

**Consent Agenda - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, February 24, 2026

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 - January 20, 2026 3
- 2) Special [Closed] School Board Meeting Re: Legal - January 27, 2026 6
- 3) Special School Board Meeting Re: 26-27 School Calendar & Supt. Contract - February 5, 2026 7

**B. Approval of Action Items**

- 1) Human Resources
  - a. HR Staffing Report 8
- 2) Finance
  - a. Financial Report 9
  - b. Fundraisers 10
  - c. Bids, RFPs and Quotes
    - (1) RFP #340 - Professional Auditing Services 11
    - (2) RFP #341 - District Capacity Study 13
    - (3) RFQ #4409 - Homecroft Media Furniture 15
- 3) Items Brought Forward From the Monthly Committee of the Whole Meeting
- 4) Other
  - a. Diploma Requests 17
  - b. Field Trip Requests
    - (1) Denfeld High School Science Dogsled Adventure 30
    - (2) Laura MacArthur 5th Grade Wolf Ridge 36
  - c. Data Sharing Agreements

**C. Approval of Policy Readings**

- 1) First Readings
  - a. 542 Intra-District Transfers (renumbering and update to 5040 Transfers within the School District) 60
- 2) Second Readings
  - a. 612.1 Development of Parental Involvement Policies for Title I Programs (replacing 1067 Parent/Community Involvement Policy) 62
- 3) Policies for Deletion
  - a. 6000 Series 71

**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</u> - ( <i>February 5, 2026</i> )               | <u>78</u>  |
| 2) <u>Policy Committee</u> - ( <i>February 12, 2026</i> )                            | <u>110</u> |
| 3) <u>Human Resources/Business Services Committee</u> - ( <i>February 11, 2026</i> ) | <u>162</u> |

Regular School Board Meeting  
Tuesday, January 20, 2026 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: Present  
Amber Sadowski: Present  
Stephanie Williams: Present  
Present: 7.

1. Call to Order  
at 6:33 p.m.

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

Move to Approve the Agenda. This motion, made by Rosie Loeffler-Kemp and seconded by Amber Sadowski, Passed.

Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Sarah Mikesell: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 7, Nay: 0

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

Student Representatives Bowles & Mattila introduced themselves.

6.B. Superintendent's Report

The Superintendent presented the Superintendent's Report.

Topics included:

2026 Student Representative Introductions

Osiris Garcia Henderson - ALC

Tamia Bowles - Denfeld

Kalina Mattila - East

Minnesota School Board Association Update

Legislative Update

Board Work Session Update

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 (*January 6, 2026*)

Assistant Superintendent Bonds presented the Monthly Committee of the Whole Report. Discussion was had.

### 7.B. Human Resources/Business Services Committee - (*January 12, 2026*)

Member Sadowski presented the Human Resources/Business Services Report. Discussion was had.

### 7.C. Policy Committee (*January 13, 2026*)

Member Loeffler-Kemp presented the Policy Committee Report.

## 8. General Board Committee Updates

Member Sadowski shared information about the Head Start Policy Council meeting.

Member Lofald shared information about the Quality Steering Committee meeting.

Member Loeffler-Kemp shared information about the Duluth Public Schools Endowment Fund.

## 9. Consent Agenda

Move to Approve the Consent Agenda. This motion, made by Jill Lofald and seconded by Stephanie Williams, Passed.

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

Yea: 7, Nay: 0

## 10. Resolutions from Committee Reports

### 10.A. B-1-26-4154 - Acceptance of Donations to Duluth Public Schools

Move to Approve Resolution B-1-26-4154 Acceptance of Donations to Duluth Public Schools. This motion, made by Amber Sadowski and seconded by Henry Banks, Passed.

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

Yea: 7, Nay: 0

## 11. Special Resolutions and Action Items

11.A. Resolution HR-1-26-4152 - Employment of a School Board Member by the District  
Move to Approve Resolution HR-1-26-4152 Employment of a School Board Member by the District. Discussion was had. This motion, made by Rosie Loeffler-Kemp and seconded by Stephanie Williams, Passed.

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

## 12. Questions / Other

Discussion was had about when the Superintendent Contract will be brought forward.

## 13. Adjournment

Move to Adjourn at 7:51 p.m. This motion, made by Stephanie Williams and seconded by Amber Sadowski, Passed.

Henry Banks: Yea, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Sarah Mikesell: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 7, Nay: 0

Special [Closed] School Board Meeting -  
Legal  
Tuesday, January 27, 2026 3:00 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: Present  
Amber Sadowski: Present  
Stephanie Williams: Present  
Present: 7.

1. Call to Order  
at 3:07 p.m.

2. Roll Call

3. Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in confidential discussions with the Board’s legal counsel regarding threatened litigation.

Move to convene to a closed session at 3:09 p.m. This motion, made by Henry Banks and seconded by Stephanie Williams, Passed.

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

Yea: 7, Nay: 0

Reconvened to open session at 4:01 p.m.

4. Official Action Related to Closed Session

Move to pursue litigation as discussed in closed session. This motion, made by Henry Banks and seconded by Amber Sadowski, Passed.

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

Yea: 7, Nay: 0

5. Adjournment

Move to Adjourn at 4:01 p.m. This motion, made by Amber Sadowski and seconded by Stephanie Williams, Passed.

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

Yea: 7, Nay: 0

Special School Board Meeting Re: 26-27  
Calendar & Supt. Contract  
Thursday, February 5, 2026 4:30 PM Central

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

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

1. Call to Order  
at 4:37 p.m.

2. Roll Call

3. Approval of 26-27 School Calendar  
Move to Approve the 26-27 School Calendar. This motion, made by Jill Lofald and seconded by Amber Sadowski, Passed.  
Henry Banks: Absent, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Sarah Mikesell: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

4. Approval of Superintendent Contract  
Move to Approve the Superintendent Contract for John Magas. This motion, made by Rosie Loeffler-Kemp and seconded by Amber Sadowski, Passed.  
Henry Banks: Absent, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Sarah Mikesell: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

5. Adjournment  
Move to Adjourn at 4:53 p.m. This motion, made by Amber Sadowski and seconded by Stephanie Williams, Passed.  
Henry Banks: Absent, Kelly Durick Eder: Yea, Rosie Loeffler-Kemp: Yea, Jill Lofald: Yea, Sarah Mikesell: Yea, Amber Sadowski: Yea, Stephanie Williams: Yea  
Yea: 6, Nay: 0, Absent: 1

**HUMAN RESOURCES ACTION ITEMS FOR: February 9, 2026**

**CERTIFIED APPOINTMENT**

ALTONEN, JENNA K  
BISEK, HANNAH M  
EDDY, BROOKE M  
SKINNER, MARGARET I

**POSITION**

LTS ELEMENTARY MUSIC SPECIALIST/LESTER PARK, (BA) III, 4, 1.0, MILLER H.  
SPED SETTING III TEACHER/LESTER PARK, (BA) III, 6, TAYLOR H.  
LTS MATH TEACHER/DENFELD, (BA) III, 1, 1.0, ZSCHUNKE A.  
SPED SETTING III TEACHER/PIEDMONT, (MA) III, 6, 1.0,

**EFFECTIVE DATES**

01/12/2026  
01/12/2026  
01/20/2026  
01/20/2026

**CERTIFIED LEAVES**

SUNDELL, VICTORIA L

**POSITIONS**

Cert Leave Mid-Career Extension

**EFFECTIVE DATES**

02/25/2026 02/25/2027

**CERTIFIED RETIREMENT**

CHURCHILL, TIMOTHY J  
CORDLE, MICHELLE R  
ISBELL, PATRICIA S  
JACKSON, JODY R  
LAMPI, BARRY E  
RUHANEN, DOREEN S

**POSITION**

MATHEMATICS - ORDEAN-EAST MS  
SPED PSYCHOLOGIST - PIEDMONT ES  
ELEM READ INTERVENTIONIST - LESTER PARK ES  
GRADE 6 - ORDEAN-EAST MS  
CTE TRADE & INDUSTRIAL - DENFELD HS  
GRADE 2 - HOMECROFT ES

**EFFECTIVE DATES**

06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026

**NON-CERT APPOINTMENT**

ALLEN, MEGAN C  
ANDERSON, JOSEPH A  
DAHLIN, LAUREN N  
FINCH-NEWKIRK, JULIA A  
HENDRICKS, JARED F  
LOGAN, KRISTINE V  
PETOLETTI, LAURIE K  
TREMBLE, JAKE F

**POSITION**

NUTRITIONAL SERVICE ASSISTANT/LAKEWOOD, 20/38WKS, \$15.99/HR, HINCHCLIFF I.  
SPED BW PARA-LTS/DENFELD, 33.75/38WKS, \$19.23/HR, HENDERSON R.  
HOURLY MONITOR/LOWELL, UP TO 23HRS/38WKS, \$15.00/HR,  
SPED BUILDING WIDE PARA/LINCOLN PARK, 33.75/38WKS, \$20.19/HR, XIONG A.  
SPED PROGRAM PARAPROFESSIONAL/PIEDMONT, 31.25/38WKS, \$20.45/HR, HOLL D.  
SPED PROGRAM PARA LPN/EAST, 20.25/38WKS, \$28.35/HR, RIDDELL M.  
BUS HELPER/TRANSPORTATION, 25/38WKS, \$17.41/HR,  
FLOAT CUSTODIAN/DISTRICT WIDE, 40/52WKS, \$19.04/HR, CHRISTENSEN A.

**EFFECTIVE DATES**

02/02/2026  
01/28/2026  
01/16/2026  
01/08/2026  
01/13/2026  
02/02/2026  
02/02/2026  
01/12/2026

**NON-CERT LEAVES**

SMITH, BART D

**POSITIONS**

SCHOOL BUS DRIVER II

**EFFECTIVE DATES**

01/23/2026 01/26/2026

**NON-CERT RESIGNATION**

REAMER, BONNIE L

**POSITION**

HOURLY CAFE/PLAYGROUND MONITOR - PIEDMONT ES

**EFFECTIVE DATES**

01/20/2026



## Facilities Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department: Facilities  
HR|Business Services Committee: 02.09.2026  
Regular Board Meeting: 02.24.2026  
Report Prepared By: Jeremy DeGraef / Corey Karren

### Manager's Minutes:

- Construction on the First Street Buildout project remains underway, with structural steel getting ready for installation. Wall framing, sheetrock, and priming / painting walls underway.

### What We're Working On:

- a. The State Fire Marshal will be doing walk thru's at Lakewood and Homecroft.
- b. Backup Generator Inspections completed.
- c. All school boiler calibrations completed.
- d. Scope development continues for the Lakewood fuel conversion and boiler installation.
- e. Scope development for the East Manufacturing shop continues and will now include a Power quality and distribution assessment for all of the equipment.
- f. Ansul system installation slated to begin early February at Stowe.
- g. Replacement of entryway glass installed at Denfeld

### What We're Working On:

- a. February winter recess break, four day training on floor care and basics of cleaning to offer staff the ability to better understand the science of cleaning to efficiently perform.
- b. With HR on job fairs and posting of open positions.
- c. On boarding of new employees.
- d. Changing over new website ordering from Dalco to ImperiaDade

### Staffing Report:

New Licence: Ben Belden 2C Boilers license, Dale McRae 2C.

New Hire: Laura Mac/Denfeld Split Jared Bjorlin, Lester Park Sean OLeary, Ordean, Sarah Chrapkowski and Homecroft/Ordean Split.

Open and posted: Costondinan at East, SSE1 Lakewood, SSE1 Myers-Wilkins, SSE2 Ordean and SSE2 Lincoln Park.

**Fundraisers Reported  
January 2026**

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>
East	Debate Team	\$1,300.00	Bagging Groceries - Lakeside Super One
Lakewood	Schoolwide	\$400.00	Spirit Wear - We have a Spirit Wear Store Opening with all Lakewood Gear. They have agreed to give us 10% of our profits which would go into our student activities account.
Laura MacArthur	5th grade Wolf Ridge	\$800.00	Selling Duluth Coffee Company coffee
Lester Park	Schoolwide	\$27.30	Box Tops
Lester Park	Current 4th grade-- fundraising for fall 26 5th grade Wolf Ridge Trip	\$2,200.00	This fundraiser opportunity will be taking place in the spring of 2026 by the current 4th graders. Our trip to Wolf Ridge is on the calendar for September 23-25th. Families will have time to plan for the cost. Each scholar choosing to do the fundraiser are not required to find sponsors for every letter. Whatever they fundraise 100% will go towards their cost.
Lincoln Park	6th grade classes	\$500.00	Chick-Fil-A community fundraiser

**INDEPENDENT SCHOOL DISTRICT NO. 709**

Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8738

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** **RFP 340 PROFESSIONAL AUDITING SERVICES**  
**Date:** February 4, 2026

RFP is for professional auditing services for the Finance Department of the district.

Seven (7) potential vendors were emailed a copy of the RFP. It was advertised in the Duluth News Tribune for two weeks consecutively and available on the ISD709 district website with three (3) vendors responding resulting in the following:

<b><u>VENDOR</u></b>	<b><u>TOTAL</u></b>
LB CARLSON	\$109,775.00 (FIRST YR)
ABDO	\$102,300.00 (FIRST YR)
DELOITTE	NO RESPONSE
GRANT THORNTON, LLP	NO RESPONSE
KPMG, LLP	EMAILED REGRETS
RSM US, LLP	NO RESPONSE
WIPFLI, LLP	NO RESPONSE

Sheila Stevens, Finance Manager and Simone Zunich, Executive Director of Business Services reviewed the submitted bids for full compliance, compared performance ability and best value overall.

Simon Zunich, Executive Director of Business Services, recommends accepting and awarding the bid meeting specifications as submitted by LB CARLSON for the amount of \$109,775.00.

**Program:** Finance

**Fund Custodian:** Simon Zunich, Executive Director of Business Services

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Kelly Durick Eder, Board Chair

Date: February 4, 2026

**BID TAB FOR RFP #340 PROFESSIONAL AUDITING SERVICES**

<u>VENDOR</u>	<u>AMOUNT</u>
LB CARLSON	\$109,775.00 (FIRST YR)
ABDO	\$102,300.00 (FIRST YR)

**Awarded Vendor: LB CARLSON**

**INDEPENDENT SCHOOL DISTRICT NO. 709**

Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8738

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** RFP 341 DISTRICT CAPACITY STUDY  
**Date:** February 4, 2026

The RFP is for vendors interested in providing a District Capacity Study for future budgets, enrollment and various other items over the next ten (10) years.

The RFP criteria was shared with Five (5) vendors, it was advertised in the Duluth News Tribune for two weeks consecutively and it was available on the ISD709 district website with the following results:

<u>VENDOR</u>	<u>TOTAL</u>
TEAMWORKS	\$39,425
K12 COALITION	\$76,560
MGT	\$87,873
WOOLPERT	NO RESPONSE
THE MORRIS LEATHERMAN COMPANY	NO RESPONSE
ICS	EMAILED REGRETS
NEXUS	NO RESPONSE

Superintendent John Magas and Simon Zunich, Executive Director of Business Services reviewed the submitted bids for full compliance.

Simon Zunich, Executive Director of Business Services, recommends accepting and awarding the bid meeting specifications as submitted by Teamworks for the amount of \$39,425.

**Program:** Superintendent

**Fund Custodian:** John Magas

Date: 02.03.26

## **BID TAB FOR RFP #341 DISTRICT CAPACITY STUDY**

<b><u>VENDOR</u></b>	<b><u>AMOUNT</u></b>
<b>TEAMWORKS</b>	<b>\$39,425</b>
<b>K12 COALITION</b>	<b>\$76,560</b>
<b>MGT</b>	<b>\$87,873</b>

**Awarded Vendor: TEAMWORKS**

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, MN 55811  
218-336-8907

**MEMORANDUM**

**TO:** Simone Zunich, Executive Director of Business Services  
**FROM:** Cathy Holman, Purchasing Coordinator  
**SUBJECT:** RFQ – 4409 Homecroft Media Furniture  
**DATE:** January 15, 2026

Request for proposals of new media furniture for the Homecroft Elementary site were sent to four (4) vendors.

Three (3) responses were received with the following results:

<b><u>VENDOR</u></b>	<b><u>TOTAL</u></b>
School Specialty	\$41,157.38
Virco	\$61,516.14
Demco	\$66,294.20
Innovative	NO BID (LATE)

Bryan Brown and Heather Nordwall from the Facilities Department reviewed the responses.

Facilities Manager, Bryan Brown recommends accepting and rewarding the RFQ #4409, meeting specifications as timely submitted by School Specialty.

**PROGRAM:** Facilities

**FUND CUSTODIAN:** Homecroft PTA

**RFQ #4409 BID TAB FOR HOMECROFT MEDIA FURNITURE**

<b>School Specialty</b>	<b>\$41,157.38</b>
<b>Virco</b>	<b>\$61,516.14</b>
<b>Demco</b>	<b>\$66,294.20</b>
<b>Innovative</b>	<b>NO BID (LATE)</b>

December 2, 2025

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>Danielle M McKinley</b>	<b>Duluth Public Schools</b>	<b>12/1/2025</b>

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

Nathan Glöckle  
Principal

Kathleen Wilson  
Sr. Clerical  
Area Learning Center

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 12/3/2025

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:

Michael Hendrickson Jr.

