80.00	<b>\$82.47</b>	
Crane/Operator Rate	\$225.00	<b>\$231.95</b>	
Sheet Metal Foreman	\$118.00	<b>\$121.65</b>	
Sheet Metal Journeyman	\$114.00	<b>\$117.52</b>	
Sheet Metal Apprentice	\$100.00	<b>\$103.09</b>	

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime require the authorization by Dave Spooner, Manager of Facilities, or his designee.

*(1.0% increase over FY21 contract and 5.1% increase over FY22 contract)*

*Estimated Annual Amount of Quote    \$51,441.91*

Insurance Received <input checked="" type="checkbox"/>		01 E LOC 810 000 350 000
	Budget Codes	05 E LOC 865 383 350 000
Acceptance of 2024/2025 Contract	<small>DocuSigned by:</small>  <small>signature</small>	3/13/2024 <small>date</small>
ISD 709, Simone Zurich: CFO/Executive Director of Business Service	<small>DocuSigned by:</small>  <small>signature</small>	3/14/2024 <small>date</small>



March 18, 2024

Northland Fire & Safety, Inc.  
Attn: Mark Wagemaker  
2213 East 5th Street  
Superior, WI 54880

**RE: Quote 4373 – District-Wide Annual Fire Extinguisher Service – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. Wagemaker:

A fully executed copy of the Agreement between Northland Fire & Safety, Inc. and ISD #709 is attached. We have the Certificate of Insurance for the above referenced project; this item satisfies our requirements.

This letter serves as your written **Authorization to Proceed** effective **July 1, 2024**.

Also, a reminder that your current Certificate of Insurance on file expires **July 1, 2024** and the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025)

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

## CONTRACT FIRE EXTINGUISHER SERVICE

Quote #4373

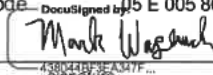
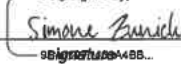
Third Year of Contract (Second of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor: <b>Northland Fire &amp; Safety, Inc.</b>	
Contact: Mark Wagemaker	
Address: 2213 East 5th Street, Superior, Wisconsin 54880	
Phone: 715-398-6643	fax: 715-398-6647
Correspondence Email Address:	mwagemaker@northland.com
Emergency Contact & Phone Number:	Mark Wagemaker 218-428-4580

HOURLY RATE	FY23		FY24		FY25	
	First Year		Second Year		Third Year	
Annual Service and Tagging (per unit)		\$2.95		\$3.19		\$3.29
Recharging - Dry Chemical		\$8.78		\$9.49		\$9.78
Recharging - Halotron		\$8.78		\$9.49		\$9.78
Recharging - Co2		\$14.22		\$15.37		\$15.85
Recharging - K-Class		\$21.00		\$22.70		\$23.40
Hydrostatic Test - Dry Chemical		\$8.93		\$9.65		\$9.95
Hydrostatic Test - Halotron		\$8.93		\$9.65		\$9.95
Hydrostatic Test - Co2		\$21.15		\$22.86		\$23.57
Hydrostatic Test - K-Class		\$42.00		\$45.40		\$46.80
6 Year Maintenance - Dry Chemical		\$2.69		\$2.91		\$3.00
6 Year Maintenance - Halotron		\$2.69		\$2.91		\$3.00
5 Year Class K Hydrotest/Recharge		\$63.00		\$68.10		\$70.21
Dry Chemical Material Per Pound		\$1.26		\$1.36		\$1.40
Halotron Material Per Pound		\$53.00		\$57.29		\$59.06
Co2 Material Per Pound		\$2.04		\$2.21		\$2.27
K-Class Material Per Liter		\$22.00		\$23.78		\$24.52
Annual Service and Tagging (360)	\$2.95	\$1,062.00	\$3.19	\$1,148.02	\$3.29	\$1,183.50
Recharging - Dry Chemical (65)	\$8.78	\$570.70	\$9.49	\$616.93	\$9.78	\$635.99
Hydrostatic Test - Dry Chemical (10)	\$8.93	\$89.30	\$9.65	\$96.53	\$9.95	\$99.52
6 Year Maintenance - Dry Chemical (60)	\$2.69	\$161.40	\$2.91	\$174.47	\$3.00	\$179.86
5 Year K Class Hydrotest/Recharge (2)	\$63.00	\$126.00	\$68.10	\$136.21	\$70.21	\$140.41
Parts: Valve Stem/Gauge (10)	\$12.00	\$120.00	\$12.97	\$129.72	\$13.37	\$133.73
Seals/Collar/DOT Label/Pull Pin (70)	\$4.90	\$343.00	\$5.30	\$370.78	\$5.46	\$382.24
Hosse Strap & Clip/Valve Stem/Gauge (10)	\$11.50	\$115.00	\$12.43	\$124.32	\$12.82	\$128.16

(8.1% increase over FY23 contract, 3.09% increase over FY24 contract)

Estimated Annual Amount of Quote      \$2,587.40      \$2,796.98      \$2,883.41

Insurance Received <input checked="" type="checkbox"/>	Budget Code <u>05 E 005 865 363 350 000</u>
Acceptance of 2024/2025 Contract	DocuSigned by:  date 3/13/2024
ISD 709, Simone Zunich CFO/Executive Director of Business Services	DocuSigned by:  date 3/14/2024

March 18, 2024

Donald Holm Construction Co., Inc.  
Attn: Ryker Holm  
3211 West 3rd Street  
Duluth, MN 55806

**RE: BID #1297 – District-Wide Annual Carpentry Labor – Third Year of Contract (Second of Two Renewable Years)**

Dear Mr. Holm:


A fully executed copy of the Agreement between Donald Holm Construction Co., Inc. and ISD #709 is attached. Please provide the Certificate of Insurance for the above referenced project prior to its expiration on April 1, 2024.

This letter serves as your written Authorization to Proceed effective July 1, 2024.

Also, a reminder that the **Contractor's Affidavit** is required prior to making final payment (complete, notarize, and forward to our office by July 1, 2025).

If you have any questions, please call me at 218-336-8907.