12/3/2025

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 12/3/2025

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:

Ethan Polecheck

12/3/2025

December 10, 2025

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>Haydon Marcus Schluessler</b>	<b>Duluth Public Schools</b>	<b>12/10/2025</b>

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

Nathan Glöckle  
Principal

Valarie Wagenbach  
Administrative Assistant  
Area Learning Center

December 16, 2025

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>Kadence Larson</b>	<b>Duluth Public Schools</b>	<b>12/16/2025</b>

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

Nathan Glöckle  
Principal

Kathleen Wilson  
Sr. Clerical  
Area Learning Center

January 5, 2026

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>Kiercy Seehus</b>	<b>Duluth Public Schools</b>	<b>1/5/2026</b>

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

Nathan Glöckle  
Principal

Kathleen Wilson  
Sr. Clerical  
Area Learning Center

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 1/7/2026

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:

Olivia Jorgensen

1/7/2026

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 1/8/2026

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:

Bernitta Marlen

1/8/2026

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 1/8/2026

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:

Donald Brewster

1/8/2026

# ARROWHEAD ACADEMY

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4849 Ivanhoe Street

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

January 9th, 2026

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>
Damien Aaron Dow	Arrowhead Academy	January 13th, 2026

Thank you

Jacob Hintsala  
Principal

January 15, 2026

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>Candace King</b>	<b>Duluth Public Schools</b>	<b>1/15/2026</b>

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

Nathan Glöckle  
Principal

Kathleen Wilson  
Sr. Clerical  
Area Learning Center

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 1/29/2026

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:

RaeAnn Sojka

1/29/2026

**MEMORANDUM**

TO: Curriculum Dept.  
FROM: Angie Frank, Adult Diploma Program  
SUBJECT: High School Diploma  
DATE: 2/10/2026

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:

Michael Shepard

2/10/2026

## DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

**DEFINITIONS:**

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

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

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

**INSTRUCTIONAL TRIP ACTION**

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

**SUPPLEMENTAL TRIP ACTION**

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

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

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: [Signature]  
 Not Recommended Date: 1-16-26

Assistant Superintendent:  Recommended Name: Anthony Bon L  
 Not Recommended Date: 1/24/26

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 Dogsled Adventure: HS Science
2. Contact Person (Responsible for Checklist Completion): Joshua Borchardt, Science Teacher
3. Field Trip Date(s): Feb 8 - 11 Destination: Wintergreen Dogsled Lodge
4. Field Trip Overview (Include events, establishments and locations): A multi day dogsled adventure into the BWCAW. Focus on team building, local science, indigenous culture, and scientific research in partnership with UMD
5. Field Trip Departure from School (Date and Time): Sunday Feb 8 9AM  
Field Trip Return to School (Date and Time): Wed Feb 11 before 3PM (can take bus home)
6. Objectives of Field Trip: Start a recurring winter BWCAW trip to help underserved students access the wilderness, form partnerships with local institutions, and conduct scientific research
7. Relationship to Curriculum or Student Learning: Students will go through the scientific method, learn about indigenous cultural knowledge, and explore team building activities and scientific journaling
8. Planned Follow-up Field Trip Activities: Follow up meeting with students, students can also do a talk to tell others about their trip. Plan for 2027.
9. Field Trip Budget Request (See attached breakdown)

<b>Estimated Expenses</b>	
Total Admission/Fees	\$4400
Total Meals	\$
Total Lodging	\$
Total Transportation	\$ 400
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>SK Shuttle</u>	
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Josh Borchardt</u>	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 4800</b>

<b>Revenues</b>		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ 2800
Student Fees		\$ 120
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 3520</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

<b>TIME</b>	<b>LOCATION</b>
Sun Feb 8 - Wed Feb 11	Wintergreen Dogsled Lodge, Ely, MN
_____	_____
_____	_____
_____	_____

- 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: 



Dear Parents/Guardians:

On Sunday February 8- Wed Feb 11, your student will have the opportunity to go on a field trip to experience and learn about dogsledding in the Boundary Waters Canoe Area Wilderness with Wintergreen Dogsled Lodge. We will have 2 teachers chaperoning with 1-2 wilderness guides at Wintergreen.

Denfeld students will take a private shuttle from Denfeld at 9AM Sunday to Wintergreen Dogsled Lodge. On Wednesday, we will be leaving Wintergreen around 10AM and returning to Denfeld, where your student can be picked up, or stay until the remaining of the school day and take the bus home. Students will need to bring their own snacks for the shuttle ride to and from Denfeld/Wintergreen. All other food will be provided on site. Please let us know if there are dietary considerations that must be made. **THERE IS A COST of \$120/student to participate. Should we get more grant funding prior to the trip, a portion (or all) of the cost may be returned to you in that event.**

Please sign the permission slip below and return it to school as soon as possible. We must have the permission slip on file in order for your student to attend. If your student is in need of special support, please email one of us (see below for and check the box below.

### Field Trip Schedule:

**CHECK-IN: 12-4PM Sunday, February 8 2026**

**CHECK-OUT: 9-11am Wednesday, February 11 2026**

**Here's what you need to do to prepare for your Wintergreen experience:**

**1. REVIEW THE INFO ABOVE. If you note any errors, email or call us immediately at 218-349-6128.**

**2. SIGN WAIVERS. Please visit our Guest Reservation Center and have every adult in your party e-sign our waiver. Please forward this email to the other adults in your party so they can also visit the Guest Reservation Center.**

**3. ENTER YOUR GUEST INFO. Please visit our Guest Reservation Center and enter vital guest information about each member of your party.**

**5. REVIEW OUR "TRIP KIT" packet that you'll receive by postal mail. In the meantime, review key components of our TRIP KIT online: <https://www.dogsledding.com/clothing-for-your-wintergreen-trip> Our packet includes everything you need to prepare for your trip: a checklist of personal clothing options, a list of rental clothing & boots available through Wintergreen, a map with info on transport options to Wintergreen, and health & waiver form.**

A week before your trip, we'll email final details about your trip. NOTE: We suggest protecting your travel investment: [www.travelex-insurance.com](http://www.travelex-insurance.com)

6. MAKE YOUR TRAVEL ARRANGEMENTS. DRIVING: Our guests who live in the midwest region (MI, WI, OH, IN, IL, ND, SD, NE, KS, MO) generally choose to drive. Ely is served by good all weather highway systems (all but the last 50 miles is divided 4-lane). In our 40 years of dogsledding, no guests have ever had their trip delayed by road closures. Allow 4-hour drive time from Minneapolis/St. Paul, 9 hours from Chicago, 12 from St. Louis, 13 from Detroit. FLYING: Our regional airports, Duluth (DLH) & Hibbing (HIB) are served by Delta Airlines ([www.delta.com](http://www.delta.com), 800-225-2525) and from Minneapolis & United Airlines from Chicago. Hibbing is a 50-minute turboprop flight from MSP plus a 70-mile drive to Ely. Duluth is a 30-minute jet flight from MSP or 1-hr from Chicago, plus a 100-mile drive to Ely. If your travel requires you to arrive in Ely late evening or depart early morning, no problem - we'll provide meals for you. GROUND SHUTTLE: options include SK Taxi 218-221-1604, Allied Taxi Duluth (218-722-3311), Hibbing Taxi (218-263-5065) OR car rental: All major brands are at Duluth airport. But we suggest a local DLH & HIB option: Dave Nelson's ACAR, [acarrental.com](http://acarrental.com), 218-722-4181, [office@acarrental.com](mailto:office@acarrental.com), (Wintergreen discount code: DOGSLED) Some guests fly to Minneapolis & rent a car for the 4-hr drive to Ely, a good option for those who extend their stay before or after their dogsled trip (various Ely lodges offer discounts for our guests to spend extra time--see "Trip Kit" for details). FLASH NEWS! The new "Ely Ride Service" will begin offering shuttles to/from Duluth or Hibbing Airports and Wintergreen by van this winter. Call Cheryl at 218-288-7433 for info. Let her know you're on a Wintergreen trip.

7. REVIEW ?Dressing for Dogsledding? in the Trip Kit to determine which items you already have or may choose to purchase or rent.

8. ENHANCE YOUR ENJOYMENT of your trip by being fit. One or more 30-minute stamina-building exercise sessions per week (such as walking, jogging, or aerobics) can make a big difference in how much fun you'll have at Wintergreen. Review the fitness gauge in the "Trip Kit." Call us if you have concerns about your fitness.

9. Follow Wintergreen Dogsled Lodge on Facebook for trip updates & dog stories. NOTE: You're eligible for a 20% lodge guest discount on Made-in-Ely WintergreenNorthernWear.com apparel. Your discount code: DOGSLEDFUN

10. LEARN ABOUT DOGSLEDDING with ?Born to the Pull,? the perfect primer on mushing with stories & illustrations that feature our Wintergreen kennel. Order on Amazon or order signed copies from the Wintergreen Northern Wear store.

11. PLEASE WATCH ?Dogsledding 101? on the Wintergreen Dogsled Lodge YouTube channel. You'll need this info!

*We look forward to sharing a Wintergreen experience with you. Happy trails! Paul & Peter Schurke & our team*

Sincerely,  
**Joshu Borchardt & Andrew Nissen**

John Mobile: (218) 343-6723

Email: john.hotaling@isd709.org

Email: alison.wood@isd709.org

-----DETACH-AND-RETURN-----

I give \_\_\_\_\_ my permission to attend the Manoonmin Camp on Sept 14,2023.

I understand that ISD709 will not be held responsible for injuries, accidents or a loss of valuables when students are attending field trips.

\_\_\_\_\_  
(Parent/Guardian Print Name)                      (Parent/Guardian Signature)                      (Date)

Emergency Phone Number: (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Please call me about a student concern:

My student needs \_\_\_\_\_.

## DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

**DEFINITIONS:**

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

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

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

**INSTRUCTIONAL TRIP ACTION**

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

**SUPPLEMENTAL TRIP ACTION**

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

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

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Carrie Thompson  
 Not Recommended Date: 1-14-26

Assistant Superintendent:  Recommended Name: Anthony Bush  
 Not Recommended Date: 1/26/26

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: Laura Mac 5th Gr. Wolf Ridge

2. Contact Person (Responsible for Checklist Completion): Adam Metzger

3. Field Trip Date(s): 5/13 - 5/15 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): Outdoor Education, Environmental Sci, Adventure Courses

5. Field Trip Departure from School (Date and Time): 9:30 AM 5/13/26

Field Trip Return to School (Date and Time): 1:45 PM 5/15/26

6. Objectives of Field Trip: MN Sci Standards, Outdoor Exp

7. Relationship to Curriculum or Student Learning: We choose classes that meet many state standards

8. Planned Follow-up Field Trip Activities: Journals, reflection, project based learning.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>\$209 x 45 =</u>	\$ <u>9405</u>
Total Meals		\$ <u>-</u>
Total Lodging		\$ <u>-</u>
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		<u>1100</u>
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		<b>\$ <u>10506</u></b>

Revenues		
District Budget	Code:	\$
Booster Group		\$ <u>6500</u>
Donations		\$ <u>944</u>
Student Fees		\$ <u>3060</u>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ <u>10506</u></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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*SEE EXAMPLE*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

*Adan M... [Signature]*

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

*Adan M... [Signature]*



<b>Wolf Ridge Budget 2025-26 SY</b>	
<b>Tution Per Person</b>	<b>\$209</b>
<b>Number of Attendees</b>	<b>45.00</b>
<b>Deposit Amount</b>	<b>\$75</b>
<b>Expenses</b>	
<b>WR Tution</b>	<b>\$9,405</b>
<b>Transporation</b>	<b>\$1,100</b>
<b>Total Expenses</b>	<b>\$10,505</b>
<b>Funding</b>	
<b>Student Deposits</b>	<b>\$3,375</b>
<b>Grants</b>	<b>We received a large grant from Wolf Ridge this year.</b>
<b>Donations/Fundraising</b>	<b>\$944</b>
<b>Total Funding</b>	<b>\$10,819</b>
<b>Total Funding</b>	<b>\$10,819</b>
<b>Total Expenses</b>	<b>\$10,505</b>
	<b>Excess funds will be used to cover adult</b>
	<b>\$314 chaperone support.</b>





Dear 5th Grade Families,

We are excited to announce that the 5th grade class will have the opportunity to go to Wolf Ridge Environmental Learning Center this school year.

Included in this letter, to be RETURNED -

- Wolf Ridge Student/Guardian Agreement by January 5th, 2026
- Permission Form by March 1st, 2026 (\$95.00 payment also due at this time)

Wolf Ridge website <https://wolf-ridge.org/>

This trip is an amazing opportunity for our students to learn new skills, practice science inquiry, work as a community, have experiences outdoors, and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives!

### Important Points -

- **When:** Wednesday - Friday **May 13th - 15th, 2026**
- **Where:** Near Finlayson, MN (about 70 miles northeast of Duluth)
- **What:** A three day, two night learning experience focused on outdoor education, science, inquiry, and team building.
- **Cost:** ~~\$235.00~~ ⇒ **\$95.00 per student to be paid by families**

**We were awarded a generous scholarship/grant from Wolf Ridge!!!**

We have never had a student not attend this trip due to finances, we are happy to work out a plan with families, please reach out to us! :)

- **Fundraising:** We are doing only 1 fundraiser this year: Kwik Trip Car Wash cards ran until Holiday Break in December. Fundraising is on an individual basis; If you choose to fundraise, the money first goes directly to your student.
- **Chaperones:** This year we are asking that chaperones pay the amount of \$90.00 towards their visit. We are also only able to accommodate 6 Please contact us with interest, there will be a background check.
- **Due Dates:** We are asking families to pay **\$95.00 by March 1st, 2025.**

We will communicate how much your student owes based on any previous deposits of money or fundraised amounts. Money can be paid at any time, checks can be made out to *Laura MacArthur School*.

- **A parent/guardian/chaperone information meeting will be held Wed. April 1st in Mr. Metzger's room at 3:30pm**

Please take time to review the following **pro-tips** with your student before our trip:

- Medications**- Teachers will be responsible for supervising any medication needed. Please have medication labeled and direction clearly written to make this process safe and efficient.
- Meals**- Food as Wolf Ridge is high quality, varied, and plentiful. Please encourage your student to have a positive attitude towards eating something that may be different than what they are used to.
- Physical Exertion** - Our learning takes place outdoors and requires lots of walking and climbing. The weather may be hot or cold. It may be raining, sleeting, or snowing. There may be bugs. This is all part of the experience and a positive attitude as well as proper preparedness makes everyone's experience better.
- Sleep** - Please work to ensure that your student is prepared to sleep away from home for two nights. They should be able to fall asleep independently.
- Representing our School** - This trip is a big deal for Laura MacArthur. Many people have worked very hard to make this trip a success and we want to impress everyone who interacts with us. This is a time for everyone to be their best!
- Participation** - There is no nurses office, places to take breaks, or extra adults to walk students to class like we have at school. Students must stay with their dorm/learning group at all times in order for everyone to participate and be safe.

**Over the next few months, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.**

### **Rules for Wolf Ridge:**

**\*\*\*Please review prior to your trip.**

1. Students must be with an adult at all times. You will always stay with your dorm group adult or your leaning group adult(s). Your dorm group is your team.
2. No one is allowed to go back to the dorm without an adult.
3. Shoes or boots are not allowed in the dorm rooms. Leave them lined up neatly outside your door in the hallway.
4. Keep the rooms clean and neat at all times so you are ready for inspection for the conservation challenge award.
5. We are walking at all times within the buildings and if instructed by any adult.
6. Be on your best behavior at all times. We are representing Laura MacArthur Elementary School, our community, ourselves, and our families!

7. Remember- All electronic devices, food, and gum are to stay home. Wolf Ridge does not allow these items.

## **FAQ**

### What will my student need to bring?

Please see the packing list!

Practical clothing for being outside in the late spring (jacket and good walking shoes, plus mud/snow boots), toiletries, and bedding (sleeping bag/blankets & pillow), a water bottle, and any medications that your child uses.

Also students should bring a book to read and/or a journal to write in during quiet time before bed.

### What if my child is not able to go to Wolf Ridge?

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular work to complete as well as helping opportunities in other areas of the building.

### Can my student bring a cellphone?

**Wolf Ridge does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks, Kindles, and cell phones, etc.** as they tend to be distracting/problematic and take away from the outdoor experience.

### Can my child bring food with them?

No need! Meals and snacks will be provided. They are well fed (all 3 meals), snacks are provided twice per day. Extra food in dwelling areas attracts mice as doors are often open with people going in and out. **Please do not allow your child to bring any candy, snack, or any food with them. Food is not allowed in the dorms.**

### How does the overnight experience of the trip work?

There will be dorm rooms for students and adults with 6-8 people per room (4 bunk beds). Boys and girls will have separate assigned rooms with an adult in each room as well (as long as we have enough chaperones). There are sinks and a private bathroom/shower in each room with cubie areas for things. Quiet hours are 9:30pm to 6:30 am.

**Wolf Ridge Packing List**  
**(subject to change due to weather)**

- Clothes (Long pants, shorts, short sleeve shirts, sweatshirt, light jacket, socks (long) and underwear)
- Shoes (good for walking/hiking and a pair boots for slush/snow/mud)
- Pajamas
- Bedding (sleeping bag + pillow or blanket, sheet, and pillow)
- Book/Journal & Pen/Pencil
- Hat
- Water Bottle
- Toiletries (toothbrush, toothpaste, soap, deodorant)  
NO body spray! (If you smell good, you'll smell good to any bugs.)
- Towel
- Sunscreen & Bug Repellent

**PLEASE DO NOT BRING THE FOLLOWING ITEMS**

Toys	Candy	Stuffed Animals	<b>Electronics</b>
Flashlights	Body Spray	Gum	<b>Snacks</b>
Slime/fidgets			

## Wolf Ridge - Student & Guardian Agreement

\*\*\*Please read through together & return signed to school before winter break -  
DUE BACK by December 20th, 2024

We all agree to the following....

Students	Guardians (Families)	Teachers
<ul style="list-style-type: none"> <li>● I will SOAR in school and in the community</li> <li>● I will have fewer than 3 major Referrals 2nd semester</li> <li>● I will attend school to be prepared for the trip (80% 2nd Semester, excluding excused absences)</li> <li>● I will represent my school with pride &amp; outstanding behavior at Wolf Ridge</li> </ul>	<ul style="list-style-type: none"> <li>● We will be reachable and responsive before and during the trip</li> <li>● We will make sure that forms are completed and turned on time</li> <li>● We will help our student fundraise/pay for this experience</li> <li>● <i>If required: I will attend Wolf Ridge with my student to support positive participation.</i></li> </ul>	<ul style="list-style-type: none"> <li>● Plan, supervise, and organize a successful experience.</li> <li>● Communicate important field trip information to families at conferences, in newsletters, and electronically</li> <li>● Notify families of behavior incidents that may affect trip participation.</li> <li>● Prepare students for the trip by pre teaching</li> </ul>

**Behavior Expectation at School** - This overnight field trip opportunity is a privilege, not a right, even if you have paid. In order for everyone to be safe and participate fully in this experience, students must demonstrate that they can SOAR at school. We hold students to the following standards for behavior during second semester:

Invited to Attend Wolf Ridge Independently	Invited to Attend Wolf Ridge ONLY WITH a Parent or Guardian Chaperone
<ul style="list-style-type: none"> <li>● 3 or fewer Major Office Discipline Referrals 2nd Semester</li> <li>● No In School or Out of School Suspension 2nd Semester</li> </ul>	<ul style="list-style-type: none"> <li>● More than 3 Office Discipline Referrals 2nd Semester</li> <li>● Any In or Out of School Suspension 2nd Semester</li> </ul>

- Teachers or Administrators will contact parents whenever a discipline event occurs in school that will affect Wolf Ridge.
- Notice will be given if your child will require a chaperone.

### Behavior Expectations at Wolf Ridge

<p><b>Minor Behaviors</b></p>	<ul style="list-style-type: none"> <li>• Students will be reminded by staff/chaperones to meet our SOARing expectations</li> <li>• If a second minor incident occurs, students will problem solve with a teacher and parent contact will be made.</li> </ul>
<p><b>Major Behaviors</b></p>	<ul style="list-style-type: none"> <li>• Any major behavior incident occurring on this trip will result in a student being asked to leave Wolf Ridge. This will require an adult to come and pick up this student, or a staff member to drive them back to school at parent expense.</li> </ul>

### School Levels of Referral Write-Ups:

Staff/Teacher Managed		Administration/Office Managed	
<p><b>Level 1 - Incidental</b>  <i>Doesn't significantly violate the rights of others. Doesn't put others at risk. Not chronic.</i></p> <ul style="list-style-type: none"> <li>-out of seat</li> <li>-noise making</li> <li>-horseplay</li> <li>-minor arguments</li> <li>-loud noise</li> <li>-refusal to follow directions (non chronic)</li> <li>-unprepared for class</li> <li>-missing homework</li> <li>-running in hallway</li> <li>-Dress Code</li> <li>-consensual display of affection</li> </ul>	<p><b>Level 2 - Minor</b>  <i>Doesn't significantly violate the rights of others. Doesn't put others at risk.</i></p> <ul style="list-style-type: none"> <li>-disruption</li> <li>-disrespect</li> <li>-defiance</li> <li>-inappropriate language</li> <li>-cell phone violation</li> <li>-leaving assigned area</li> <li>-misuse of technology</li> <li>-avoiding staff</li> <li>-refusal to participate in class</li> <li>-refusal to follow directions</li> <li>-property misuse</li> <li>-interruptions</li> <li>-academic dishonesty</li> </ul>	<p><b>Level 3 - Major</b>  <i>Violates the rights of others. Puts self or others at risk, or chronic</i></p> <ul style="list-style-type: none"> <li>-verbal aggression/abusive language</li> <li>-physical aggression</li> <li>-harassment</li> <li>-bullying/cyber bullying</li> <li>-minor property damage/vandalism</li> <li>-leaving building without permission</li> <li>-repeated or prolonged defiance or disrespect</li> <li>-gang display</li> <li>-forgery/plagiarism</li> <li>-attendance issues</li> <li>-technology violation</li> <li>-hazing</li> <li>-gambling</li> <li>-photographic or recording misuse</li> <li>-Intimidation</li> <li>-tobacco</li> <li>-theft</li> <li>-record and identification falsification</li> <li>-threats/intimidation</li> <li>-extortion</li> </ul>	<p><b>Level 4 - Unlawful</b>  <i>Unlawfully violates the rights of others. Puts self or others at risk, or are chronic.</i></p> <ul style="list-style-type: none"> <li>-robbery</li> <li>-significant property damage/vandalism</li> <li>-assault</li> <li>-sexual assault</li> <li>-illegal or prescription drug, alcohol possession</li> <li>-weapon possession</li> <li>-arson</li> <li>-bomb threats</li> <li>-homicide</li> <li>-gang activity</li> <li>-pyrotechnics</li> <li>-fighting</li> <li>-terroristic threats</li> <li>-trespassing</li> </ul>

*We are not expecting any early trips home for students if expectations are being followed and students are striving to do their personal best!*

Please contact us with any questions or concerns!

5th Grade Team

Kalina Pavlisich ext. 2230

[kalina.pavlisich@isd709.org](mailto:kalina.pavlisich@isd709.org)

Adam Metzger ext. 1291

[adam.metzger@isd709.org](mailto:adam.metzger@isd709.org)

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## **Wolf Ridge Student/Guardian Agreement Signature Sheet**

**RETURN BY DECEMBER 20TH, 2024**

By signing below, I understand the following and am willing to comply with the set expectations:

- I have reviewed the Wolf Ridge Student and Guardian Agreement regarding everyone's expectations. I understand that this is a requirement for students.

- I understand that if it is required, students may be asked to leave Wolf Ridge due to not complying with the behavior expectations. If my child is required to come home, **I will drive to Wolf Ridge to pick him/her up.** If I cannot drive there, I know that I will be charged approx \$0.75/per mile to offset staff costs of driving him/her home and will pay this cost within 5 school days of the incident.

---

Student Name (Printed)

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Student Signature:

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Guardian Signature

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Date



**Please return by 3/1/2025**

## Permission Form

I give my student permission to attend the 5<sup>th</sup> Grade Wolf Ridge field trip Wednesday May 16th - Friday May 18th 2025. I understand this is a three-day/two-night trip.

- Yes, I give permission
- No, I do not give permission/ my student is not attending this trip

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

Guardian Signatarure \_\_\_\_\_

**Payment** (check one please)

\*Checks can be made payable to Laura MacArthur PTO

- I am enclosing the full amount of \$80.00
- Other amount (please write in/explain) \_\_\_\_\_
- We are fundraising the money by selling carwash cards
- I am not paying because my student will not be attending

**Chaperones** - If you are interested in being a chaperone for this trip please indicate below and we will contact you with additional information. Chaperones must be over 18 years of age - preferably the guardian of one of the students in attendance for the trip. Chaperones will need to have a background check completed (no charge).

- I would like to be considered for chaperoning the Wolf Ridge trip.

Name (print) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_



Dear Wolf Ridge Chaperone,

Thank you again for volunteering to go with us on our Field Trip! We couldn't have made this trip possible without your time and support. We leave from Laura MacArthur **Wednesday May 13th at about 9 am, and return to Laura MacArthur on Friday, May 15th by 2 pm.**



We would like to request that chaperones meet us early at the school Wednesday morning around **9:00 am** to help with organizing students' bags and loading them into the trailer. Students should bring their bags immediately on entering the school to the **large muscle room - a corner room near the main office inside the school**. The bus for Wolf Ridge will arrive about 8:45am. We will begin loading up the buses immediately, and the bus will leave promptly after, hopefully around 9 - 9:30 am. After students have dropped off their bags in the morning, they are to report to the cafeteria for breakfast as normal until 7:45. We will get students to where they need to be (their specialist) until we leave at 9am. **We request that chaperones stay in the large muscle room and front entrance hallway to help students organize bags and to look for late arrivals until we leave.** When the buses come, we also request that you help load bags onto the enclosed trailer attached to the bus.

**Chaperones are encouraged to drive separately** on their own if they wish, or carpool with another chaperone. You may choose to bring your child's bag and your bags in your car. **Your student may ride with you if you wish, but only your student and you must sign out and back in on a sheet with us.** Reminder - Students are not allowed to bring their own phone or snacks, but chaperones can have their phones. Please use them for pictures and limit your time on them to set a good example for our students.

Chaperones will have access via email and google docs all important information you will need while we are at Wolf Ridge. This will include information such as your schedule, learning group, dorm assignments, Kitchen and Recycling patrol assignments, and meal times. Students will have a Wolf Ridge journal of their own and they will be expected to fill out journaling prompts about this fun field trip experience. They will keep these in their dorm rooms, and will be bringing extra pencils/pens along with them. Chaperones are asked to encourage students to write in these after their classes/in the evenings before lights out.

Again, thank you all SO MUCH for your time and support!!! We literally could not do this field trip without you! If you have any questions or concerns, please contact us!

PS - bring a mug/thermos for some great **coffee on the deck** in the early am each morning courtesy of Adam & Kalina 😊

## **Chaperone Tasks & Responsibilities**

### **Wednesday Morning - Departure Day**

- 8:30am: Help organize bags in the Large Muscle Room on departure morning and help load buses
- Ensure you have your chaperone binder with you containing the important information.

### **Dorm Responsibilities**

- Help ensure students in your group stay on schedule, and arrive at meals and classes on time. Keep track of students in your dorm - no student is allowed to go anywhere without an adult.
- Set alarms for wake up time in the morning to give students time to dress and go to breakfast (all students and chaperones are required to be at all three meals).
- Help ensure that students are filling out their journals after classes/ evening time before lights out.
- Maintain organization and cleanliness in the rooms. All shoes/boots are left OUTSIDE of rooms. Help check before we leave that everything is out of the room, lights turned off, ect.
- Set up schedules and times in your rooms for when students want to shower (night or morning). You will have your own bathroom/shower in each dorm room.
- Have a settling down period of time during the evening at about 9:00pm. Please enforce quiet setting down time, and require lights out by around 9:30pm.
- Help ease students who may be nervous about sleeping in a new place. Teachers will be there as well, so feel free to come to us if needed.

### **Anytime Responsibilities**

- Remind and uphold SOARing (Safe, On task, Act with kindness, Respectful) behavior expectations with your group, and be consistent.
- Report comments, questions, and concerns to teachers as needed.
- Rotate sitting with students at mealtimes, there should always be an adult at each student table.
- Teachers will administer medications to students that may need it. Please don't administer any sort of medication without teacher permission unless it is to your own child.
- You may have to carry inhalers or other medicine for students in your group, which we will get to you if needed.
- Feel free to have a small backpack to carry around for your convenience. Students will not carry a backpack with them.

### **Friday Afternoon Responsibilities- Return Day**

- Check all rooms thoroughly for any items left behind. Help students organize, pack up, and clean. **All rooms must be cleaned out, and bags will sit in the Common Area/Lobby BEFORE we go to our final class Friday morning.**
- Help load up buses, and head back to Laura MacArthur.
- Once back to Laura MacArthur, help unload bags into the main hallway. Students will go home their normal way on Friday.

## Chaperone Do's & Don'ts

Do:

•

Don't

•



# Wolf Ridge 2025 Detail Schedule

Time	Learning Group A	Learning Group B
<b>Wednesday May 14th</b>		
7:35	Arrive at LM, gather in the Large Muscle Room. (near front entrance) Students should get breakfast. Label Bags	
8:00	ALL 5th Grade Meets in Music Room for Morning Meeting	
8:30	DAY - 3: Metzer's Class To Media Pav's Class To PE	
9:00	Chaperones Arrive (Main Office) - Check in with Teachers	
9:15	Begin loading the bus, everyone should have a bathroom break before we head out. Students load bags onto the trailer. <b>Sign out any students riding with parents.</b>	
9:40	Depart Laura Mac	
11:00	Arrive at WR, give room assignments and get unpacked.	
11 - 11:45	Meet with WR staff for welcome. <i>If there is extra time here we plan to take a quick nature walk.</i>	
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Wetlands ED 1	Superior View Hike ED 11
5:20	Dinner - Fireplace Dining Hall	
6:30 - 9:00	Evening Program SC1 6:30 - 7:15 Night Hike - Lobby & Journal Time	Ridgetop Ropes Course Lobby
9:30	Bedtime, Lights Out	
<b>Thursday May 15th</b>		
7:00	Everybody up and getting ready	
7:20	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	Rock Climbing SC 6	Voyageur Life ED 10
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Voyageur Life ED 10	Rock Climbing SC 6
5:20	Dinner - Fireplace Dining Hall	

<b>6:30 - 9:00</b>	Ridgetop Ropes Course Lobby	Evening Program SC1 6:30 - 7:15 Night Hike - Lobby & Journal Time
<b>9:30</b>	Bedtime, Lights Out	
Time	Learning Group A	Learning Group B
<b>Friday May 16th</b>		
<b>6:45</b>	Everybody up and getting ready - must have bags packed and out in main lobby before am class	
<b>7:20</b>	Breakfast - Fireplace Dining Hall	
<b>8:30 - 11:30</b>	Superior View Hike ED 11	Wetlands ED 3
<b>11:30 - 12:00</b>	Pack Up, double check that rooms are clean and nothing is left, Begin loading the bus at 12:00. Pick up our to-go lunch, <b>BATHROOM BREAK!</b>	
<b>12:15</b>	Everyone on the bus, headcount, start passing out lunch when we are on the highway.	
<b>1:45</b>	Arrive back at LM. Load back into the Large Muscle Room	
<b>1:45 - 2:15</b>	Check out and enjoy the weekend!	

Learning Group A (Metzer)		Learning Group B (Pav)	
Chelsea	Cynthia	Josh	Donavan
	Jessica	Russ	Stephanie
Jonas	Olena	Sophia	Ayden
Andrew	Lucy	Samara	Tinzley
Henry	Jaya	Mylisa	Halayna
Jensen	Bridgette	Bella	Latiyah
Brayden	Annie	Kayden	Chance
Taevyn	Zoe	Travell	Carlos
Jalynn	Abby	Z'yair	Jax
Heaven Leigh	Liberty	Draius	Bryce
Anela	Lilly	Evelynn	

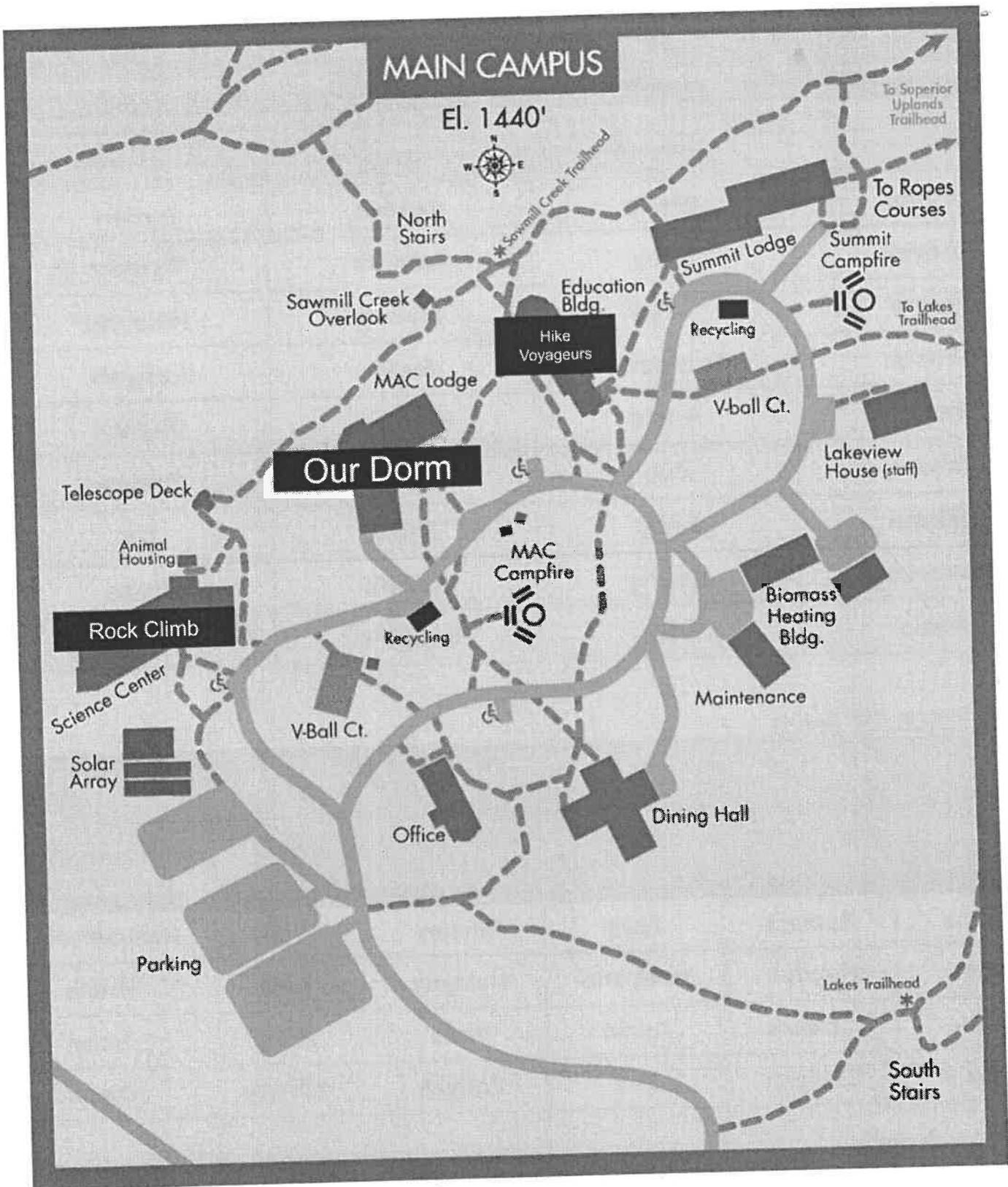
### Kitchen Patrol (KP Duty)

Wed. Lunch	Wed. Dinner	Thur. Bfast	Thur. Lunch	Thur. Dinner	Fri. Bfast
11:45am	4:45pm	7:00am	11:45am	4:45pm	7:00am
Josh	Russ	Cynthia	Stephanie	Tomika	Jessica
Sophia	Samara	Jaya	Tinzley	Z'yair	Heaven Leigh
Carlos	Kayden	Bridgette	Halayna	Lilly	Anela
Draius	Chance	Annie	Bella	Abby	Lucy
Jax	Evelynn	Zoe	Latiyah	Liberty	Olena

- Feel free to switch this up, but we should have at least 3 people each shift 😊

**Recycling Patrol** on the last morning - take out and sort before morning class:

- Henry, Taeyven, whoever! With Ms. Pav



~~+5040-542 TRANSFERS WITHIN THE SCHOOL DISTRICT~~ **INTRA-DISTRICT TRANSFERS**

**I. PURPOSE**

To establish the process and criteria for students to request attendance at a school or program within the District other than their assigned attendance boundary school.

**II. DEFINITIONS**

An intra-district transfer is defined as when a Duluth Public Schools student who is enrolled at their attendance boundary school requests to attend a different school or program within the District other than the one assigned by address.

**III. GENERAL STATEMENT OF POLICY**

The intent of the **intra-district** transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with ~~his/her~~ **their** peers. The ~~School~~ District is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.

Approval of **Intra-district** Transfer Requests

The Assistant Superintendent will allow or deny a transfer request after careful consideration of the application information. **Decisions will be** guided by School Board Policy, District regulations, teacher/student ratio, class size, **building capacity** ~~classroom space~~, **student attendance rate**, and building populations. **Administration may determine exceptions to these considerations based on special circumstances.** The Assistant Superintendent will make the final ruling on ~~a~~-**an intra-district** transfer request. ~~Transfers not approved by the Assistant Superintendent may be appealed to the transfer appeal board.~~

Each school year requires extensive advance planning relative to projected enrollments, curriculum offerings, and staffing for each building. Approval of **intra-district** transfers from one building to another **within the school district** will be limited to reasonable requests following designated timelines.

The transfer of a student from one school attendance area to another within the School District may be initiated by the student (18 years of age), by either a parent or guardian, **by a school team** ~~School's Supportive Services Team (SST)~~, ~~by the Special Education Child Study Team (CST)~~, or by the principal.