Sincerely,



Bryan Brown  
Manager of Facilities  
BB/kb

# CONTRACT

## CARPENTRY LABOR

Bid #1297

Third Year of Contract (Second of Two Renewable Years)  
for the period of July 1, 2024 through June 30, 2025 (FY25)  
Independent School District No. 709

Contractor:	<b>Donald Holm Construction Co., Inc.</b>
Contact:	Ryker Holm
Address:	3211 West 3rd Street, Duluth, Minnesota 55806
Phone:	218-628-2257 fax 218-628-1858
Correspondence Email Address:	ryker@donaldholmconst.com
Emergency Contact & Phone Number:	Ryker Holm

REGULAR HOURLY RATE	FY23 <i>First Year</i>	FY24 <i>Second Year</i>	FY25 <i>Third Year</i>
CARPENTRY FOREMAN	\$82.21	\$88.87	\$91.62
CARPENTRY JOURNEYMAN	\$78.44	\$84.79	\$87.41
APPRENTICE - level 8 (97%)	\$76.96	\$83.19	\$85.76
APPRENTICE - level 7 (93%)	\$74.90	\$80.97	\$83.47
APPRENTICE - level 6 (88%)	\$72.36	\$78.22	\$80.64
APPRENTICE - level 5 (83%)	\$69.83	\$75.49	\$77.82
APPRENTICE - level 4 (78%)	\$67.30	\$72.75	\$75.00
APPRENTICE - level 3 (73%)	\$64.76	\$70.01	\$72.17
APPRENTICE - level 2 (68%)	\$62.23	\$67.27	\$69.35
APPRENTICE - level 1 (63%)	\$59.69	\$64.52	\$66.52
LABORER FOREMAN	\$70.10	\$75.78	\$78.12
SEMI-SKILLED LABERER	\$67.85	\$73.35	\$75.61
LABORER	\$67.85	\$73.35	\$75.61
LABORER APPRENTICE (80%)	\$67.85	\$73.35	\$75.61

OVERTIME HOURLY RATE	FY23	FY24	FY25
FOREMAN	\$109.43	\$118.29	\$121.95
JOURNEYMAN	\$103.80	\$112.21	\$115.68
APPRENTICE - level 8 (97%)	\$101.51	\$109.73	\$113.12
APPRENTICE - level 7 (93%)	\$98.47	\$106.45	\$109.74
APPRENTICE - level 6 (88%)	\$94.67	\$102.34	\$105.50
APPRENTICE - level 5 (83%)	\$90.87	\$98.23	\$101.27
APPRENTICE - level 4 (78%)	\$87.07	\$94.12	\$97.03
APPRENTICE - level 3 (73%)	\$83.26	\$90.00	\$92.79
APPRENTICE - level 2 (68%)	\$79.47	\$85.91	\$88.56
APPRENTICE - level 1 (63%)	\$75.66	\$81.79	\$84.32
LABORER FOREMAN	\$95.02	\$102.72	\$105.89
LABORER SEMI-SKILLED	\$91.64	\$99.06	\$102.12
LABORER	\$91.64	\$99.06	\$102.12
LABORER APPRENTICE (80%)	\$91.64	\$99.06	\$102.12

**HOURLY RATE:** Regular hourly rate shall be from Monday through Friday, 7:00 a.m. through 5:00 p.m. Overtime hourly rate shall be from Monday through Friday, 5:00 p.m. through 7:00 a.m., and weekends. Any overtime requi the authorization by Dave Spooner, Manager of Facilities, or his designee.

*(8.1% increase over FY23 contract, 3.09% increase over FY24 contract)*

*Estimated Annual Amount of Quote \$41,587.40*

Insurance Received <input checked="" type="checkbox"/>	01 E LOC 810 000 350 000	
	Budget Codes 05 E LOC 865 379 350 000	
Acceptance of 2024/2025 Contract	DocuSigned by: <i>Ryker Holm</i>	3/13/2024
	DocuSigned by: <i>Simone Zurich</i>	date
ISD 709, Simone Zurich	DocuSigned by: <i>Simone Zurich</i>	3/14/2024

# PAN-O-GOLD Baking Co.

ST. CLOUD OFFICE

3/15/2024

To: Stacy Bergstedt  
Duluth Schools

From: Jason Revenig

Signature:

Subject: 20024-25 Bread Bid

Hi Stacy,

Pan O Gold would like to extend our contract with you for the 2024-25 school year. The following will be our pricing for the 2024-25 school year.

	<u>Current</u>	<u>2024-25</u>
1 1/2 # Whole Grain Bread	1.83	2.30
Whole Grain 4" Hamb. Buns 60ct	9.30	9.75
Whole Grain 3.5" Hamb Bun 60ct	9.30	9.75
Whole Grain Hoagie Buns 24ct	4.57	5.25
Whole Grain Weiner Buns 12ct	1.98	2.65
Whole Grain Dinner Roll 12ct	1.81	2.45

Thank you

Jason Revenig  
Pan O Gold Baking Co.  
1-800-444-7005  
jrevenig@panogold.com

## AGREEMENT

THIS AGREEMENT, made and entered into this 1 day of July, 2024, by and between Independent School District #709, a public corporation, hereinafter called District, and Pan OGold Baking Co., 444 E St Germain St, St. Cloud, MN 56302, 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: (insert here or attach as appropriate)

1. **Dates of Service.** This Agreement shall be deemed to be effective as of July 1, 2024 and shall remain in effect until June 30, 2025, 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.** Bid-1304 - Bakery Products per specifications and the response provided to the Bid.

Contract Documents. It is understood that this Contract consists of the following:

1. Printed Memoranda of Agreement and Title Sheet;
  2. Advertisement for Bids, Quotes, RFP's, Contractor's response, and Tabulation;
  3. Contractors Insurance Policy;
  4. Supplementary Conditions and Insurance Requirements; and
  5. Any other documents identified by ISD 709.
3. **Reimbursement.** Contractors are required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TN) 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 the TIN is provided.

4. **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.

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of 4

5.. 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.

6.. 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.

7. 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.

8. 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.

9. 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: Simone Zunich, Exec. Dir. of Finance & Business Services, 709 Portia Johnson Drive, Duluth, MN 55811.

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 Pan-O-Gold Baking Co., 444 E St Germain st, St. Cloud, MN 56302.

10. **Assignment.** Contractor shall not in anyway 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.

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

12. **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.

13. **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.

14. **Cancellation.** ISD 709 option per conditions outlined in the termination section of Bid1304 specifications.

15. **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.

16. **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

of 4

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.