Continuation of Approved Education **Intra-district** Transfer

The student may complete all grades contained in the school to which ~~he/she~~ **they** have transferred. To continue attendance from an elementary to a middle school or from a middle school to a high school, completion of a new **intra-district** transfer request **must** ~~will need to~~ be submitted to the **Enrollment Center** ~~for Office of the Assistant Superintendent~~ **approval or denial** by the due date.

Timelines for **Intra-district** Transfer Requests

Student **intra-district** transfer approvals will be implemented either at the beginning of a school year or at the beginning of a school year's second semester. Administration may determine exceptions to these timelines **based on special circumstances.** **Intra-district** transfer requests for the upcoming school year must be submitted prior to **February 1st** ~~April 30<sup>th</sup>~~. Second semester **intra-district** transfer requests must be submitted by **December 1<sup>st</sup>**. The only exception to the standard deadlines is by March 15th for kindergarten enrollment

for the upcoming school year. ~~Administration may determine exceptions to these timelines.~~

Adopted: 09-08-1981 ISD 709  
Revised: 02-21-1995  
06-20-1995  
03-19-2005  
05-17-2005  
02-12-2008  
12-16-2014 ISD 709

5040—1 of 1

~~Duluth Public Schools ISD 709 | 215 N First Avenue East | Duluth, MN 55802 | (218) 336-8752~~

## **612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board directs the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. This policy establishes the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible; and
  - 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children

achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
  - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and
  - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
  - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide federal program advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)

**Cross References:** None

**Resources:** U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance (January 2025)

Replacing: 1067  
 First Reading: 01.13.2026  
 Second Reading: 02.12.2026  
 Adopted:

Adopted:  
612.1

MSBA/MASA Model Policy

Revised:

Orig. 1996  
Rev. 2025

## **612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

**[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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

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- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar

strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children,

and ~~to~~ respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
    - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide federal program parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)

**Cross References:** None

**Resources:** U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance (January 2025)

## ~~1067 PARENT/COMMUNITY INVOLVEMENT POLICY~~

~~Independent School District #709 firmly believes that the future success of students in our schools depends on the commitment and effort put forth by our students, their parents, our staff and our community. We believe that parent and community involvement should play an integral part in the shared decision making process. Parents will be provided appropriate data through electronic means. School district and building staff will be expected to post information in support of Policy 1015 School Communications.~~

~~Therefore, it is the policy of Independent School District #709 to encourage and support parent/community activities that:~~

- ~~1. Develop equal partnerships that are committed to and focus on the best interests and educational achievements of our students.~~
- ~~2. Maintain open and effective communication between students, parents, teachers and the community including electronic forms of communication.~~
- ~~3. Stimulate and foster a diverse parental group that is involved in a wide variety of school and community activities.~~

~~Adopted: 06-20-1996 ISD 709~~

~~Revised: 0-6-21-2005 ISD 709~~

**~~6045 SCHOOL LIBRARIES~~**

~~The Superintendent shall maintain and promote a school library program, embracing teaching, reading guidance, and advisory services for pupils and teachers by providing adequate personnel, facilities, materials, and equipment.~~

~~Reference: MCAR-6~~

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

~~Revised: 10-09-1979~~

~~01-08-1980~~

~~06-20-1995 ISD 709~~

## **6055 ELEMENTARY SCHOOL DAY**

~~Elementary schools will be open at least one-half hour prior to the start of the school day when the weather is inclement and the students shall be admitted. The principal is responsible for adequate supervision. At elementary schools, which have school safety crossings, students will be brought across the intersections beginning twenty minutes prior to the start of the school day. At the close of the school day, elementary students who ride the bus are not to be retained beyond the regular dismissal time and elementary students are not to be retained beyond the time they receive the protection of school police at street crossings unless parents are notified and agree and other arrangements are made for transportation.~~

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

~~Revised: 06-20-1995~~

~~08-17-2004 ISD-709~~

## ~~6065 EMERGENCY EVACUATION OF SCHOOLS~~

- ~~1. Fire Drills—Each principal or program leader shall conduct regular disaster and fire evacuation drills (at least nine per school year), and direct a program that will promote the evacuation of the building as rapidly and safely as possible. A false alarm evacuation is considered a serious offense, and the responsible person will be disciplined to the extent allowed by the School District's Discipline Policy. Non students who initiate a false alarm will be turned over to the Duluth Police Department.~~
- ~~2. Bomb Threats—Each principal or his/her designated representative is to investigate all threats of bodily harm and/or possible building damage immediately on notification of such threat. If time permits, the principal or his/her designee shall contact the Police and Fire Departments for input on a responsive plan to the threat. If time is lacking, the principal or his/her designee must implement immediately an emergency evacuation of the building. During the evacuation process the Police and Fire Departments shall be contacted. Before students and staff reenter the building, a search of the building by designated police, fire, custodial, and instructional personnel will take place.~~

~~Note: Persons receiving threats via the telephone should record the message verbatim, making note of voice characteristics, and listen for any unusual background noises.~~

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

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

## ~~6070 UNITED STATES FLAG DISPLAY~~

~~The United States of America flag shall be raised every school day in fair weather upon the flag staff in the yard of the school, on all legal holidays and flag days, and on such other days as the School Board may direct. Every classroom, including the principal's office, shall properly display the United States of America flag.~~

~~Reference: MS 121A.11~~

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

~~Revised: 06-20-1995~~

~~08-17-2004 ISD-709~~

## ~~6100 HIGH SCHOOL SCHOOL DAY~~

~~All regular high schools shall maintain a schedule that results in at least 1,020 hours of instruction for the school year.~~

~~Adopted: 07-20-1983 ISD-709~~

~~Revised: 08-11-1987~~

~~08-08-1989~~

~~01-15-1991~~

~~06-20-1995~~

~~08-19-2003~~

~~10-19-2004 ISD-709~~

## ~~6105 SCHEDULING OF SECONDARY CLASSES~~

~~When preparing the school's master schedule of classes, each principal shall strive for an equitable distribution of course sections across all periods; and in none of the periods shall there be fewer than ten percent (10%) of the total course sections available in the school. Appropriate scheduling of credits should be accomplished by students, parents, and counselors working together. Students who do not graduate with their class and return to school will be allowed to maintain a modified or shortened school schedule.~~

~~In order to assure that each student has involved his/her parent(s) or guardian(s) in the decision-making as to courses in which the student shall enroll, the student's schedule must bear the parent or guardian's signature, indicating concurrence with the schedule of courses which has been selected. Any subsequent schedule changes in a student's schedule must also bear the parent or guardian's signature.~~

~~In bringing about the balanced curriculum, counselors play a critical role as they guide students to give strong consideration to a diversified, non-stereotypic selection of courses. During their high school years, students should be encouraged to continue exploration of the various disciplines and fields of study contained within their particular school environment. As counselors aid students to make curriculum choices, they should do so after evaluating the student's post-secondary plans, interests, and to ensure that the choices made by the student and family will result in a total program which will be challenging and of the greatest possible value to each individual student.~~

~~Adopted: 07-20-1983 ISD 709~~

~~Revised: 08-11-1987~~

~~08-08-1989~~

~~01-15-1991~~

~~06-20-1995~~

~~08-19-2003~~

~~10-19-2004 ISD 709~~

## ~~6200 EDUCATIONAL TELEVISION~~

~~WDSE-TV, Channel 8, is an inter-community, nonprofit organization dedicated to enriching the educational and cultural life of this area through daytime programs tailored to classroom needs and evening programming for the entire community.~~

~~Cooperation and coordination efforts on the part of the School District and Channel 8 will see that the instructional programs are correlated properly with the schedules of the public schools.~~

~~It shall be the duty of the Curriculum Director in cooperation with WDSE in informing principals of TV Programming so that such programs may be synchronized within the schools' curricular plans.~~

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

~~Revised: 06-20-1995~~

~~01-18-2005 ISD 709~~

**Monthly Committee of the Whole Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Thursday, February 5, 2026

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:45 PM

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. AGENDA ITEMS**

**A. Strategic Plan Alignment**

1) Advancing Equity

a. **American Indian Education, The Resolution of Concurrence or Nonconcurrence** 2

b. **American Indian Education, The Resolution of Concurrence or Nonconcurrence-Verbal Presentation** 10

2) Supporting Every Student

a. Artificial Intelligence Implementation 11

b. Special Education Update 23

3) Improving Systems - N/A

**B. Teaching, Learning, and Equity Board Summary Report - N/A**

**C. Budget Update - N/A**

**D. Other**

**4. ADJOURN**

## **COW Agenda Cover Sheet**

**Meeting Date:** February 5, 2026

**Topic:** American Indian Education, The Resolution of Concurrence or Nonconcurrence

**Presenter(s):** Marisa Garverick Herrera

**Attachment:** [Concurrence Non-Concurrence, Slides](#) to be presented at meeting

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

I will provide a brief update on our collaboration strategy with AIPAC, covering our current status and processes, prior to their vote of concurrence.

**This Requires School Board Approval :** No

# **Director of Advancing Equity**

American Indian Education Update

## OUR MISSION

Every student, every day will be empowered with learning opportunities for growth, creativity and curiosity, in preparation for their future in a global community.

## OUR VISION

Duluth Public Schools provides an academically engaging, safe and inclusive environment with high expectations and responsible use of resources.

## OUR CORE VALUES

### Learning



Developing a love of learning through life-long inquiry.

### Excellence



Having high standards for all through accountability, integrity and authenticity.

### Equity



Creating conditions of justice, fairness and inclusion so all students have access to the opportunities to learn and develop to their fullest potential.

### Collaboration



Working in partnership with staff, families, students and community.

### Belonging



Providing a welcoming and accessible environment where everyone feels safe, seen and heard.

# My Theory of Action

**IF** I prioritize authentic listening and deep relationship-building while educating ourselves myself on current legislation, historical context, and best practices,

**THEN** I will build necessary trust, sharpen our organizational focus, and create a culture of genuine collaboration,

**SO THAT** we can drive sustainable, meaningful progress for American Indian students and families.



# My Approach

## 1. Listen

- Visited Schools
- Talked to principals
- Met with American Indian Home School Liaisons
- Attended AIPAC Meetings
- Met with AIPAC members

## 2. Learn

- Learned from conversations in meetings
- Met with MDE AIE Director
- Attended AIPAC training hosted by TNEC
- Currently working with expert Jen Murray
- Researched MDE AIE practices & policies
- Researched our geographic history

## 3. Partner

- Continue to clarify roles and responsibilities
- Arranging pre-meetings with chair members
- Working to align on goals and priorities



# Concurrence Non-Concurrence

School Board's Response to the 2024-2025 Vote and Resolution of Non-Concurrence		Response	Status Update 1/20
<b>Recommendation</b>		Sheila White, American Indian Coordinator, will set up tours and invite interested parties. The following action steps have been planned: <ul style="list-style-type: none"> <li>Sheila White requested detailed weekly schedules from all 6 Liaisons by February 11, 2025. All schedules were received and reviewed to begin planning for the tour for mid-to-late April.</li> <li>Tour times will be scheduled when Liaisons are not meeting with their students.</li> <li>A google poll will be sent to the AIPAC and invited stakeholders to choose the dates/times that will work for them.</li> <li>The tours will take place on Thursday, May 8, 2025.</li> <li>Tentative plans: There will be 2 tour groups: Morning Group 1 West side schools; Laura MacArthur, Stowe, Denfeld HS, Lincoln Park and Afternoon Group 2 East side schools; East HS, Ordean East, ALC. Sheila will lead the tours and document participants and debrief with the groups after each visit; AIPAC questions include: Where are liaisons and American Indian Education staff located? Do they have adequate space? Are they sharing space with other programs? Do the spaces appear to represent and be inclusive to the indigenous cultures they are supporting?</li> <li>The Duluth Indigenous Commission accepted an invitation to tour at a date to be determined. We are still waiting to hear back from Fond Du Lac Tribal. Also, several Board members have expressed an interest at this point.</li> <li>Sheila White will present responses from the tour to the AIPAC at the May/June meeting.</li> </ul>	<p><b>A tour occurred on May 8th, 2025 and was attended by several AIPAC members and School board members.</b></p>
<b>1</b>	We recommend providing the opportunity for AIPAC committee members to tour all sites where we currently have American Indian Liaisons. We recommend inviting school board members to attend the tour alongside the advisory board. We recommend inviting other interested parties, i.e. the Duluth Indigenous Commission, to attend the tour.		
<b>2</b>	We recommend implementing an action plan by the 4th quarter of SY 2024-2025 that identifies American Indian students who need additional transportation support and utilize district vans/drivers to intentionally target American Indian students that need additional transportation support to get to school.	In late May, the district will initiate a survey asking American Indian families K-12 and secondary students to share if they have transportation challenges. This data will be used to determine the viability of additional transportation options.	<p><b>A safe routes to school survey for all families was disseminated in early December 2025. Our department is currently looking to better understand the needs lifted in this survey but also the specific needs of American Indian students.</b></p>

<b>3</b>	We recommend utilizing the American Indian Education Coordinator, the various American Indian parent committee members, and the local Indigenous community such as AICHO, local Tribal Urban Offices, and The Duluth Indigenous Commission to assist in vetting Professional Development opportunities and curriculum. District wide Professional Development (PD) must not solely come out of American Indian Education Aid funds and must be used proportionally while achievement gaps exist.	Sheila White and Annie Schilling will collaborate to develop the Professional Development (PD) plans for the final PD of the year which is on May 27, 2025 and the initial PD Plan draft for the school year 2025-2026. Funding of all PD Opportunities on PD Days (including American Indian focused PD) will be consistently funded from the General PD budget. Plans and development of American Indian focused PD offerings throughout SY 2025-26 will be vetted and sourced in collaboration with AICHO, local Tribal Union Offices, and other area Indigenous organizations.	<p><b>Annie has contracted with Ricky White to provide training. In progress. By the end of the school year, all certified staff and Principals and Paraprofessionals will have completed Cultural Competency. Paras will have completed Generational Trauma (Ricky DeFoe) and Treaty Rights History (Thomas Howes). All funding came from General Budget and/or Title II Funding.</b></p>
<b>4</b>	Minnesota Statute 122A.70 requires retention strategies for American Indian educators within the school district. An HR plan has not been shared or discussed with the American Indian parent committees. We recommend providing the statistics within the district about how many American Indian staff we currently employ, how many American Indian applications were received that met minimum qualifications and were not offered interviews, and how many American Indian staff we have lost within the past 2 years.	Sheila White will work with our Human Resources Department to ensure timely posting of vacancies. Please find below comments and initial action steps: <ul style="list-style-type: none"> <li>A copy of the District's draft Recruitment and Retention Plan was shared with the committee on April 1, 2025. This plan includes specific strategies tailored to recruiting and retaining American Indian educators and staff. Theresa Severance attended the AIPAC meeting on April 9, 2025 where she received feedback for plan modifications.</li> <li>The District currently employs 29 American Indian staff, which represents 1.79% of our total staff.</li> <li>To date for this school year postings, we have received 16 American Indian applications.</li> <li>There are 13 American Indian employees that left the District from January 2023 to date.</li> <li>Due to Equal Employment Opportunity (EEO) guidelines, we are unable to delineate which applications met minimum qualifications and were not offered interviews. EEO data, which includes race and ethnicity, is kept separate from the application review process to ensure impartiality and prevent any potential bias. This separation is standard practice and helps us maintain a fair and equitable hiring process for all applicants. We understand the importance of transparency and are committed to providing you with information we can, while also adhering to legal and ethical guidelines.</li> <li>We are dedicated to working collaboratively with the AIPAC committee to ensure the successful recruitment and retention of American Indian staff across all positions within our district.</li> </ul>	<p><b>The District currently employs 29 American Indian staff, which represents 1.5% of our total staff. We do not receive racial demographics for applicants, that information is kept separate from the application and applicants can choose not to respond. 11 American Indian employees have left the District since January 2024.</b></p>

# A Path Forward

- Follow Guiding Light
  - State Aid Plan
- Consolidate Priorities
  - Align on key priorities
- Build from Ground Up
  - Systems and structures





## Questions?

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- Any questions?
- Comments?
- Concerns?
- Feedback?

## **COW Agenda Cover Sheet**

**Meeting Date:** February 5, 2026

**Topic:** American Indian Education, The Resolution of Concurrence or Nonconcurrence

**Presenter(s):** American Indian Parent Advisory Committee (AIPAC)

**Attachment:** It will be provided at the meeting.

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

According to MDE guidelines, "Prior to March 1 of each year, the AIPAC must meet to discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students. If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence.

The vote and resolution must be presented to the school board by one or more members of the AIPAC. If the vote is one of nonconcurrence, the AIPAC must also provide written recommendations for improvement to the school board at the time of the presentation. The school board does not "approve" the resolution. They receive the information, and it is reflected within the board minutes. In the case of nonconcurrence, the school board is given 60 days in which to respond, in writing, to the AIPAC recommendations. The board response must be signed by the entire school board and be provided to the AIPAC and submitted to the Office of American Indian Education"

Source: <https://education.mn.gov/MDE/dse/indian/parent/>

**This Requires School Board Approval : No**

## COW Agenda Cover Sheet

**Meeting Date:** Feb 5, 2026

**Topic:** AI (Artificial Intelligence) Implementation

**Presenter(s):** Jen Larva, Cindy Miller, Greg Krueger

**Attachment:** [Artificial Intelligence Implementation - COW Presentation Slides](#)

**Brief Summary of Presentation or Topic:**

This presentation discusses the district's rollout of AI, providing an overview of how staff and students are being prepared to meaningfully and responsibly use AI. The presentation also summarizes why the district is pursuing our AI rollout, how we are striving to increase the AI literacy of our students, and how stakeholder input will be considered as our use of AI evolves.

**This Requires School Board Approval : No**

# Artificial Intelligence in Duluth Public Schools

Greg Krueger, Jen Larva, and Cindy Miller

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**Core Purpose:** To provide a **structured**, **ethical**, and **rigorous** framework for AI literacy integration in Duluth Public Schools 

# BELIEFS



## 1. INCLUSIVE DIGITAL FUTURES

We believe in ensuring inclusive **digital futures**. AI literacy can reduce inequities and expand opportunities.



## 2. HUMAN-CENTERED APPROACH

We believe in a **human-centered approach** where AI is a tool to support the irreplaceable role of educators.



## 3. ETHICAL & SUSTAINABLE AI

We commit to using only ethically responsible AI tools that are **safe, private, and environmentally sustainable**.