<u>    <i>Lisa Rowley</i>    </u>	<u>    410679579    </u>	<u>    3-20-24    </u>
Contractor Signature	SSN/Tax ID Number	Date
<u>    <i>Shirley A Oak, DTR</i>    </u>		<u>    3/20/24    </u>

Program Director

Date

<u>    <i>Ermine Zwick</i>    </u>	<u>    3/21/24    </u>
Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair	Date



03 E 013 760 160 548 012

1104 Division St.  
Waite Park, MN 56387  
320-252-2323

Stock #: 5500X Date: 2-12-24 Salesperson: Brim  
Buyer Name: (Last) ISD 709 Duluth Public Schools (Middle) \_\_\_\_\_  
Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
Address: 709 Portia Johnson Dr. City: Duluth State: MN County: St. Louis Zip: 55811  
Home Phone: 218-220-0306 Bus Phone: Jeremy Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: \_\_\_\_\_  
Buyers Insurance Co.: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder NONE Address \_\_\_\_\_

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
14	Chev	Express	AWD 8PASS	Auto	White	cloth
VIN #	LIC. #		TAB EXP. DATE	STATE	MILEAGE	DELIVERED ON OR ABOUT
1GNSHCF41E1105751					56838	

Buyer Email:	CASH PRICE OF VEHICLE	37888 00
Co-Buyer Email:	FREIGHT	
	DEALER INSTALLED OPTIONS	
RECEIVED		
MAR 21 2024		
ACCTS PAYABLE	2024-2026 Tax Exempt plates	TOTAL 37888 00
	REGISTRATION TAX	15 00
	PLATE FEE	10 00
	PUBLIC SAFETY VEHICLE FEE	3 50
	TRANSFER TAX	10 00
	TITLE/TRANSFER FEE	8 25
	STATE/DEPUTY FILING FEE	20 00
	LIEN RECORDING FEE	
	WHEELAGE TAX	
	TRANSIT TAX	
	Tech Fee x 2	4 50
	V/S Surchage	1 00
	TOTAL LICENSE & FEES	72 25
	SUBTOTAL	40,660 05
	LESS AMOUNT SUBMITTED WITH ORDER (-)	
	PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)	
	TOTAL AMOUNT DUE ON DELIVERY	

TRADE-IN DATA			
YEAR	MAKE	MODEL	BODY STYLE
VIN #			
LIEN HOLDER'S NAME			
ADDRESS			
LICENSE PLATE #	LICENSE STATE	EXP. DATE	
MILEAGE NOW	TRANSMISSION		
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**Dealer's Disclaimer of Warranty**  
Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer.  
**Important: A manufacturer warranty may apply.**

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  B. Kom

Imine Znuich 3/21/24



03 E 013 760 160 548 012

1104 Division St.  
Waite Park, MN 56387  
320-252-2323

Stock #: 5494X Date: 2-12-24 Salesperson: Brian  
 Buyer Name: (Last) ISD 709 Duluth Public Schools (Middle) \_\_\_\_\_  
 Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address: 709 Portia Johnson Dr. City: Duluth State: MN County: ST. LOUIS Zip: 55811  
 Home Phone: 218-220-0306 Bus Phone: Jeremy Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
 Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: \_\_\_\_\_  
 Buyers Insurance Co.: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder NONE Address \_\_\_\_\_

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR
14	Chev	Express	AWD 8pass	Auto	white	cloth
VIN #	LIC. #		TAB EXP. DATE	STATE	MILEAGE	DELIVERED ON OR ABOUT
1GN5HCF48E1101986					46781	

Buyer Email:	CASH PRICE OF VEHICLE	38,889 00
Co-Buyer Email:	FREIGHT	
	DEALER INSTALLED OPTIONS	
RECEIVED		
MAR 21 2024		
ACCTS PAYABLE		
	2024-2026 Trac exempt Plates	TOTAL 38889 00
	REGISTRATION TAX	15 00
	PLATE FEE	10 00
	PUBLIC SAFETY VEHICLE FEE	3 50
	TRANSFER TAX	1000
	TITLE/TRANSFER FEE	8 25
	STATE/DEPUTY FILING FEE	2000
	LIEN RECORDING FEE	
	WHEELAGE TAX	
	TRANSIT TAX	
	Tech Fee X2	4 50
	VS Surchage	1 00
	TOTAL LICENSE & FEES	72 25
	SUBTOTAL	41,729 87
	LESS AMOUNT SUBMITTED WITH ORDER (-)	
	PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)	
	TOTAL AMOUNT DUE ON DELIVERY	

TRADE-IN DATA			
YEAR	MAKE	MODEL	BODY STYLE
VIN #			
LIEN HOLDER'S NAME			
ADDRESS			
LICENSE PLATE #	LICENSE STATE	EXP. DATE	
MILEAGE NOW	TRANSMISSION		
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**Dealer's Disclaimer of Warranty**  
 Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer.  
 Important: A manufacturer warranty may apply.

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  Brian

Ermine Zurch 3/21/24  
 Dealer's Standard Association Terms of Payment



1104 Division St.  
Waite Park, MN 56387  
320-252-2323

03 E 013 760 160 548 012

Stock #: 5677X Date: 2-12-24 Salesperson: B. Kinn  
Buyer Name: (Last) ISD 709 Duluth Public Schools (Middle)  
Co-Buyer Name: (Last) (First) (Middle)  
Address: 709 Portia Johnson Dr. City: Duluth State: MN County: St. Louis Zip: 55811  
Home Phone: 218-220-0306 Bus Phone: Foramy Buyer DOB: Co-Buyer DOB:  
Buyer D.L. #: Co-Buyer D.L. #:

Buyers Insurance Co.:  
PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder  - NONE - Address \_\_\_\_\_

YEAR	14	MAKE	Chev	MODEL	Express	BODY	Awb Spass	TRANSMISSION	Auto	COLOR	White	INTERIOR	Cloth	
VIN #	1GN5HCF40E1191313			LIC. #			TAB EXP. DATE			STATE			MILEAGE	58786
DELIVERED ON OR ABOUT														

Buyer Email:	CASH PRICE OF VEHICLE	37888	00
Co-Buyer Email:	FREIGHT		
	DEALER INSTALLED OPTIONS		
RECEIVED MAR 21 2024 ACCTS PAYABLE			
2024 - 2026 TAX exempt plates		TOTAL	37888