# Program Objectives and Goals



Empowering educators to utilize AI as a high-level classroom assistant.



Preparing secondary students with skills to navigate the "Age of AI."



Establishing a "Walled Garden" for safe, acceptable AI learning.



Acknowledging current student access and use of AI tools.

# Why & Importance



**Responsibility to build students' AI literacy**



**Preparation for college and career opportunities beyond ISD709**



**Equitable access to educational tools and information**



**AI is not perfect; students must be prepared to scrutinize information in the age of AI**



**Sustaining curiosity, confidence and thoughtful AI use across system**

# What is AI Literacy



**AI Literacy means knowing how to use AI tools effectively and ethically.**

- It isn't just a tech skill; it's a human superpower that **balances** understanding how the technology works with knowing how it impacts our world.

# ETHICAL LANGUAGE AND DIGITAL GUARDRAILS IN EDUCATION

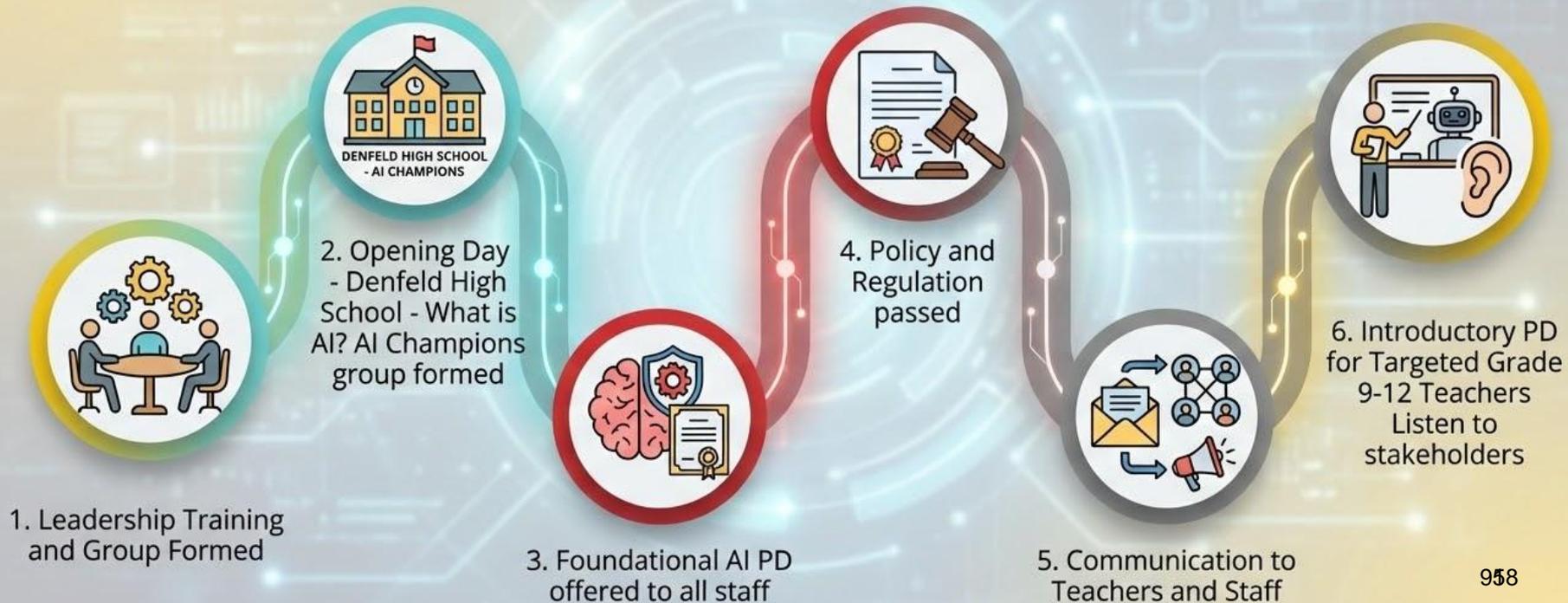


## Strategic Long-Term Vision

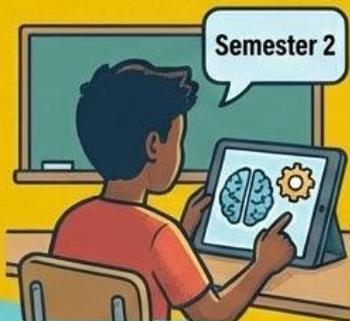
- Consistent ethical "Common Language" across departments.
- Alignment with state and university technology leaders.
- Robust governance through updated policies and digital guardrails.
- Compliance with student<sup>947</sup> data privacy laws

# Timeline

Phase 1: Spring - Fall 2025



# AI IMPLEMENTATION ROLLOUT & NEXT STEPS



**Student Readiness (Semester 2):** High school teachers in the target subject areas are currently delivering introductory AI lessons to ensure students understand responsible use before gaining tool access.



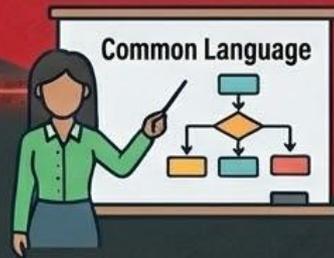
## Public Transparency

A dedicated Instructional Technology webpage—featuring a Parent/Community One-Pager and an AI FAQ—is scheduled for publication to ensure community clarity prior to student rollout.

**February 23, 2026**

## Student Launch:

The Technical Department is scheduled to grant Gemini access to all students in **grades 9-12 on February 23, 2026.**



**March 2 PD Day**

**Instructional Integration:** Following the **March 2 PD Day**, secondary departments will begin formal implementation of the "Common Language" tool to guide students in ethical AI use for every assignment.

# Considering Stakeholder Input

In order to foster continuous improvement, we plan to:



Consult with higher ed,  
Minnesota Department of  
Education, other districts



Gather community feedback  
in multiple formats



Gather student feedback  
throughout implementation



**Continuous Improvement**



Publish contact information for AI implementation leaders on district website

# Questions

Do you have any further questions for the team?



Google Gemini was used to enhance the appearance of these slides.

# Appendix: MSBA Resources

[Strategic Use of AI in Education](#) (Presentation)

[Artificial Intelligence, ChatGPT, and the Future of Education](#) (Article)

## **COW Agenda Cover Sheet**

**Meeting Date:** February 5, 2026

**Topic:** Special Education Update

**Presenter(s):** Jason Crane, Director  
Lora Thurston, Assistant Director

**Attachment:**  Special Education Updates February 2026

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

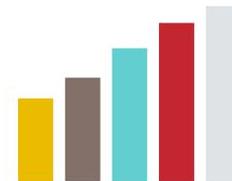
Overview of Special Education services in ISD 709

**This Requires School Board Approval :**

N/A

# Special Education Update

February 2026



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# IDEA Law-34 CFR 300

Purpose - to ensure that all children with disabilities have available to them a free appropriate education that emphasizes specially designed instruction and related services.

Specially designed instruction means adapting, as appropriate to the needs of the eligible child, with the disability, the content, methodology, or delivery of instruction.



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Budgetary Guidance from MDE

The state funds special education because it recognizes that special education services cost more than those provided to all children. Appropriations are based on the perception of the “excess costs” of special education. The term “excess cost” stems from the legislative assumption that general education revenue is used to cover basic costs for each child (including those with disabilities) and the legislative desire to share the burden of these extra costs with local educational agencies (LEAs).



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Special Service Support Team

- Director: Jason Crane
- Assistant Director: Lora Thurston
- 4 Administrative Clerical and Business Manager:
- Julie Venus TOSA: Supports PD, Mentors, Surrogacy, Assistive Technology
- 6 Supervisors:
  - Kathryn Hatfield-supports Setting 3 all levels
  - Rebecca Crane-Early Childhood Special Education
  - Sarah Arlt-Elementary Special Education
  - Kate Pahl-Secondary Special Education
  - Ashley Downey-STEPS Supervisor
  - Sonny Jenkins- Behavior Support Specialist



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Areas of District Identification:

- The federal Department of Education requires states to report annually on districts' efforts to implement the Individuals with Disabilities Education Act (IDEA). As part of the report, the Minnesota Department of Education (MDE) identifies districts as having disproportionate data related to indicators measuring activities potentially influenced by non compliant policies, procedures or practices within the district.
  - **Indicator 4:** Measures disproportionate rates of suspension/expulsion for children with disabilities.
  - **Indicator 9:** Measures disproportionate identification of racial and ethnic groups as needing special education services.
  - **Indicator 10:** Measures disproportionate identification of racial and ethnic groups as needing special education services in specific disability categories.



# Support and Leadership provided by Special Services

- MTSS - Compass
  - ADSIS Grant
- Suspension projects
  - Coordinated Early Intervening Supports - CEIS
- Advocacy response
- Special services support
  - Mentoring
  - Due Process Support
  - Individual Staff Support
  - Evaluations
- Professional Development
  - Science of Reading Training for Certified and Non-Certified
  - Licensure specific trainings

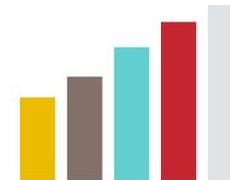


DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Special Education Eligibility

	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>Elementaries</b>	551	528	586	791	837	807	880
<b>Middle School</b>	278	260	277	318	320	321	342
<b>High School</b>	432	422	442	484	552	567	576
<b>Care and Treatment</b>	61	56	43	58	123	165	164
<b>Non-Public</b>	14	31	26	42	48	38	47
<b>ECSE</b>	276	232	306	361	418	395	337
<b>Total</b>	<b>1598</b>	<b>1498</b>	<b>1654</b>	<b>2012</b>	<b>2250</b>	<b>2293</b>	<b>2299</b>



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Staffing Increases

	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>Certified</b>	132.50	134.50	149.10	162.90	172.90	172.30	174.40
<b>Related Service</b>	60.30	61.10	61.30	66.50	75.35	72.65	70.77
<b>Non Certified</b>	166.90	155.04	165.43	172.83	181.42	192.80	199.20
<b>Support Staff</b>	13.54	12.34	14.14	14.20	15.80	15.80	15.80
<b>Total FTE</b>	<b>373.24</b>	<b>362.98</b>	<b>389.97</b>	<b>416.43</b>	<b>445.47</b>	<b>453.55</b>	<b>460.17</b>



DULUTH PUBLIC SCHOOLS

**Special  
Services**

# Factors Impacting Budget

- Robust Health and Family Services provided in Duluth draws families and students to receive services and enroll in ISD709.
  - Rising demand and complexity of student needs
  - increased enrollment, including families in other districts being encouraged to seek services in Duluth
- Staffing Crisis - 29 licensure areas needed to support students with IEPs. Nationwide shortages in many areas of licensure.
- Increased funding costs
- Mandated early Identification and services provided until age 22.
- More Professional development opportunities



DULUTH PUBLIC SCHOOLS

**Special  
Services**

**Policy Committee Meeting**  
Duluth Public Schools, ISD 709  
Agenda  
Thursday, February 12, 2026  
District Services Center  
709 Portia Johnson Dr.  
Duluth, MN 55811  
4:30 PM

1. **AGENDA ITEMS**
2. **POLICIES FOR FIRST READING**
  - A. 542 Intra-District Transfers (renumbering and update to 5040 Transfers within the School District) 2
3. **POLICIES FOR SECOND READING**
  - A. 612.1 Development of Parental Involvement Policies for Title I Programs (replacing 1067 Parent/Community Involvement Policy) 4
4. **REGULATIONS & FORMS - Informational**
  - A. 542R Intra-District Transfers (renumbering and update to 5040R Student Transfers) 13
  - B. 542F Request for Student Intra-District Transfer Form (renumbering and update to 5040F) 15
5. **POLICES TO CONSIDER FOR DELETION**
  - A. 6000 Series 18
6. **OTHER**

## ~~+5040-542 TRANSFERS WITHIN THE SCHOOL DISTRICT~~ **INTRA-DISTRICT TRANSFERS**

### **I. PURPOSE**

To establish the process and criteria for students to request attendance at a school or program within the District other than their assigned attendance boundary school.

### **II. DEFINITIONS**

An intra-district transfer is defined as when a Duluth Public Schools student who is enrolled at their attendance boundary school requests to attend a different school or program within the District other than the one assigned by address.

### **III. GENERAL STATEMENT OF POLICY**

The intent of the **intra-district** transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with ~~his/her~~ **their** peers. The ~~School~~ District is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.

#### Approval of **Intra-district** Transfer Requests

The Assistant Superintendent will allow or deny a transfer request after careful consideration of the application information. **Decisions will be** guided by School Board Policy, District regulations, teacher/student ratio, class size, **building capacity** ~~classroom space~~, **student attendance rate**, and building populations. **Administration may determine exceptions to these considerations based on special circumstances.** The Assistant Superintendent will make the final ruling on ~~a~~-an **intra-district** transfer request. ~~Transfers not approved by the Assistant Superintendent may be appealed to the transfer appeal board.~~

Each school year requires extensive advance planning relative to projected enrollments, curriculum offerings, and staffing for each building. Approval of **intra-district** transfers from one building to another **within the school district** will be limited to reasonable requests following designated timelines.

The transfer of a student from one school attendance area to another within the School District may be initiated by the student (18 years of age), by either a parent or guardian, **by a school team** ~~School's Supportive Services Team (SST)~~, ~~by the Special Education Child Study Team (CST)~~, or by the principal.

#### Continuation of Approved Education **Intra-district** Transfer

The student may complete all grades contained in the school to which ~~he/she~~ **they** have transferred. To continue attendance from an elementary to a middle school or from a middle school to a high school, completion of a new **intra-district** transfer request **must** ~~will need to~~ be submitted to the **Enrollment Center for** ~~Office of the Assistant Superintendent~~ **approval or denial** by the due date.

#### Timelines for **Intra-district** Transfer Requests

Student **intra-district** transfer approvals will be implemented either at the beginning of a school year or at the beginning of a school year's second semester. Administration may determine exceptions to these timelines **based on special circumstances.** **Intra-district** transfer requests for the upcoming school year must be submitted prior to **February 1st** ~~April 30<sup>th</sup>~~. Second semester **intra-district** transfer requests must be submitted by **December 1<sup>st</sup>**. The only exception to the standard deadlines is by March 15th for kindergarten enrollment

for the upcoming school year. ~~Administration may determine exceptions to these timelines.~~

Adopted: 09-08-1981 ISD 709  
Revised: 02-21-1995  
06-20-1995  
03-19-2005  
05-17-2005  
02-12-2008  
12-16-2014 ISD 709

~~5040 - 1 of 1~~

~~Duluth Public Schools ISD 709 | 215 N First Avenue East | Duluth, MN 55802 | (218) 336-8752~~

## **612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board directs the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. This policy establishes the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible; and
  - 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children

achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
  - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and
  - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
  - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide federal program advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)

**Cross References:** None

**Resources:** U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance (January 2025)

Replacing: 1067  
 First Reading: 01.13.2026  
 Second Reading: 02.12.2026  
 Adopted:

Adopted:  
612.1

MSBA/MASA Model Policy

Revised:

Orig. 1996  
Rev. 2025

## **612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

**[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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- C. Coordinate and integrate parent and family engagement strategies with similar

strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

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- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children,

and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
    - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide federal program parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)

**Cross References:** None

**Resources:** U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance (January 2025)

## ~~1067 PARENT/COMMUNITY INVOLVEMENT POLICY~~

~~Independent School District #709 firmly believes that the future success of students in our schools depends on the commitment and effort put forth by our students, their parents, our staff and our community. We believe that parent and community involvement should play an integral part in the shared decision making process. Parents will be provided appropriate data through electronic means. School district and building staff will be expected to post information in support of Policy 1015 School Communications.~~

~~Therefore, it is the policy of Independent School District #709 to encourage and support parent/community activities that:~~

- ~~1. Develop equal partnerships that are committed to and focus on the best interests and educational achievements of our students.~~
- ~~2. Maintain open and effective communication between students, parents, teachers and the community including electronic forms of communication.~~
- ~~3. Stimulate and foster a diverse parental group that is involved in a wide variety of school and community activities.~~

~~Adopted: 06-20-1996 ISD 709~~

~~Revised: 0-6-21-2005 ISD 709~~

**5040R 542R STUDENT INTRA-DISTRICT TRANSFERS**

**Process and Procedure**

- 1. Initiation and Decision-Making on Intra-district Transfer Requests  
 Parents or guardians desiring to transfer their child from their home residential attendance area to another attendance area in the School District must complete a Request for Student Intra-district Transfer form and submit it to the Enrollment Center for Assistant Superintendent approval or denial.

In addition, parents or guardians desiring to transfer their child from their attendance area school to an alternative program must submit an application Request for Student Intra-district Transfer Form. These programs are Myers-Wilkins Spanish Immersion, Lowell Spanish Immersion, Lowell Ojibwe Immersion, and Lincoln Park Middle School Spanish Immersion.

- 2. Intra-district Transfer Guidelines and Consideration  
 The Assistant Superintendent will take into consideration teacher/student ratio, class size, and class space building capacity, student attendance rate, and building populations when making intra-district transfer decisions. For the purpose of transfer consideration, the following class size guideline will be used when determining transfer requests:

- Kindergarten: (24)
- Kindergarten Immersion (24)
- Grade 1 (26)
- Grade 1-2 (26)
- Grade 2 (26)
- Grade 2-3 (26)
- Grade 3 (28)
- Grade 3-4 (28)
- Grade 4 (28)
- Grade 4-5 (28)
- Grade 5 (28)

~~Middle and High School: Teacher/Student ratios, class size, and classroom space will also be considered when making transfer decisions for middle and high school students~~

- 3. Revoking Intra-district Transfer Based on Attendance  
 An approved intra-district transfer may be revoked based on an attendance rate that is less than 90% of enrolled days. Excused, unexcused, and partial day absences count towards the consistent attendance rate calculation.

To consider a revocation, a school must provide documented evidence of following established notification and truancy process and procedures.

Upon revoking an approved intra-district transfer, the school must give in writing a 5 business day notice of revocation with a stated start date in the attendance area school.

- ~~3. Transfer Appeal Board  
 The Assistant Superintendent will convene the Transfer Appeal Board upon the request of the applicant for applications submitted by the due dates stated in the Timelines for Transfer Request. Requests submitted after the due date will not be considered until the following semester. The Transfer Appeal Board will be made up of one school board member, a district administrator other than the Assistant Superintendent, and two community members,~~

~~keeping in mind the need to maintain a balance of representation across the district. Unique circumstances may require exceptions to these timelines.~~

~~The priority of teacher/student ratio, class size and classroom space are of utmost importance and the Transfer Appeal Board will work to uphold these standards. The principal will be consulted by the Transfer Appeal Board to best understand the details of these circumstances before an approval. Criteria that may be considered include previous attended school, staff request, sibling attendance and student eligible for federal lunch subsidy.~~

4. Moving to a New Attendance Area

~~Parents and guardians who move from one attendance area to another within the School District are requested to notify the principals involved two (2) weeks prior to the actual move. The former school is responsible for forwarding all appropriate records.~~

When a student **who has been approved for an intra-district transfer** begins an educational program in a school and his/her parent(s) or guardian(s) moves to another attendance area, the student may continue to attend the approved assigned school in which he/she **they** began **until the end of 5th grade or 8th grade.**

It is the responsibility of the parent **or guardian** to **continue to** transport the student to and from the requested school **or to and from the established bus stop serving the requested school** **until the intra-district transfer has expired at the end of 5th or 8th grades.**

5. Eligibility for Co-curricular Activities Competition

Athletic ability and the preference to participate on another school's athletic team will not be considered as a valid reason for requesting a transfer of schools. To be eligible to represent a school as a member of an athletic or academic team, a student must reside with his/her parent(s) or legal guardian(s) within the boundaries of the attendance area of that school or be attending that school with a valid transfer. All participation must be consistent with **Minnesota State High School League (MSHSL)** rules.

The Term "Homeless Children and Youth"

Means individuals who lack a fixed, regular, and adequate nighttime residence; and includes – children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency shelters; are abandoned in hospitals; or are awaiting foster care placement.

Adopted: 09-08-1981 ISD 709  
Revised: 02-21-1995  
06-20-1995  
03-19-2002  
11-19-2002  
05-18-2004  
04-19-2005  
01-15-2008  
03-17-2009  
04-23-2009  
05-19-2009  
07-21-2010  
07-09-2013  
11-18-2014 ISD 709

# REQUEST for STUDENT INTRA-DISTRICT TRANSFER FORM

## Duluth Public Schools

218-336-8739

Intra-district transfers are when a student lives inside the boundaries of Duluth Public Schools, but would like to attend a different school than the one assigned by address. These requests are approved or denied based on many factors, including, but not limited to, class size, building capacity, student needs, current attendance rate, and student to teacher ratio.

- An approval or denial should be expected within 15 calendar days of form submission.
- Approved requests will be implemented either at the start of the school year or at the beginning of second semester.
- Intra-district transfer requests for the following school year must be submitted prior to **February 1st**.
- Intra-district transfer requests for the upcoming school year for kindergarten must be submitted by **March 15th**.
- Second semester transfer requests must be submitted by **December 1st**.

\_\_\_\_\_  
Student's Full Name (please print)

\_\_\_\_\_  
Student's Current Grade

\_\_\_\_\_  
Duluth, MN 55\_\_\_\_\_

\_\_\_\_\_  
Street Address

I request my child transfer from \_\_\_\_\_ to \_\_\_\_\_  
Assigned School / Program Requested School / Program

### Check priority reason for request:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Sibling(s) currently attend the requested school       | <input type="checkbox"/> Student's childcare is in requested school's attendance area       |   |
| <input type="checkbox"/> New to district enrollment                             | <input type="checkbox"/> Parent workplace location is in requested school's attendance area |   |
| <input type="checkbox"/> Student is child of a staff member at requested school | <input type="checkbox"/> Spanish Immersion  | <input type="checkbox"/> Ojibwe Immersion |
| <input type="checkbox"/> Due to KEY Zone capacity                               | <input type="checkbox"/> Other _____  |   |

**NOTE:** Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org)) rules regulate eligibility of students in grades seven through twelve who transfer to a school other than the one in whose attendance area they reside. If your child participates in, or plans to participate in, high school athletics/activities and you feel an eligibility issue may affect your child, please contact the school athletic director for specific information before submitting this request.

### READ BEFORE SIGNING: If this intra-district transfer is approved, I understand:

- It is my responsibility to transport the student to and from the requested school.
- The rules of the Minnesota State High School League regarding transfers between secondary schools may affect my child's eligibility for athletics and activities.
- An approved intra-district transfer expires at the end of 5th grade and the end of 8th grade. To continue attendance at a school that is not assigned by address from an elementary to a middle school or a middle school to a high school, a new intra-district transfer request must be submitted by designated timelines.
- Consistent attendance, as defined by attending 90% or more of enrolled days, must be maintained while attending requested school/program or the approved intra-district transfer may be revoked. Excused, unexcused, and partial day absences count towards the consistent attendance rate.

**Submit form to:** Enrollment Center, Duluth Public Schools 709 Portia Johnson Drive Duluth, MN 55811

\_\_\_\_\_  
Parent / Guardian Name (please print)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

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\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

# OFFICE USE ONLY

## CONSIDERATION CHECKLIST

Is this a new to district enrollment?

YES

NO

Note any special circumstances with this new enrollment? \_\_\_\_\_

Does the student have an IEP?

YES

NO

If yes, date of special education notification? DATE: \_\_\_\_\_

Is the student identified as FIT?

YES

NO

If yes, date of FIT Coordinator notification? DATE: \_\_\_\_\_

Prior Spanish or Ojibwe Immersion enrollment?

YES

NO

Not Applicable

If yes, which grade levels and location? \_\_\_\_\_

Current Infinite Campus Chronic Absenteeism rate? \_\_\_\_\_ (Date Data Accessed: \_\_\_\_\_)

Chronic Absenteeism rate accessed in Infinite Campus; target percentage of < 10%

If bullying/harassment noted as request reason, has principal been consulted?  YES (Date: \_\_\_\_\_)  NO

Note from Principal \_\_\_\_\_

Application Notes - (If applicable, such as Immersion, IEP, FIT, or other considerations):

### APPROVED

Assigned School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Assigned Program at School (if applicable): \_\_\_\_\_

Effective: School Year \_\_\_\_\_ Semester: **One** **Two**

### DENIED *Reason for Denial:*

Building Capacity \_\_\_\_\_

Grade Level Class Size \_\_\_\_\_

Program Capacity \_\_\_\_\_

Chronic Absenteeism Rate \_\_\_\_\_

(Chronic Absenteeism Rate; target <10% as calculated in Infinite Campus)

Other \_\_\_\_\_

### *If denied: IF APPLICABLE, ALTERNATIVE PLACEMENT RECOMMENDATION*

First Recommended Alternative School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Second Recommended Alternative School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Notes for Recommendation(s): \_\_\_\_\_

## REQUEST FOR STUDENT TRANSFER

Duluth Public Schools  
(218) 336-8739

The Duluth Public School District is committed to high quality academic and development opportunities for all students within each of its elementary, middle school, and high school settings. Serving the unique student centered needs of each student is a primary value and evident in the "Duluth Public Schools experience." The district acknowledges that unique circumstances may exist giving consideration for a request to transfer to a site outside the family's attendance area. The parent/guardian may initiate the transfer request process by completing this transfer request form. The Assistant Superintendent, guided by School Board Policy 5040 and Regulation 5040R, with regard for teacher/student ratio, class size, classroom space and building populations, will allow or deny a transfer request after careful consideration of the application information.

**Approved student transfer requests will be implemented either at the beginning of the school year or at the beginning of a school year's second semester.** Transfer requests for the following school year must be submitted prior to **April 30th**. Second semester transfer requests must be submitted by **December 1st**.

Transfers not approved by the Assistant Superintendent may be appealed to the Transfer Appeal Board. The Assistant Superintendent will convene the Transfer Appeal Board upon the request of the applicant for applications submitted by the due dates stated in the timelines for transfer request. Requests submitted after the due date will not be considered until the following semester.

\_\_\_\_\_  
*Student's Full Name (please print):*

\_\_\_\_\_  
*Current Grade*

\_\_\_\_\_  
*Street Address*

Duluth, MN 55\_\_\_\_\_

I request my child transfer from: \_\_\_\_\_ to \_\_\_\_\_  
*Assigned School Requested School*

School year transfer request to become effective: \_\_\_\_\_ Semester:  One  Two

The Reason for this request is based on the following unique and compelling need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org)) rules regulate eligibility of students in grades seven through twelve who transfer to a school other than the one in whose attendance area they reside. If your child participates in, or plans to participate in, high school athletics/activities and you feel an eligibility issue may affect your child, please contact the school athletic director for specific information before submitting this request.

\_\_\_\_\_  
*Parent/Guardian Name (please print):*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Work/Cell Phone*

**READ BEFORE SIGNING:** I understand that if this request is approved, it is my responsibility to transport the student to and from the requested school or to and from an established bus stop serving the requested school. I also understand that if this request is approved, the rules of the Minnesota State High School League regarding transfers between secondary schools may affect my child's eligibility for sports and activities.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**Please return to:** Office of the Assistant Superintendent, Duluth Public Schools, 709 Portia Johnson Drive, Duluth, MN 55811

### For District Use Only

Date Application Received: \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
*Assistant Superintendent of Schools Signature*

\_\_\_\_\_  
*Date*

Student will be assigned to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
*School Starting Date Grade Level*

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## **6025 VOLUNTEERS IN SCHOOL**

The School Board, recognizing that educational excellence can only be achieved by using all the resources available in our community, supports the use of volunteers in the classroom and in other locations within school buildings as a method by which teachers and students may receive additional assistance. The purpose of the volunteer program is:

1. To provide positive adult relationships to students.
2. To provide individualized attention for students.
3. To provide enrichment for students.
4. To provide an added dimension of self-esteem and self-confidence for students.
5. To assist in providing supervision for special student activities.
6. To provide an opportunity for parents to become more familiar with school activities and/or operations.

The School District will provide an inservice for volunteers as an assurance that the presence of volunteers will not result in a higher student ratio and that confidentiality of students will be maintained.

The use of volunteers is at the discretion of each building's professional staff.

The professional staff within a school that has accepted the use of volunteers will assume the responsibility for the effectiveness of the volunteer(s).

Ways in which a volunteer may be used in a school include, but are not limited to: instructional assistance, assisting with materials and equipment, non-instructional assistance, creativeness in areas of personal interest or talent, and participation in a school's structured program offerings.

Adopted: 05-13-1986 ISD 709  
Revised: 06-20-1995  
08-17-2004 ISD 709

## **6045 SCHOOL LIBRARIES**

The Superintendent shall maintain and promote a school library program, embracing teaching, reading guidance, and advisory services for pupils and teachers by providing adequate personnel, facilities, materials, and equipment.

Reference: MCAR 6

Adopted: 06-09-1970 ISD 709

Revised: 10-09-1979

01-08-1980

06-20-1995 ISD 709

## **6055 ELEMENTARY SCHOOL DAY**

Elementary schools will be open at least one-half hour prior to the start of the school day when the weather is inclement and the students shall be admitted. The principal is responsible for adequate supervision. At elementary schools, which have school safety crossings, students will be brought across the intersections beginning twenty minutes prior to the start of the school day. At the close of the school day, elementary students who ride the bus are not to be retained beyond the regular dismissal time and elementary students are not to be retained beyond the time they receive the protection of school police at street crossings unless parents are notified and agree and other arrangements are made for transportation.

Adopted: 06-09-1970 ISD 709  
Revised: 06-20-1995  
08-17-2004 ISD 709

## **6060 RELIGIOUS EDUCATION CLASSES**

Pupils, upon the request of their parents, shall be excused to attend weekday religious education classes "not exceeding in the aggregate three hours in any week." The general arrangements of such programs shall be mutually agreed upon by the religious organizations and the school principal.

Parents requesting the attendance of their children during the public school day at religious instruction centers must file proper application with the school principal.

The organization sponsoring religious instruction shall assume full responsibility for those students released. The responsibility extends from the time the student leaves the public school building until he returns. Communication as to class time, attendance, exclusions from religious classes, or the completion of the course of instruction shall be shared with the principal.

Reference: MS 120A.22, Subd 12

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

08-17-2004 ISD 709

## 6065 EMERGENCY EVACUATION OF SCHOOLS

1. Fire Drills--Each principal or program leader shall conduct regular disaster and fire evacuation drills (at least nine per school year), and direct a program that will promote the evacuation of the building as rapidly and safely as possible. A false alarm evacuation is considered a serious offense, and the responsible person will be disciplined to the extent allowed by the School District's Discipline Policy. Non-students who initiate a false alarm will be turned over to the Duluth Police Department.
2. Bomb Threats--Each principal or his/her designated representative is to investigate all threats of bodily harm and/or possible building damage immediately on notification of such threat. If time permits, the principal or his/her designee shall contact the Police and Fire Departments for input on a responsive plan to the threat. If time is lacking, the principal or his/her designee must implement immediately an emergency evacuation of the building. During the evacuation process the Police and Fire Departments shall be contacted. Before students and staff reenter the building, a search of the building by designated police, fire, custodial, and instructional personnel will take place.

Note: Persons receiving threats via the telephone should record the message verbatim, making note of voice characteristics, and listen for any unusual background noises.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

## **6070 UNITED STATES FLAG DISPLAY**

The United States of America flag shall be raised every school day in fair weather upon the flag staff in the yard of the school, on all legal holidays and flag days, and on such other days as the School Board may direct. Every classroom, including the principal's office, shall properly display the United States of America flag.

Reference: MS 121A.11

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

08-17-2004 ISD 709

## **6090 STAFF DEVELOPMENT**

Recognizing that excellence in education is dependent upon a quality staff, the School Board supports an ongoing program of staff development. The School District is committed to developing policies and processes for continuous improvement of curriculum, instruction and assessment. Staff development is an organized program which enables participants to grow personally and professionally. This program should be: 1) continuing; 2) flexible; 3) needs-responsive; and 4) designed by a multi-role group; 5) researched based; 6) and designed to improve student achievement. The ultimate goal of staff development is positive student growth.

Adopted: 06-05-1984 ISD 709

Revised: 06-20-1995

07-21-1998

08-17-2004 ISD 709

## **6100 HIGH SCHOOL SCHOOL DAY**

All regular high schools shall maintain a schedule that results in at least 1,020 hours of instruction for the school year.

Adopted: 07-20-1983 ISD 709  
Revised: 08-11-1987  
08-08-1989  
01-15-1991  
06-20-1995  
08-19-2003  
10-19-2004 ISD 709

## **6105 SCHEDULING OF SECONDARY CLASSES**

When preparing the school's master schedule of classes, each principal shall strive for an equitable distribution of course sections across all periods; and in none of the periods shall there be fewer than ten percent (10%) of the total course sections available in the school. Appropriate scheduling of credits should be accomplished by students, parents, and counselors working together. Students who do not graduate with their class and return to school will be allowed to maintain a modified or shortened school schedule.

In order to assure that each student has involved his/her parent(s) or guardian(s) in the decision-making as to courses in which the student shall enroll, the student's schedule must bear the parent or guardian's signature, indicating concurrence with the schedule of courses which has been selected. Any subsequent schedule changes in a student's schedule must also bear the parent or guardian's signature.

In bringing about the balanced curriculum, counselors play a critical role as they guide students to give strong consideration to a diversified, non-stereotypic selection of courses. During their high school years, students should be encouraged to continue exploration of the various disciplines and fields of study contained within their particular school environment. As counselors aid students to make curriculum choices, they should do so after evaluating the student's post secondary plans, interests, and to ensure that the choices made by the student and family will result in a total program which will be challenging and of the greatest possible value to each individual student.

Adopted: 07-20-1983 ISD 709

Revised: 08-11-1987

08-08-1989

01-15-1991

06-20-1995

08-19-2003

10-19-2004 ISD 709

## **6115 RECOGNITION OF RELIGIOUS, CULTURAL AND ETHNIC CUSTOMS**

The School Board recognizes that the First Amendment to the United States Constitution provides for the separation of church and state. Within limits defined by the United States Supreme Court, government is neither to advance nor inhibit religion(s).

Public School K-12 music education will reflect the diverse secular, religious, cultural, and ethnic traditions of American society. Therefore, to assist educators in deciding the appropriateness of studying, creating, and performing music from a wide variety of these traditions, regulation 6115R is provided.

Adopted: 06-09-1970 ISD 709  
Revised: 01-18-1994  
06-20-1995 ISD 709

## **6115R RECOGNITION OF RELIGIOUS, CULTURAL AND ETHNIC CUSTOMS**

1. Any work of art studied or performed is to be selected for its content and inherent beauty of structure and form, as well as for its style and historical significance. Art, drama, and religious symbols may be used as a teaching aid or resource provided such symbols are used as an example of the religious, cultural, or ethnic traditions being presented not be used to promote any particular doctrine or religion.
2. Criteria for repertoire selection may include within its broad scope music with a sacred text; however, the text of sacred music should not be emphasized through the use of pageantry, scripture reading, or any act that could be construed to be devotional in nature.
3. A balanced offering of music literature from the various secular, religious, cultural, and ethnic traditions will be studied and/or performed in a course or at a concert so that the study and/or performance will not be construed as a religious service or religious indoctrination.
4. Public school music groups may not participate in community churches or temples for religious activities such as religious choral pageant or funerals of students or staff, unless approved in advance by the principal. When such participation takes place, involvement of students and staff is completely voluntary.

Approved: 06-09-70 ISD 709

Revised: 01-18-94

06-20-95

10-19-04 ISD 709

## 6135 TEACHING CONTROVERSIAL ISSUES

The freedoms to teach, to learn, and to express ideas without fear of censorship are fundamental rights held by public school teachers and students, as well as all other citizens. These freedoms, expressed and guaranteed in the First Amendment to the United States Constitution, must be preserved in the teaching/learning process in a society of diverse beliefs and viewpoints and shared freedoms. Public schools must promote an atmosphere of free inquiry and a view of subject matter reflecting a broad range of ideas so that students are prepared for responsible citizenship. However, criticism of educational resources and teaching methods and the advocacy of additional educational resources are also essential First Amendment rights of students, faculty, parents, and other members of the community. Parents may request an alternate assignment should they have serious objections to the controversial topic/assignment.

School District personnel shall:

1. Select curriculum, teaching methods, resources, and materials appropriate to the educational objectives and the maturity and skill levels of the students based on their professional competence as educators and according to established school board policies and procedures. However, school personnel shall not be allowed to indoctrinate students with their own personal views.
2. Provide students with access to a broad range of ideas and viewpoints.
3. Encourage students to become decision makers, to exercise freedom of thought, and to make independent judgments through the examination and evaluation of relevant information, evidence, facts, and differing viewpoints.
4. Support students' rights to present their ideas, even if some people might find the ideas objectionable.
5. Discuss issues, including those viewed by some as controversial, since such discussion is essential to students' development of critical thinking and other skills which prepare them for full participation as citizens in a democratic society.