REGISTRATION TAX	15	00	LESS TRADE-IN ALLOWANCE (-)	
PLATE FEE	10	00	TRADE DIFFERENCE	37888
PUBLIC SAFETY VEHICLE FEE	3	50		
TRANSFER TAX	10	00	MOTOR VEHICLE SALES TAX	2604

TITLE/TRANSFER FEE	8	25	SERVICE CONTRACT	
STATE/DEPUTY FILING FEE	20	00	MAINTENANCE CONTRACT	
LIEN RECORDING FEE			OTHER STATE & LOCAL SALES TAXES	
WHEELAGE TAX			DOCUMENT ADMINISTRATION FEE	95
TRANSIT TAX			OPTIONAL ELECTRONIC TRANSFER FEE	
tech Fee KA	4	50		
V.S. Surcharge	1	00		
TOTAL LICENSE & FEES				72

DEALER'S DISCLAIMER OF WARRANTY	SUBTOTAL	40660	05
	LESS AMOUNT SUBMITTED WITH ORDER (-)		
	PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)		
	<b>TOTAL AMOUNT DUE ON DELIVERY</b>		

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

Accepted  *B. Kinn*  *Simone Zunic 3/21/24*



1104 Division St.  
Waite Park, MN 56387  
320-252-2323

03 E 013 760 160 548 012

Stock #: 5690X Date: 2-12-24 Salesperson: Brian  
 Buyer Name: (Last) ISD 709 Duluth Public Schools (Middle) \_\_\_\_\_  
 Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address: 709 Portia Johnson Dr. City: Duluth State: MN County: St. Louis Zip: 55811  
 Home Phone: 218-220-0306 Bus Phone: Feremy Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
 Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: \_\_\_\_\_  
 Buyers Insurance Co.: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder -NONE- Address \_\_\_\_\_

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR	
14	Chew	Express	AWD Spass	Auto	RED		
VIN # <u>IGN8HC F42E 1194598</u>		LIC. # _____	TAB EXP. DATE _____	STATE _____	MPG <u>53604</u>	DELIVERED ON OR ABOUT _____	
Buyer Email:	CASH PRICE OF VEHICLE					37999	00
Co-Buyer Email:	FREIGHT						
DEALER INSTALLED OPTIONS							
RECEIVED							
MAR 21 2024							
ACCTS PAYABLE							
					2024-2026 Tax Exempt Plates	TOTAL	37999 00
TRADE-IN DATA		REGISTRATION TAX	15 00	LESS TRADE-IN ALLOWANCE (-)			
YEAR	MAKE	MODEL	BODY STYLE	PLATE FEE	10 00	TRADE DIFFERENCE	37999 00
VIN #	PUBLIC SAFETY VEHICLE FEE		3 50	TRANSFER TAX	10 00	MOTOR VEHICLE SALES TAX	2612 43
LIEN HOLDER'S NAME	TITLE/TRANSFER FEE		8 25	TITLE/TRANSFER FEE	8 25	SERVICE CONTRACT	
ADDRESS	STATE/DEPUTY FILING FEE		20 00	STATE/DEPUTY FILING FEE	20 00	MAINTENANCE CONTRACT	
LICENSE PLATE #	LICENSE STATE	EXP. DATE	LIEN RECORDING FEE			OTHER STATE & LOCAL SALES TAXES	
MILEAGE NOW	TRANSMISSION		WHEELAGE TAX				
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	TECH TEXA	4 50	DOCUMENT ADMINISTRATION FEE	95 00
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	VS Sordange	1 00	OPTIONAL ELECTRONIC TRANSFER FEE	
Dealer's Disclaimer of Warranty			TOTAL LICENSE & FEES		72 25		
Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer.			SUBTOTAL		40,778 68		
Important: A manufacturer warranty may apply.			LESS AMOUNT SUBMITTED WITH ORDER (-)				
		PLUS BALANCE OWING TO LEIHOLDER ON TRADE IN (+)		TOTAL AMOUNT DUE ON DELIVERY			

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  Brian

Brian Zuech 3/21/24





1104 Division St.  
Waite Park, MN 56387  
320-252-2323

03 E 013 760 160 548 012

Stock #: 5510X Date: 2-12-24 Salesperson: Brinn  
 Buyer Name: (Last) ISD 709 Duluth Public Schools (Middle) \_\_\_\_\_  
 Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address: 709 Pertia Johnson Dr City: Duluth State: MN County: St. Louis Zip: 55811  
 Home Phone: 218-220-6306 Bus Phone: Fanny Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
 Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: \_\_\_\_\_  
 Buyers Insurance Co.: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder - NONE - Address \_\_\_\_\_

YEAR <u>13</u>	MAKE <u>Chev</u>	MODEL <u>Express</u>	BODY <u>AWD 8pass</u>	TRANSMISSION <u>Auto</u>	COLOR <u>white</u>	INTERIOR <u>cloth</u>
VIN # <u>1GN5HC47D1168609</u>	LIC. #	TAB EXP. DATE	STATE	MILEAGE <u>52763</u>	DELIVERED ON OR ABOUT	
Buyer Email:	CASH PRICE OF VEHICLE			37,388 00		
Co-Buyer Email:	FREIGHT					
DEALER INSTALLED OPTIONS						
RECEIVED						
MAR 21 2024						
ACCTS PAYABLE			2024-2026 Tax exempt Plates		TOTAL	37388 00
			REGISTRATION TAX	15 00	LESS TRADE-IN ALLOWANCE (-)	
			PLATE FEE	10 00	TRADE DIFFERENCE	37388 00
			PUBLIC SAFETY VEHICLE FEE	3 50	MOTOR VEHICLE SALES TAX	2570 43
			TRANSFER TAX	10 00	SERVICE CONTRACT	
			TITLE/TRANSFER FEE	8 25	MAINTENANCE CONTRACT	
			STATE/DEPUTY FILING FEE	20 00	OTHER STATE & LOCAL SALES TAXES	
			LIEN RECORDING FEE		DOCUMENT ADMINISTRATION FEE	95 00
			WHEELAGE TAX		OPTIONAL ELECTRONIC TRANSFER FEE	
			TRANSIT TAX		TOTAL LICENSE & FEES	72 25
			Tech Fee x 2	4 50	SUBTOTAL	40,125 68
			VS Surcharge	1 00	LESS AMOUNT SUBMITTED WITH ORDER (-)	
			PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)			
			<b>TOTAL AMOUNT DUE ON DELIVERY</b>			

**TRADE-IN DATA**

YEAR	MAKE	MODEL	BODY STYLE
VIN #			
LIEN HOLDERS NAME			
ADDRESS			
LICENSE PLATE #	LICENSE STATE	EXP. DATE	
MILEAGE NOW	TRANSMISSION		
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**Dealer's Disclaimer of Warranty**  
 Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer.  
 Important: A manufacturer warranty may apply.

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  Bkinn

Simone Zurch 3/21/24

## Service Agreement

- I. This agreement is between Terch and Associates Consulting LLC, hereinafter referred to as "Consultant" and **ISD #709, Duluth Public Schools** hereinafter referred to as "Client".
- II. Consultant agrees to provide, and the Client agrees to accept, human resources consulting services. In particular, the Client retains Terch and Associates LLC to **conduct investigations related to workplace misconduct and/or violations of the Client's policy and any other applicable policy or violation of law or regulation.**
- III. Client understands that Consultant does not provide legal or tax advice and they are encouraged to retain professional expertise in those areas as they see appropriate. The Client shall not interpret the Consultant's communications as constituting legal or tax advice.
- IV. The relationship between Client and Consultant shall be that of contract and not employment. Client and Consultant do not have an employment relationship. The Consultant shall maintain adequate general commercial and professional practices liability insurance.
- V. Consultant agrees to provide the agreed upon services in a manner consistent with reasonable care and in conformity with the generally accepted industry practices and standards of the field of human resources.
- VI. Client agrees that Consultant's sole and exclusive obligation with respect to the services covered by this limited warranty shall be, at Consultant's sole discretion, to correct the nonconformity or to refund the service fees paid for the affected consulting services.
- VII. Consultant agrees to keep confidential information that is identified by Client as proprietary or confidential. Unless otherwise agreed, the simple existence of the consulting relationship between Consultant and Client is not considered proprietary or confidential.
- VIII. Client agrees to pay Consultant a fee equal to **\$195 per hour** for all time spent working on the client's behalf plus any expenses associated with the project. "Time spent working" includes all time engaged on the project, including travel time and wait time. "Expenses" includes mileage, hotel and per diem costs when necessary. All expenses will be billed at their originally incurred value and are payable with fifteen (15) days of the Client receiving the invoice.
  - a. Payments made beyond the 15 days will incur a late penalty of 5%. Payments made after 30 days of being past due will incur an additional late fee of 3% per day, compounded monthly.

IX. Disputes about this agreement or services rendered under this agreement shall be governed by the laws of the State of Minnesota.

X. This agreement represents the entirety of the agreement between the parties and replaces any and all prior arrangements and agreements as it relates to similar services.

XI. The Client agrees to defend, indemnify and save Consultant harmless from and against any and all liabilities, including judgments, costs and reasonable counsel fees, even if caused by the fault or negligence of the Consultant, and for anything done or omitted by the Client, in part or in whole, as a result of or in connection with any services provided by Consultant to the Client, except liabilities that occur solely as a result of Consultant's gross negligence or willful misconduct.

XII. To the fullest extent permitted by law, the Client hereby waives its rights and its insurers' rights of recovery against Consultant under all Required Insurance for any loss arising from this Agreement. The Client shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to affect such waiver.

XIII. If any portion of this agreement is deemed null or void, all remaining provisions retain their full force and effect.

XIV. The party signing on behalf of Client presents and agrees that s/he is authorized to act on behalf of the Client when entering into this agreement.

Simone Znuich 3-29-24  
Authorized Representative Date  
ISD #709  
Duluth Public Schools

Justin L. Terch Date  
Terch and Associates LLC



Carla

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 22 day of December 19 , 2023 , by and between Independent School District #709, a public corporation, hereinafter called District, and Clara Hamilton 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:** Schedule 8 classroom lessons between the dates of January 22-May 24. Schedule 1 family event per building as the showcase/goodbye.

1. **Dates of Service.** This Agreement shall be deemed to be effective as of January 2, 2024 and shall remain in effect until May 31, 2024 , 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.**

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 in performing said obligations up to a sum not to exceed up to ten hours or \$1000 in artist fees.

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 , 709 Portia Johnson Drive, Room 209, Duluth, MN 55811.

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 Clara Hamilton PO Box 83 Wrenshall, MN 55797.

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**



# UNIVERSITY OF MINNESOTA

## ELEVENTH AMENDMENT TO USE AND SERVICES AGREEMENT

**THIS ELEVENTH AMENDMENT TO USE AND SERVICES AGREEMENT** (the "**Amendment**") is entered into as of the date of last signature below by and between Regents of the University of Minnesota, a Minnesota constitutional corporation (the "**University**"), and Duluth Public Schools ISD 709, a Minnesota public school district ("**Licensee**").

**WHEREAS**, University and Licensee entered into a Use and Services Agreement dated September 3, 2014, as amended by a First Amendment dated March 30, 2015, a Second Amendment dated March 22, 2016, a Third Amendment dated February 27, 2017, a Fourth Amendment dated March 26, 2018, a Fifth Amendment dated March 26, 2019, a Sixth Amendment dated March 19, 2020, a Seventh Amendment dated August 31, 2020, an Eighth Amendment dated March 18, 2021, a Ninth Amendment dated April 25, 2022, and a Tenth Amendment dated March 10, 2023 (the "**Agreement**"), providing for Licensee's use of the Robert F. Pierce Speech-Language-Hearing Clinic (the "**Clinic**") on the Duluth campus for the sole purpose of conducting audiological testing and assessments of Licensee's clients; and

**WHEREAS**, University and Licensee desire to further amend the Agreement in accordance with the terms and conditions of this Amendment.

**NOW, THEREFORE**, the parties agree as follows:

1. The above recitals are incorporated into and are a part of this Amendment. All capitalized terms not defined in this Amendment will have the meaning given them in the Agreement.
2. Pursuant to Section 3.2 of the Agreement, Licensee desires to renew this Agreement for the annual term beginning July 1, 2024 and ending June 30, 2025, and University consents to such renewal.
3. University shall continue to have the right at each annual renewal to increase the License Fee and the fees for calibration services, secretarial services, photocopying services and the \$2.00 charge for each of Licensee's clients served in the Clinic. University shall provide the amount of any increased fee to Licensee upon acceptance of Licensee's request to renew.
4. The License Fee for the annual renewal beginning July 1, 2024 will be \$349.94 per month and the Calibration Fee will be \$354.44 per month. The Fee for Secretarial Services will be \$692.40 per month. All other fees remain unchanged. Notwithstanding the foregoing, University agrees not to charge any fees (i.e., the License Fee, Calibration Fee, the Fee for Secretarial Services, per-client charge, or photocopying fee) for the months of July and August if Licensee and Licensee's clients do not access or otherwise use the Clinic or such services at all during such months. For avoidance of doubt, all such fees shall continue to be charged to Licensee for all other months regardless of access or use.