The School District is committed to parental and community involvement in the decision-making process for the schools. It is the responsibility of the School Board to provide opportunities for a variety of opinions to be expressed, but it is their further responsibility to protect the educational process from individuals or groups outside the public schools who wish to:

1. Use the public schools to indoctrinate students with particular viewpoints or beliefs.
2. Determine which viewpoints will be presented or avoided in public schools.
3. Require the disciplining of professional staff for including issues or resources considered controversial in their classes if the reasons for including them are educationally sound.

Adopted: 11-12-1985 ISD 709

Revised: 06-20-1995

10-19-2004 ISD 709



## **6135R CONTROVERSIAL ISSUES REGULATIONS**

In an attempt to assist teachers as they address controversial issues with their students, a list of "things to do" and "things not to do" are provided.

Teachers are encouraged to:

1. Deal with controversial issues impartially and as objectively as possible.
2. Handle all such topics in a manner suited to range of knowledge, maturity, and competence of their students.
3. Deal only with issues that are real problems both to the pupils and teachers; they should be current and significant.
4. Screen all teaching materials dealing with all possible aspects of the topic and have them readily available.
5. Bring out all the facts known concerning the issue.
6. Provide the students with the tools of learning which they will need as they face these issues as responsible citizens.
7. Assist students to collect information, document facts, evaluate and organize data and draw tentative conclusions.
8. Assist students to identify propaganda vs. fact, undemocratic theory and practice vs. democratic procedure.
9. Identify for students the skills of discussion, persuasion, negotiation, and arbitration.
10. Make use of the scientific method, the method of inquiry, and group interaction.

Teachers are encouraged not to:

1. Inject their own biases.
2. Manufacture an issue; take up only those that are current and real.
3. Expect a class to reach agreement.
4. Try and handle a "hot" issue with which they are not informed and feel inadequate to handle.
5. Give undue emphasis to a subject nor prolong it beyond its proper study.
6. Use or manipulate students in any way to process grievances involving the teachers' organizations. The principal must keep himself informed of teaching situations, units, or projects relating to controversial issues which involve the instructional staff and students and take immediate action to control those situations not in keeping with School Board policies and regulations.

Approved: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

## 6140.10 CO-CURRICULAR ACTIVITIES PARTICIPATION FEES

Participation fees are charged to students who participate in the following co-/extra-curricular activities. Activities have been placed within categories depending upon the amount of money paid for coaching/advisor stipends, the number of games or contests held during a season, transportation costs associated with the activity, lease and rental costs, and the amount of money paid to officials and judges. The fee structure to be implemented as of August 1, 2013 is as follows:

Category One	Category Two	Category Three	Category Four
\$500	\$235	\$185	\$60
Hockey	Baseball	Cheerleading (Per Year)	Drama
	Basketball	Cross Country Running	Knowledge Bowl
	Debate	Danceline (Per Year)	Math Team
	Football	Golf	
	LaCrosse	Skiing-Alpine	
	Soccer	Skiing-Nordic	
	Softball	Tennis	
	Speech	Track	
	Swimming		
	Volleyball		

The participation fee is reduced for students who qualify for reduced lunch to \$50.00 for all activities. The participation fee is \$25.00 for students who qualify for free lunch. The family maximum fee will be \$1,000.

All participation fees must be paid prior to the first scheduled event.

### Participation Fee Refunds

Students who choose to participate in athletics must realize there are no guarantees regarding playing time or injuries. No participation fees will be refunded after the day prior to the first scheduled event.

Adopted: 06-18-1996 ISD 709

Revised: 09-19-2000

01-15-2002

11-21-2006

08-19-2008

06-16-2009

08-16-2011

05-21-2013

06-16-2015

10-20-2015 ISD 709

## **6141 NON-PUBLIC SCHOOL PARTICIPATION IN ACTIVITIES**

The Minnesota State High School League does not allow for participation of non-public school students on teams at public high schools unless both schools are league members and a cooperative program has been approved. Participation on Duluth Public School District teams shall be limited to Duluth Public School District students.

Adopted: 03-15-94 ISD 709

Revised: 06-20-95 ISD 709

## **6150 INTERSCHOLASTIC ACTIVITIES**

### **1. Controls**

The School Board considers interscholastic activities an integral part of the total school program and shall endeavor to maintain competitive activities which promote a high standard of educational values. Interscholastic programs for the senior high schools shall be subject to the rules and regulations of the Minnesota State High School League and Independent School District 709 rules. All coaches designated as head coaches, with responsibility of interscholastic athletic programs, shall hold appropriate licensure.

### **2. Athletics**

It is the purpose of interscholastic athletics to provide the benefits of competitive experience to as many students as possible. On the elementary level, competition is encouraged. On the middle school level, a strong intramural program and a limited amount of interscholastic competition are encouraged. In the high school level, an interscholastic program is endorsed, but a strong intramural program is also encouraged. Students must have a physical examination before participation in middle or senior high school interscholastic athletics.

### **3. Fine Arts**

Student participation in the following fine arts activities shall be encouraged: drama, speech, debate, vocal music, instrumental music.

### **4. Reinstatement of Discontinued Programs**

The School Board may, from time to time, deem it necessary to take official action to discontinue one or more of the interscholastic co-curricular programs for an indefinite period of time due to financial restrictions or for other reasons, such as reducing enrollment at a particular building. The School Board, in taking such action, does not rule out community/organization financial support for reinstatement of such co-curricular programs. In order to maintain equity in program offerings throughout the School District, all schools must have an opportunity to conduct any program that is reinstated through external financial support.

Funding for reinstatement of any program must provide total support and all monies shall be paid to the School District prior to expenses being incurred.

Activity fees shall be established by the School Board for any reinstated programs and such fees, collected from participants, shall be used exclusively to reduce overall cost of providing a specific reinstated program. Participation fees to reinstated activities will not exceed the activity fees established for participation in School District sponsored programs. All reinstated programs shall be organized, managed, and administered by School District personnel.

References: MSHSL Handbook

Adopted: 06-09-1970 ISD 709

Revised: 08-10-1982

06-20-1995  
10-19-2004 ISD 709

## **6151 ADDITION OF AN ATHLETIC PROGRAM**

1. An applicant proposing the addition of a new athletic program shall submit a formal written request to the Assistant Superintendent. This request should include:
  - a) Defined level(s) of activities;
  - b) Detailed financial report defining the start-up costs including equipment, rental and leasing, uniforms, facilities, etc.;
  - c) Detailed financial report defining the costs of operating the program annually including transportation, rental and leasing, officials, coaching salaries, maintenance, entry fees, etc.;
  - d) Feeder program numbers (local and state);
  - e) Community support for the program;
  - f) Coaching availability; and,
  - g) Regional and local competition (schedule).
2. Written requests will be reviewed by a committee consisting of the Assistant Superintendent, the CFO/Executive Director of Business Services, the Activities Directors, and the School Board member assigned to assess co-curricular programs. This committee will consider Title IX implications, the impact the proposed athletic program will have on existing athletic programs, DFT concerns, estimated expenses, individual school concerns, and other items covered or not covered in the formal request.
3. The Committee's recommendation including, but not limited to, the new program's anticipated expenses, a recommended time frame for implementation, minimum number of participants necessary for implementation, and level of play offered, will be forwarded to the Education Committee for a recommendation to the School Board. The School Board shall make the final determination to approve, deny, or table the request. The Superintendent or his/her designee shall respond to the applicant with a summary of the School Board's decision.

Adopted: 11-16-1994 ISD 709  
Revised: 02-21-1995  
06-20-1995  
04-22-2014 ISD 709

## **6155 CLASS SIZE AND STAFF ALLOCATIONS**

The School Board is committed to providing each school with the best possible student-teacher ratio and adequate support staff. Recognizing that staff allocations to schools and, ultimately, class size are a function and result of the School District's income, the School Board will authorize staff allocations annually, and each school will receive its allocation when the new year's enrollment has been determined.

Adopted: 01-08-1980 ISD 709

Revised: 07-13-1982

05-14-1985

03-11-1986

06-20-1995 ISD 709

## **6160 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

It is the general expectation of the School Board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. On all school-sponsored trips, provisions will be made for appropriate special education accommodations/modifications for special education students. On all overnight school-sponsored trips, background checks will be required for all chaperones at their own expense. Student trips will be categorized within three general areas:

a. **Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips.

b. **Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day, but do not include overnight stays. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested.

c. **Extended Trips Within Minnesota, the Continental United States, or a Foreign Country**

Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a foreign country fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. Extended trips within the school year should whenever possible coincide with school vacation periods. An Extended Trip Request form must be completed and approved by the principal, superintendent, and School Board. Exceptions to the approval may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

d. **Trips to a Foreign Country Other than Canada**

As per Resolutions E-5-09-2628 (May 19, 2009) and E-11-10-2826 Independent

School District 709 does not sponsor or accept any liability for foreign trips other than Canada. As noted in resolution E-5-09-2628, all staff who accompany students on any foreign trips other than Canada are expected to obtain a signed liability release and waiver form (attached) from the student's parents/guardians prior to the trip.

The School Board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students. All fundraising activities for extended trip opportunities must be approved by the School Board under Fund Raisers in the Financial Report section of the Business Committee Report.

Adopted: 06-09-1970 ISD 709  
Revised: 12-17-1974  
02-10-1976  
06-20-1995  
12-17-2002  
10-19-2004  
02-27-2007  
06-16-2009  
12-21-2010 ISD 709

## **6160R FIELD TRIPS**

The School Board acknowledges the educational value gained through field trips and travel experiences. The School Board also realizes that exceptional care of students is necessary to make such trips as valuable and safe as possible. Therefore, the following regulations apply:

- a. Rules of conduct and student discipline shall apply to all student trip activity. Specifically, for students, there will be no use of alcohol, tobacco, or other controlled substances at any time, local culture notwithstanding.
- b. The trip chaperones/travel advisors shall be responsible for providing the building administrator a more detailed set of procedures including parental involvement, supervision and other such factors deemed important and in the best interest of the students.
- c. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.
- d. For all chaperones, local cultures notwithstanding, there will be no use of alcohol or other controlled substances. Chaperones will provide twenty-four hour seven-day supervision of students. Such schedule will be provided to parents along with a phone number by which parents can contact the group at any time during the trip.
- e. For students, all High School League regulations related to alcohol, tobacco, and other controlled substances apply.
- f. When school sponsored overseas travel is arranged through private organizations students will be required to purchase insurance through the private organization.

### **Violations**

- a. For adults who are school personnel, violations will be dealt with through the Human Resources Department.
- b. For students, violations will be dealt with through the principal and/or activities director.

Approved: 01-16-2007 ISD 709

## **6165 HOMEWORK**

The School Board is supportive of homework being assigned to students by their teachers as long as it can be considered to be of benefit to the individual student. The School Board advises teachers and principals that its support for student homework is based on the following assumptions relative to good homework assignments:

- They are clear, interesting, and geared to individual abilities and needs.
- Students definitely understand what is to be done and have had enough practice in class to do the work unaided.
- They are of a type which can be better done away from school.
- The student's home environment and facilities have been taken into consideration.
- They are of an informal nature, supplementing the formal instruction of the classroom.
- The special interests of students are considered.
- They are such that students need not waste time in getting started on them.
- Rather than more of the same, most homework should be for enrichment.

Adopted: 06-09-70 ISD 709

Revised: 06-20-95 ISD 709

## **6175 SPECIAL INDIVIDUAL SERVICES**

### 1. Physical Health

The School Board shall provide health services necessary as required by law for the prevention of disease and for the promotion and maintenance of health for all eligible children. The School District shall maintain a Student Health Record on every student, including a record of disabilities, immunization status, and health status. This record shall be reviewed annually.

### 2. Mental Health

It shall be the responsibility of the administrative and instructional staff of the School District to provide conditions favorable for an atmosphere of good mental health in the classroom. These efforts will be directed towards achieving the best possible conditions which are needed for learning. The resources of the School District, especially the psychologists and social workers, in cooperation with other community agencies, will be used to assist in creating a climate which will foster good mental health.

### 3. Reading

The School Board shall provide remedial and developmental reading services to those students who, as a result of a learning disability, show a need for these services.

References: MSA 123.70-123.704  
MSA 144.29  
MCAR EDU 140

Adopted: 06-09-1970 ISD 709  
Revised: 06-15-1982  
11-14-1989  
06-20-1995 ISD 709

## **6175R STUDENT HEALTH RECORD CARD**

A permanent health record shall be maintained for each student, including a record of immunization and health status. Health information shall be collected and maintained in conformance with procedures and advisements from the Director of Special Services and in compliance with Minnesota State Law and the Data Privacy Act. This record shall be reviewed annually.

Principals and other designated staff members shall be responsible for the maintenance, confidentiality, and security of student health records which include a record of immunization history. A record of immunizations shall be completed by the parent/guardian, certifying that the student has completed the schedule of recommended immunizations.

Parents may obtain a legal exemption from the school immunization law for medical reasons or conscientiously held beliefs.

The parent/guardian of a student who enrolls from another school district or a student enrolling in a kindergarten shall provide information concerning required immunizations within thirty (30) days of enrollment.

A report on the status of immunization records shall be sent to the State Department by November 1 of each year.

Approved: 06-09-1970 ISD 709  
Revised: 06-15-1982  
06-20-1995  
10-19-2004 ISD 709

## **6185 GUIDANCE AND COUNSELING PROGRAM**

The School Board recognizes that each student possesses intrinsic worth and inherent inalienable rights and that each student is the focus of the educational process. Guidance and counseling services address the particular needs of all students at each school.

Comprehensive Guidance and Counseling Program stresses student development in three major areas: 1) academic achievement, 2) personal/social development, and 3) career and education decision making. Counselors work to meet these needs through a wide range of services that involve students, staff, home, community, and others who influence the learning and development of persons served by the program.

Counselors provide services in a variety of ways. Responsive counseling services are provided in individual and group settings in reaction to students' needs related to the three areas cited above. These services are generally initiated by the student or by a member of the staff who sees the need for a particular issue to be addressed. Individual planning is initiated by the counselor who provides counseling and guidance to foster student decision making skills. Group guidance provides systematic larger scale instruction for all students. Counselors also support the overall school program by designing and leading activities necessary for the effective implementation of the school's guidance program. They design and implement guidance and counseling programs to serve a diverse population consistent with the unique strengths and needs found within each setting.

### Goals

Counseling goals can be divided into three general areas:

1. Intellectual-Educational Goals:  
Providing a program that will help to develop intellectual potential, cultural appreciation, and positive attitudes toward learning.
2. Personal-Social Goals:  
Developing positive interpersonal relationships, developing acceptable patterns of behavior, developing and enhancing self-esteem and self-awareness.
3. Career Development Goals:  
Exploring and identifying interests and abilities and using appropriate decision making processes to plan future education and careers.

### Program

The guidance and counseling program will consist of the following four major areas:

1. Guidance Component--Learning activities that may take place in classrooms, with groups, or with individuals.
2. Planning Component
  - a. Individual appraisal, includes assisting students to assess and interpret abilities, interests, skills, and achievements.
  - b. Individual advisement, includes assisting students to use self-appraisal to foster awareness, planning, and decision making.
3. Responsive Services Component--May include consultation, personal counseling,

crisis counseling, and referral as responses to individual and/or group needs.

4. System Support Component--Consists of management activities that establish, maintain, and enhance the total guidance program. These may include staff and community public relations, professional development, committee and advisory boards, and program research and development.

#### Staff

1. The guidance and counseling staff shall be qualified and appropriately certified/licensed according to standards of the State of Minnesota.
2. The guidance and counseling staff shall be responsible for the design, implementation, and evaluation of the services and activities prescribed in the program.
3. Professional, secretarial, and/or para-professional staff shall be adequate in numbers to meet the objectives of the guidance program in each building.
4. Provision is made for staff to attend and/or participate in intra- or inter-professional meetings and activities in and out of the School District.
5. The School District will work toward providing guidance services for all children in all buildings in ratios consistent with American School Counselor Association (ACSA) recommendations.

#### Facilities

1. Each counselor shall be provided with pleasant, private quarters conducive to conferences of a confidential nature and adequate in size to accommodate three to five persons.
2. The counseling facilities must be located in an area readily accessible to students and others.
3. Each counselor's quarters must be equipped with adequate telephone service.
4. A conveniently located private area adequate for group guidance and counseling activities should be available.
5. Adequate provision shall be made for the storage and display of all records and materials used by the counselor(s) in carrying out the guidance and counseling program, and there must be adequate budget for purchasing, maintaining, and developing the needed materials and equipment.
6. Career resource center(s) should be established where appropriate and staffed to facilitate use of materials, equipment, and supplies for career awareness, exploration, planning, preparation, and progression.

#### Policy Summary

If this structure and the content involved are to come together as a complete, comprehensive guidance program K-12, some imperatives must be followed:

1. The comprehensive guidance program is student development oriented.
2. The comprehensive guidance program operates on a one hundred percent program and the four program components constitute the total program.
3. The comprehensive guidance program should start the first day of school and the last day of school.
4. The comprehensive guidance program is program-focused.

Adopted: 06-09-1970 ISD 709  
Revised: 04-17-1990  
06-20-1995  
10-19-2004 ISD 709

## **6195 SUMMER SCHOOL**

Upon the recommendation of the Superintendent or designee and the approval of the School Board, a summer school program shall be established to enhance the educational opportunities of Duluth students. Summer school shall be in areas that will by nature provide correction, enrichment, and advancement.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

10-19-2004 ISD 709

## **6198 ESTABLISHMENT OF SCHOOL WITHIN A SCHOOL PROGRAMS IN DULUTH PUBLIC MIDDLE AND HIGH SCHOOLS**

**Whereas** Duluth Public Schools is dedicated to provision of educational programs that promote the success of all individual students enrolled, and whereas Duluth Public Schools believes in the capacity of site-based decision-making to enhance and expand delivery of instruction strategic to the population served, ISD 709 Middle and High Schools have capacity to create separate and discrete programs, housed within and administrated by existing structures, developed to serve the unique needs of an identified population. These programs, once approved, will be referred to in general as School Within A School (SWAS) programs. Sites that apply to offer such options must complete the following application, which includes approval by the site's council, and submit the application to the District Director of Curriculum, Instruction, and Assessment for final approval by the School Board. Once approved, the site is sanctioned to offer such a program without need for renewal of approval. SWAS programs, district-wide will share the following common definitions and characteristics:

**ISD 709 SWAS programs will be Asset-Based.** Any program established will be created to capitalize, refine, or build upon attributes, past experiences, interests, and intelligences of a select group of identified students. Assets can be defined as resilience, aptitude, or demonstrated abilities, and programs offered will be created to encourage and extend the students' abilities to capitalize on the assets identified.