5. The University will provide limited or no secretarial services when the clinic secretary is ill or on vacation, or during University scheduled holidays or breaks.
6. Licensee's use of the Clinic and services provided by University continues to be subject to all applicable University policies, procedures, rules and regulations, including the Safety of Minors policy. Without limiting the foregoing, Licensee specifically agrees that it will comply with the University's Policy and Procedure Manual for the Clinic and shall ensure that its visitors comply with the Clinic's visitor policy.
7. Licensee shall ensure that Licensee's employees who will be in the Clinic will follow Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, including without limitation those related to self-monitoring and social distancing. Such guidelines include, for example, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
8. Licensee acknowledges that the Clinic may need to be closed at any time due to an Uncontrollable Event. An "**Uncontrollable Event**" means an event or circumstance that is beyond the reasonable control and without the fault of the party impacted. An Uncontrollable Event may include, but is not limited to, an act of God; civil disorder; terrorist acts or threats; acts of governing authorities; fires, floods, and other natural disasters; strikes or other labor difficulties; public health issues or disease; facility closings or operation disruptions due to severe weather, a failure or disruption of utilities or critical equipment, an active shooter, or other emergencies; or other events, whether similar or dissimilar to the foregoing. For clarity, an Uncontrollable Event will include the COVID-19 pandemic and related circumstances, whether or not foreseeable (including, without limitation, ongoing or new quarantine orders; employee travel or other restrictions; University campus closure or policy changes; or federal, state, or local governmental orders or advisories). If the Clinic is closed due to an Uncontrollable Event, neither party shall have any liability to the other and the University may suspend Licensee's obligation to pay the Fees as it deems appropriate.
9. Except as modified by this Amendment, all terms and conditions of the Agreement will remain in full force and effect.
10. This Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original and together shall constitute one and the same instrument. The executed counterparts of this Amendment may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

IN WITNESS WHEREOF, University and Licensee hereby execute this Amendment on the day and year written below.

Regents of the University of Minnesota

Duluth Public Schools ISD 709

By:

*Rebecca Paulson*

By:

*Simone Zunich*

Name: Rebecca Paulson  
Title: Director of Leasing & Property Management

Name: Simone Zunich  
Title: Executive Director/Finance Manager

Date:  
March 13, 2024

Date:  
*3/12/2024*

*Budget: 01E 005 400 000 370 000*



## AGREEMENT

**THIS AGREEMENT**, made and entered into this 13 day of March , 2024 , by and between Independent School District #709, a public corporation, hereinafter called District, and Thomas Howes, 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:** *(insert here or attach as appropriate)*

**1. Dates of Service.** This Agreement shall be deemed to be effective as of 3/13/2024 and shall remain in effect until receipt of items , 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.**

- 30 Ojibwe Lacrosse sticks - \$175/stick
- 4 Ojibwe Lacrosse ball - \$75/ball
- Ojibwe Lacrosse Goalposts - \$325/post

**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 \$ 6200 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:     Brett Mensing    , 709 Portia Johnson Drive, Duluth, MN 55811.

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) 11609 Perch Lake Drive, Duluth, MN 55808.

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.

[Signature] \_\_\_\_\_ 3/18/24  
Contractor Signature SSN/Tax ID Number Date

[Signature] \_\_\_\_\_ 3-19-2024  
Program Director Date

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the Executive Director of Finance & Business Services 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).

01	E	005	605	320	305	340
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

[Signature]  
Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair

3-19-24  
Date



# WOLF RIDGE<sup>SM</sup>

## ENVIRONMENTAL LEARNING CENTER

### Program Contract

### School Groups

<b>Paul Davis</b>	paul.davis@isd709.org
Lester Park School 5300 Glenwood Street, Duluth MN 55804	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:
<p><b>Deposit:</b> You have made a reservation to stay for April 3, 2024 - April 5, 2024 with 120 participants. To hold your reservation we require a deposit of \$1,800.00. <b>This contract is valid for 30 days after receipt.</b></p> <p><b>Cancellation Policy:</b> Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.</p>	

By signing below, I agree to the terms listed above:

<b>Printed Name:</b> <i>Gymone Zurich</i>	<b>Title:</b> <i>Exec. Dir. Business Services</i>	
<b>Signed Name:</b> <i>Gymone Zurich</i>	<b>Date:</b> <i>3-20-24</i>	
<b>Billing Contact:</b> <i>Accounts Payable</i>	<b>Billing Address:</b> <i>Duluth Public Schools Accounts Payable 709 Portia Johnson Drive Duluth, MN 55811</i>	
<b>Billing email address:</b> <i>apvendor@isd709.org</i>		
<b>Cardholders Name:</b> <input type="checkbox"/> same as billing contact	<b>Cardholders address:</b> <input type="checkbox"/> same as billing address	
<b>Credit Card #</b>	<b>Exp Date:</b>	<b>CVV:</b>
<b>If unable to pay at this time, when can we expect your deposit?</b>	<i>December 2023</i>	

Return to: 6282 Cranberry Rd - Finland, MN 55603 or fax to: 218-353-7762

Today's Date: May 4, 2023



# WOLF RIDGE<sup>SM</sup>

## ENVIRONMENTAL LEARNING CENTER

### Program Contract

#### School Groups

<b>Don Lepper</b>	donald.lepper@isd709.org
Stowe Elementary 715 101st Avenue West, Duluth MN 55808	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:
<b>Deposit:</b> You have made a reservation to stay for September 25, 2024 - September 27, 2024 with 50 participants. To hold your reservation we require a deposit of \$750.00. <b>This contract is valid for 30 days after receipt.</b>	
<b>Cancellation Policy:</b> Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. <b>*Notify us immediately if you need to cancel this reservation.</b>	

By signing below, I agree to the terms listed above:

<b>Printed Name:</b> <i>Ginone Zurich</i>	<b>Title:</b> <i>Exec. Dir. Business Services</i>	
<b>Signed Name:</b> <i>Ginone Zurich</i>	<b>Date:</b> <i>3/22/24</i>	
<b>Billing Contact:</b> <i>Accounts Payable</i>	<b>Billing Address:</b> <i>709 Portia Johnson Drive Duluth MN 55811</i>	
<b>Billing email address:</b> <i>ap.vendor@isd709.org</i>		
<b>Cardholders Name:</b> <input type="checkbox"/> same as billing contact	<b>Cardholders address:</b> <input type="checkbox"/> same as billing address	
<b>Credit Card #</b>	<b>Exp Date:</b>	<b>CVV:</b>
<b>If unable to pay at this time, when can we expect your deposit?</b>		

**Return to: 6282 Cranberry Rd - Finland, MN 55603 or fax to: 218-353-7762**

**Today's Date: March 20, 2024**

**No Cost Contracts Signed  
March 2024**

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

<b>Name</b>	<b>Contract Source</b>	<b>Description</b>
University of Minnesota Duluth (UMD)	Denfeld HS	Faculty from UMD Department of Education will collect student data through focus groups hosted onsite at Denfeld High School.



## MEMORANDUM OF UNDERSTANDING

**THIS AGREEMENT**, made and entered into this 22nd day of March, 2024, by and between Independent School District #709, a public corporation, hereinafter called District, and University of Minnesota Duluth, 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 April 8, 2024, and shall remain in effect until June 30, 2024, 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.** Faculty from the University of Minnesota-Duluth (UMD), Department of Education will collect student data through focus groups hosted onsite at Denfeld High School. In order to execute these services, faculty from UMD will:

- a. Meet with Denfeld staff to discuss and create the plan for logistics of focus groups including schedule, timeline, food/snacks, location/space, and assisting school staff in developing demographic profiles to identify students for participation in focus groups.
- b. Develop questions designed to capture desired data around student non-attendance and truancy based on planning conversations with Denfeld staff.
- c. Design structure and facilitate focus groups with students (step 1), school staff (step 2), and student families (step 3).
- d. Collect data throughout each focus group by taking written notes recording each focus group session.
- e. Interpret and analyze data collected.
- f. After a first read of the data collected from students, UMD staff will identify themes and areas for further exploration and will provide the information to Denfeld staff in order to identify students to participate in a follow up focus group (step 1).
- g. Provide reports and presentations of data summary as well as raw recordings/notes/transcripts of focus group discussions.
- h. Provide follow-up information, analysis or other information as needed.

In order to support the work of UMD faculty, staff from Denfeld will:

- a. Participate in planning meetings with UMD faculty.
- b. Provide requested aggregate and stratified student data as mutually identified by both UMD faculty and Denfeld staff in planning meetings.
- c. Identify students and student families to participate in the focus groups based on student fit with the designed demographic profile.
- d. Coordinate receipt of releases of information for students participating in focus groups.
- e. Facilitate onsite logistics of focus groups including reserving space, ensuring rooms are set up with appropriate equipment and furniture, providing snacks and water for group participants and facilitators, communication with students, families, and staff.



- f. Provide in-person support to both facilitators and participants on the day of the focus groups.
- g. Present data and reports to the School Continuous Improvement Team (CIT) and work to develop recommendations with the team based on the data collected.
- h. Continue to be available to answer questions and meet with UMD faculty for consultation throughout the process as needed.

**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.** Both the District and the Contractor agree that the parties are entering into a nonmonetary, no-cost agreement where no money will be exchanged between the parties at any time. Any costs associated with the execution of services as outlined in this agreement by either the District or the Contractor will be the sole responsibility of the party who pays for out of pocket expenses.

Therefore, 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 \$0.00 hourly and \$ 0.00 in total.

**5. 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.

**6. 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.

**7. 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.

**8. 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: Simone Zurich, 709 Portia Johnson Drive, Duluth, MN 55811.

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: University of Minnesota Duluth, Department of Education, Attn: Dr. Eric Torres, 154 EduE, 412 Library Drive, Duluth, MN 55812.

**9. 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.

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

**11. 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.

**12. 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.

**13. 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.

**14. 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.

**15. Insurance.** 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.

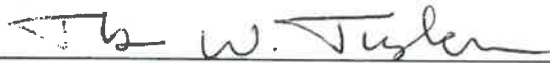
**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations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

**16. 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.

**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.

\_\_\_\_\_  
University of Minnesota - Duluth, Department Head

\_\_\_\_\_  
Date



3-29-24

\_\_\_\_\_  
Denfeld Principal

\_\_\_\_\_  
Date

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the Executive Director of Finance & Business Services for review and approval.

**This contract is funded by: (Please check the appropriate line below)**

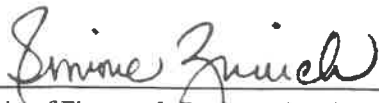
\_\_\_\_\_ Check if the contract will be paid using District funds and enter the budget code in the top line below (enter in blank spots following the example).

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

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

\_\_\_\_\_  
University of Minnesota - Duluth, Dean - College of Education & Human Services Professions

\_\_\_\_\_  
Date



4-1-24

\_\_\_\_\_  
Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair

\_\_\_\_\_  
Date

## Grant Applications March 2024

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

Organization	Author/Contact	Project Title	Amount Requested	Terms
Lincoln Park PBIS Team	Rachel Thapa/Nikki Jensen	Northern Regional Implementation Project (NRIP) and the Minnesota Department of Education	\$500.00	<p>Estimated PBIS Mini Grant Budget: 100 shirts @ \$5/ shirt = \$500</p> <p>Our budget will be used to purchase shirts for our school community. We intend to purchase a total of 100 shirts for the 2024-2025 school-year through this funding source. Funds will go toward the cost of shirts for our new 6th grade students and new students or staff. Any remaining funds not needed for shirts would be used for supplies and incentives for our PBIS celebrations, acknowledgements, and activities. This PBIS mini grant will help ensure sustainability for our PBIS work.</p>
Washington ECFE Parent Educator	Diane Mozol	ECFE/Junior League of Duluth	\$1,353.00	<p>The funds will be used to support infant home visit families with limited resources. The home visit teacher will provide diapers, parent reflection, and a literacy experience with a focus on social/emotional development. Our ISD 709 ECFE home visit teachers frequently meet with families who find it difficult to access and afford diapers for their children. Providing a package of diapers is</p>

				<p>appreciated and a stress reliever for families making choices to be able to meet basic needs. Moms will receive a copy of the book, Present Not Perfect for Moms by Aimee Chase. The book will be used for writing and reflecting with the home visit teacher. When parents use reflective thinking, they are empowered to recognize that behaviors are linked to underlying mental states. The parent is provided with an opportunity to pause and focus on the parent and child relationship. The family will receive a copy of the book, Baby's Feelings-A First Book of Emotions by Layla McGrath.</p> <p>The mom and home visit teacher will use the infant book to discuss literacy skills and social/emotional development. The parent will gain information about how reading to babies promotes brain development. While the parent reads the book about feelings to their child, the teacher will focus on how bonding, trust, emotional security and self-awareness are enhanced.</p>
Duluth Community Education isd709	Annemarie Schilling/Jeremy Rupp	Community Education, Duluth Public Schools	\$260,610.00	<p>The Safe Routes to School Coordinator position will be housed under Independent School District 709's Community Education Department. Jeremy Rupp, the District Community Education Coordinator, will supervise the role.</p>

				<p>The SRTS Coordinator position falls under the DWIAA contract at class IIB, step 5. This 50-week, year-round salary is \$60,550. The grant proposal includes \$15,000 for benefits and \$1,700 for professional development.</p> <p>Extensive education and outreach are central to the plan. \$4,320 is proposed for seasonal instructors to lead out-of-school time education and encouragement programs. \$3,300 is budgeted for educational program supplies, for both youth and adults. Marketing costs of \$2,000 are also included.</p> <p>Additionally, \$2,560 of in-kind staff time and marketing donations are accounted for in the proposal.</p>
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MINNESOTA WORKERS' COMPENSATION INSURERS ASSOCIATION, INC  
7701 FRANCE AVENUE SOUTH, SUITE 450  
MINNEAPOLIS, MINNESOTA 55435  
(952) 897-1737 (Voice) (952) 897-6495 (Fax)

FY25

Dakota Truck Underwriters  
PO Box 89310  
Sioux Falls, SD 57109-9310

Name: INDEPENDENT SCHOOL DISTRICT 709  
Combo Group ID: 003229088  
Coverage Group ID: 3229088  
Rating Date: 08/01/24 to 08/01/25  
Carriid: 27669  
Policy: WC01000069172023A

WE HAVE CALCULATED AN EXPERIENCE MODIFICATION FACTOR OF .68 TO BE APPLIED TO WORKERS' COMPENSATION PREMIUMS EFFECTIVE 08/01/24 TO 08/01/25. THIS MODIFICATION FACTOR WAS BASED ON INFORMATION SUPPLIED TO US BY THE INSURANCE CARRIER(S) LISTED ON THE ATTACHED SHEETS.

PLEASE CONTACT THE APPROPRIATE INSURANCE CARRIER FOR SPECIFIC INFORMATION ON CLAIMS DETAIL, OR CALL OUR OFFICE IF YOU HAVE QUESTIONS CONCERNING THE CALCULATION OF THE EXPERIENCE MODIFICATION. THE INFORMATION CONTAINED WITHIN THIS FORM WILL BE PROVIDED TO ANY INQUIRING PARTY UNLESS THE EMPLOYER SPECIFICALLY DIRECTS US IN WRITING NOT TO DO SO.

THIS MODIFICATION IS SUBMITTED FOR INFORMATIONAL PURPOSES. THE PREMIUM CHARGED ON YOUR POLICY MAY BE AFFECTED BY FACTORS OTHER THAN THE EXPERIENCE MODIFICATION FACTOR. THE MODIFICATION USED IN THE FINAL PREMIUM CALCULATION WILL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE INSURANCE POLICY AND APPLICABLE STATE LAWS AND REGULATIONS.

YOU ARE URGED TO RETAIN THE ATTACHED DOCUMENT AS A PART OF YOUR WORKERS' COMPENSATION INSURANCE RECORDS AS IT CONTAINS IMPORTANT INFORMATION WHICH MAY BE USEFUL IN OBTAINING COMPETING BIDS ON YOUR INSURANCE COVERAGE.

**EMPLOYER**

INDEPENDENT SCHOOL DISTRICT 709  
709 PORTIA JOHNSON DR ATTN CFO/BUS  
DULUTH, MN 55811

DATE PRINTED: 03/27/24

MINNESOTA WORKERS' COMPENSATION INSURERS ASSOCIATION, INC  
7701 FRANCE AVENUE SOUTH, SUITE 450  
MINNEAPOLIS, MINNESOTA 55435  
(952) 897-1737 (Voice) (952) 897-6495 (Fax)

300

FY24

Dakota Truck Underwriters  
PO Box 89310  
Sioux Falls, SD 57109-9310

Name: INDEPENDENT SCHOOL DISTRICT 709  
Combo Group ID: 003229088  
Coverage Group ID: 3229088  
Rating Date: 08/01/23 to 08/01/24  
Carrid: 27669  
Policy: WC01000069172023A

WE HAVE CALCULATED AN EXPERIENCE MODIFICATION FACTOR OF .78 TO BE APPLIED TO WORKERS' COMPENSATION PREMIUMS EFFECTIVE 08/01/23 TO 08/01/24. THIS MODIFICATION FACTOR WAS BASED ON INFORMATION SUPPLIED TO US BY THE INSURANCE CARRIER(S) LISTED ON THE ATTACHED SHEETS.

PLEASE CONTACT THE APPROPRIATE INSURANCE CARRIER FOR SPECIFIC INFORMATION ON CLAIMS DETAIL, OR CALL OUR OFFICE IF YOU HAVE QUESTIONS CONCERNING THE CALCULATION OF THE EXPERIENCE MODIFICATION. THE INFORMATION CONTAINED WITHIN THIS FORM WILL BE PROVIDED TO ANY INQUIRING PARTY UNLESS THE EMPLOYER SPECIFICALLY DIRECTS US IN WRITING NOT TO DO SO.

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**EMPLOYER**

INDEPENDENT SCHOOL DISTRICT 709  
ATTN CFO/BUSINESS SERVICES 709 PORT  
DULUTH, MN 55811

DATE PRINTED: 03/25/24

RECEIVED  
APR 01 2024  
HUMAN RESOURCES

REVISION 1