**ISD 709 SWAS programs will establish intake procedures that include the right of the program to identify specific intake criteria for participants.** The criteria will include establishing a SWAS asset-based community. Additional intake procedures must include the right of the student, a teacher, a parent, or an administrator to make recommendation of a potential enrollee and the requirement of the potential participant's parent or legal guardian to be part of the decision to participate. Common intake procedures for all Duluth SWAS programs will include:

- Recommendation for program participation is made by the student, a teacher, a parent, or an administrator.
- Initial recommendation is reviewed by a building administrator and the program coordinator and other identified program leadership.
- If initial review results in recommendation, intake conference is held which includes the student, parent or guardian, building administrator, and the program coordinator.

**ISD 709 SWAS programs will report and be held responsible to the building administration and student enrolled will be subject to all rules and regulations delineated in the district policies, and funding will be utilized within specified designations, unless the approved establishment of the program states otherwise.**

ISD 709 SWAS programs will complete and submit the following information for Bard approval to the District's Director of Curriculum, Instruction, and Assessment.

Approved: 07-19-2005 ISD 709

## **6200 EDUCATIONAL TELEVISION**

WDSE-TV, Channel 8, is an inter-community, nonprofit organization dedicated to enriching the educational and cultural life of this area through daytime programs tailored to classroom needs and evening programming for the entire community.

Cooperation and coordination efforts on the part of the School District and Channel 8 will see that the instructional programs are correlated properly with the schedules of the public schools.

It shall be the duty of the Curriculum Director in cooperation with WDSE in informing principals of TV Programming so that such programs may be synchronized within the schools' curricular plans.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

01-18-2005 ISD 709

## **6215 ADULT EDUCATION**

The primary objective of the adult education program shall be to provide adults with educational opportunities to acquire and improve their literacy skills necessary to be self-sufficient and to participate effectively as productive workers, family members, and citizens. Specifically, subject-matter offerings are planned to serve the needs of individuals and the community.

Instructional arrangements authorized by the School Board include:

1. Classes are organized, located, and scheduled to accommodate the students wherever possible.
2. The schedule is publicized in the local city papers and in school bulletins.
3. Members of the instructional staff must meet certification requirements set by the state and the School Board.
4. Facilities of the School District are available for classes.

Adult basic education programs are funded by state and federal grants and reimbursements and by special project grants. No fees are charged for classes. Assessments and grades will be given in areas which require such evaluations to meet state certification requirements. Certificates of achievement and/or diplomas will be awarded where appropriate.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

01-18-2005 ISD 709

## **6230 KID CONNECTION PROGRAMS**

Realizing the need for adequate non-instructional child care of school age children, the primary objective of a Kid Connection program shall be provision of quality child care for school age children. This is a fee-based program.

The best locations are usually schools and sites that can be served by existing transportation systems. Such programs meet a very important need of children and provide a source for family support in the community.

Written standards for Community Education Kid Connection programs will be on file in the Superintendent's office and at each Kid Connection site. Standards are subject to revision by the School Board and will be reviewed annually by the Citywide Community Education Advisory Council.

Reference: MSA 121.88

Adopted: 12-11-1984 ISD 709

Revised: 05-08-1990

06-20-1995 ISD 709

**HR / Business Services Committee**

Duluth Public Schools, ISD 709

Agenda

Monday, February 9, 2026

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:30 PM

<b>1. <u>Guest Presentations for this Meeting</u></b>	
<b>2. <u>Department Reports</u></b>	
<b>A. Human Resources</b>	
1) HR Monthly Department Summary Report	2
<b>B. Business Services</b>	
1) Enrollment Report	4
2) Child Nutrition Department Report	9
3) Facilities Department Report	10
4) Safety Department Report	11
5) Technology Department Report	12
6) Transportation Department Report	13
<b>3. <u>Recommended Resolutions</u></b>	
A. B-2-26-4155 - Acceptance of Donations to Duluth Public Schools	14
<b>4. <u>Consent Agenda</u></b>	
A. HR Staffing Report	16
B. Finances	
1) Financial Report	17
2) Fundraisers	18
C. Bids, RFPs, and Quotes	
1) RFP #340 - Professional Auditing Services	19
2) RFP #341 - District Capacity Study	21
3) RFQ #4409 - Homecroft Media Furniture	23
<b>5. <u>Miscellaneous Informational Items (no action required)</u></b>	
A. District Properties Update	25
B. Expenditure Contracts	28
C. No Cost Contracts	91
D. Informational - Pay Proposal between Clerical Union and District after Clerical Job Description revisions	96
E. Grant Applications	102
F. Change Orders Signed	104

# Human Resources Report for February 2026 School Board Meeting Highlighting January 2026 Activities



Department: Human Resources  
HR\Business Services Committee: 02.09.2026  
Regular Board Meeting: 02.24.2026  
Report Prepared By: Steven Johnson

## Manager's Minutes:

- Working on site visits to meet all principals at their sites, to develop a professional relationship.

## What We're Working On:

- Working on Round 3 with grant partner, Duluth Workforce Development, for the Drive for Five Grant through DEED. This grant works to prepare people for high-demand jobs in education and provides training for those who face barriers to employment.
- Working on yearly audit GASB 75 Report, gathering all active employee data as of 06/30/2025
- MN Paid Leave Applications - About 40 into State so far, about 17 approved so far
- Processing 21 HCSP Estimates for upcoming retirements
- Working on 1095 ACA Reporting
- Onboarding checklist for HR/Sites-revising to better suit the district, site and employees.

## Upcoming Changes/Improvements to the Department:

- We have hired a new Human Resources Manager, Becca Lester.

## Staffing Report:

- |                              |                                |
|------------------------------|--------------------------------|
| • Certified Appointments - 4 | Non-Certified Appointments - 8 |
| • Certified Leaves - 1       | Non-Certified Leaves - 1       |
| • Certified Resignations - 0 | Non-Certified Resignations - 1 |
| • Certified Retirements - 6  | Non-Certified Retirements - 0  |

## Open Positions:

### Certified:

Teachers (29)

*Elementary (1)*

*High School (1)*

*Special Education (4)*

*Summer School (22)*

*Adult Basic Education (1)*

### Non-Certified:

Child Nutrition (4)

Maintenance (6)

*Master Electrician (1)*

*Floating Custodian I (2)*

*Second Shift Engineer I (1)*

*Second Shift Engineer II (2)*

Playground/Cafeteria Monitor (1)

Paraprofessionals (4)

*Certified Sign Language Interpreter (1)*  
*Language Facilitator - Deaf and Hard of Hearing (1)*  
*SpEd Building Wide Para (1)*  
*SpEd Program Para Student Specific (1)*

2025-2026	Total	Total	K	1	2	3	4	5	6	7	8	9	10	11	12
School	Enroll	Gr 1-5													
Congdon Park 435	484.00	409.00	75.00	77.00	83.00	83.00	78.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Homecroft 475	465.00	377.00	88.00	75.00	70.00	74.00	82.00	76.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lakewood 500	243.00	204.00	39.00	39.00	33.00	41.00	46.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lester Park 510	516.00	428.00	88.00	73.00	83.00	98.00	81.00	93.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lowell 520	312.00	270.00	42.00	60.00	53.00	47.00	59.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lowell Sp Immersion	183.00	147.00	36.00	38.00	26.00	29.00	26.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MacArthur 525	260.00	221.00	39.00	39.00	46.00	44.00	48.00	44.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Myers Wilkins 540	453.00	372.00	81.00	84.00	73.00	70.00	80.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Piedmont 550	405.00	325.00	80.00	67.00	72.00	63.00	62.00	61.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stowe 565	241.00	203.00	38.00	35.00	49.00	43.00	37.00	39.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lincoln Middle 225	687.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.00	239.00	230.86	0.00	0.00	0.00	0.00
Ordean East Middle 335	1121.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	383.00	356.00	382.27	0.00	0.00	0.00	0.00
AE Online 650	179.71	0.00	698 students 45 Open Enrolled, 42 FT Residents, 611 PT Residents						0.00	0.00	0.28	17.34	60.70	57.80	43.59
Denfeld 215	931.95	0.00							0.00	0.00	0.00	237.16	237.51	224.65	232.63
East 220	1390.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	373.65	366.64	325.12	325.49
Merritt Creek Academy 81	85.00	39.00	2.00	8.00	4.00	7.00	11.00	9.00	6.00	10.00	8.00	6.00	8.00	6.00	0.00
ALC 611	81.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	35.71	32.00
Chester Creek Academy 575	30.00	13.00	0.00	2.00	1.00	4.00	4.00	2.00	3.00	1.00	3.00	3.00	4.00	2.00	1.00
Rock Ridge Academy 580	44.00	10.00	4.00	1.00	2.00	4.00	1.00	2.00	5.00	6.00	6.00	5.00	3.00	4.00	1.00
Arrowhead Academy 605	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	8.00	2.00	5.00
Bethany Crisis Shelter 615	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00
Hospitals 630	22.00	5.00	0.00	1.00	0.00	1.00	2.00	1.00	0.00	0.00	4.00	6.00	4.00	1.00	2.00
The Bridge 950	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
<b>Total:</b>	<b>8177.65</b>	<b>3023.00</b>	<b>612.00</b>	<b>599.00</b>	<b>595.00</b>	<b>608.00</b>	<b>617.00</b>	<b>604.00</b>	<b>615.00</b>	<b>612.00</b>	<b>635.41</b>	<b>648.15</b>	<b>706.10</b>	<b>658.28</b>	<b>667.71</b>

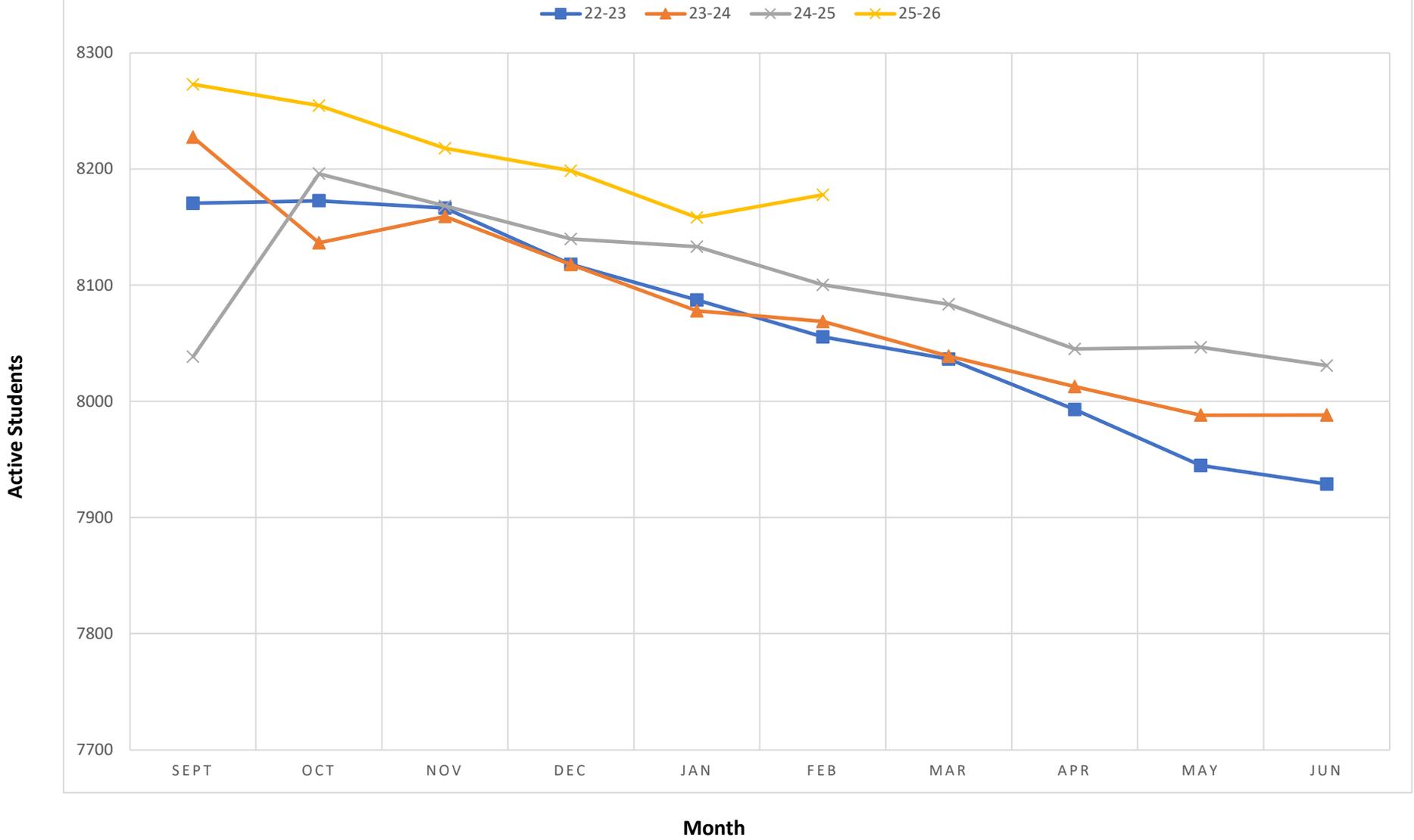
# 2025-2026 Month to Month Enrollment Changes by School

Month to Month	EOY	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Current	MtoM	YTD	FROM	FROM	FROM
2025-2026	24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month Dif	Net		Current Month-EOY	Feb '25	Current Month-Feb '25
Congdon Park 435	474.00	486.00	484.00	483.00	486.00	485.00	484.00	0.00	0.00	0.00	0.00	-1.00		-2.00	10.00	471.00	13.00
Homecroft 475	451.00	464.00	465.00	462.00	463.00	459.00	465.00	0.00	0.00	0.00	0.00	6.00		1.00	14.00	453.00	12.00
Lakewood 500	252.00	240.00	243.00	242.00	241.00	243.00	243.00	0.00	0.00	0.00	0.00	0.00		3.00	-9.00	256.33	-13.33
Lester Park 510	512.00	512.00	519.00	518.00	514.00	514.00	516.00	0.00	0.00	0.00	0.00	2.00		4.00	4.00	511.00	5.00
Lowell 520	306.00	304.00	303.00	305.00	305.00	307.00	312.00	0.00	0.00	0.00	0.00	5.00		8.00	6.00	314.00	-2.00
Lowell Immersion 521	327.00	182.00	182.00	184.00	183.00	183.00	183.00	0.00	0.00	0.00	0.00	0.00		1.00	-144.00	327.00	-144.00
MacArthur 525	270.00	260.00	255.00	255.00	257.00	258.00	260.00	0.00	0.00	0.00	0.00	2.00		0.00	-10.00	266.00	-6.00
Myers Wilkins 540	312.15	454.00	462.00	463.00	458.56	452.00	453.00	0.00	0.00	0.00	0.00	1.00		-1.00	140.85	313.14	139.86
Piedmont 550	387.00	401.00	400.00	404.00	399.00	404.00	405.00	0.00	0.00	0.00	0.00	1.00		4.00	18.00	396.00	9.00
Stowe 565	238.00	235.00	233.00	235.00	237.00	237.00	241.00	0.00	0.00	0.00	0.00	4.00	20.00	6.00	3.00	231.00	10.00
Lincoln Middle 225	667.87	719.86	698.86	701.86	703.86	700.86	687.86	0.00	0.00	0.00	0.00	-13.00		-32.00	19.99	672.87	14.99
Ordean East Middle 335	1073.61	1142.27	1130.27	1116.27	1119.27	1116.27	1121.27	0.00	0.00	0.00	0.00	5.00	-8.00	-21.00	47.66	1082.86	38.41
AE Online 650	166.24	49.67	112.16	133.16	142.22	134.27	179.71	0.00	0.00	0.00	0.00	45.44		130.04	13.47	186.56	-6.85
Denfeld 215	896.17	1040.60	1000.41	973.29	944.74	948.25	931.95	0.00	0.00	0.00	0.00	-16.30		-108.65	35.78	928.03	3.92
East 220	1382.11	1541.90	1460.81	1448.57	1432.62	1428.77	1390.90	0.00	0.00	0.00	0.00	-37.87	-8.73	-151.00	8.79	1388.36	2.54
Merritt Creek Academy 81	84.33	80.00	83.00	82.00	85.86	82.00	85.00	0.00	0.00	0.00	0.00	3.00		5.00	0.67	86.74	-1.74
ALC Seat Based 611	92.72	63.00	81.00	80.00	83.86	80.00	81.71	0.00	0.00	0.00	0.00	1.71		18.71	-11.01	88.01	-6.30
Chester Creek Academy 575	31.00	28.00	30.00	31.00	29.00	29.00	30.00	0.00	0.00	0.00	0.00	1.00		2.00	-1.00	31.00	-1.00
WHA RRA 580	46.00	38.00	43.00	43.00	44.00	41.00	44.00	0.00	0.00	0.00	0.00	3.00		6.00	-2.00	37.00	7.00
Arrowhead Academy 605	22.33	8.00	24.00	18.00	23.00	15.00	16.00	0.00	0.00	0.00	0.00	1.00		8.00	-6.33	14.33	1.67
Bethany Crisis Shelter 615	0.25	0.00	0.50	0.00	0.00	0.25	0.25	0.00	0.00	0.00	0.00	0.00		0.25	0.00	0.00	0.25
Hospitals 630	23.00	2.00	20.00	16.00	19.86	16.00	22.00	0.00	0.00	0.00	0.00	6.00		20.00	-1.00	25.00	-3.00
The Bridge 950	16.00	23.58	24.58	23.58	24.58	24.58	25.00	0.00	0.00	0.00	0.00	0.42	16.13	1.42	9.00	21.00	4.00
<b>Total:</b>	<b>8030.78</b>	<b>8274.88</b>	<b>8254.59</b>	<b>8217.73</b>	<b>8196.43</b>	<b>8158.25</b>	<b>8177.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>19.40</b>	<b>-97.23</b>	<b>146.87</b>	<b>8100.23</b>	<b>77.42</b>
<b>Change</b>		<b>244.10</b>	<b>-20.29</b>	<b>-36.86</b>	<b>-21.30</b>	<b>-38.18</b>	<b>19.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>						
<b>Duluth Adult Education</b>		<b>367.00</b>	<b>525.00</b>	<b>612.00</b>	<b>689.00</b>	<b>726.00</b>	<b>775.00</b>					<b>49.00</b>					

# 2025-2026 Month to Month Enrollment Changes by Grade

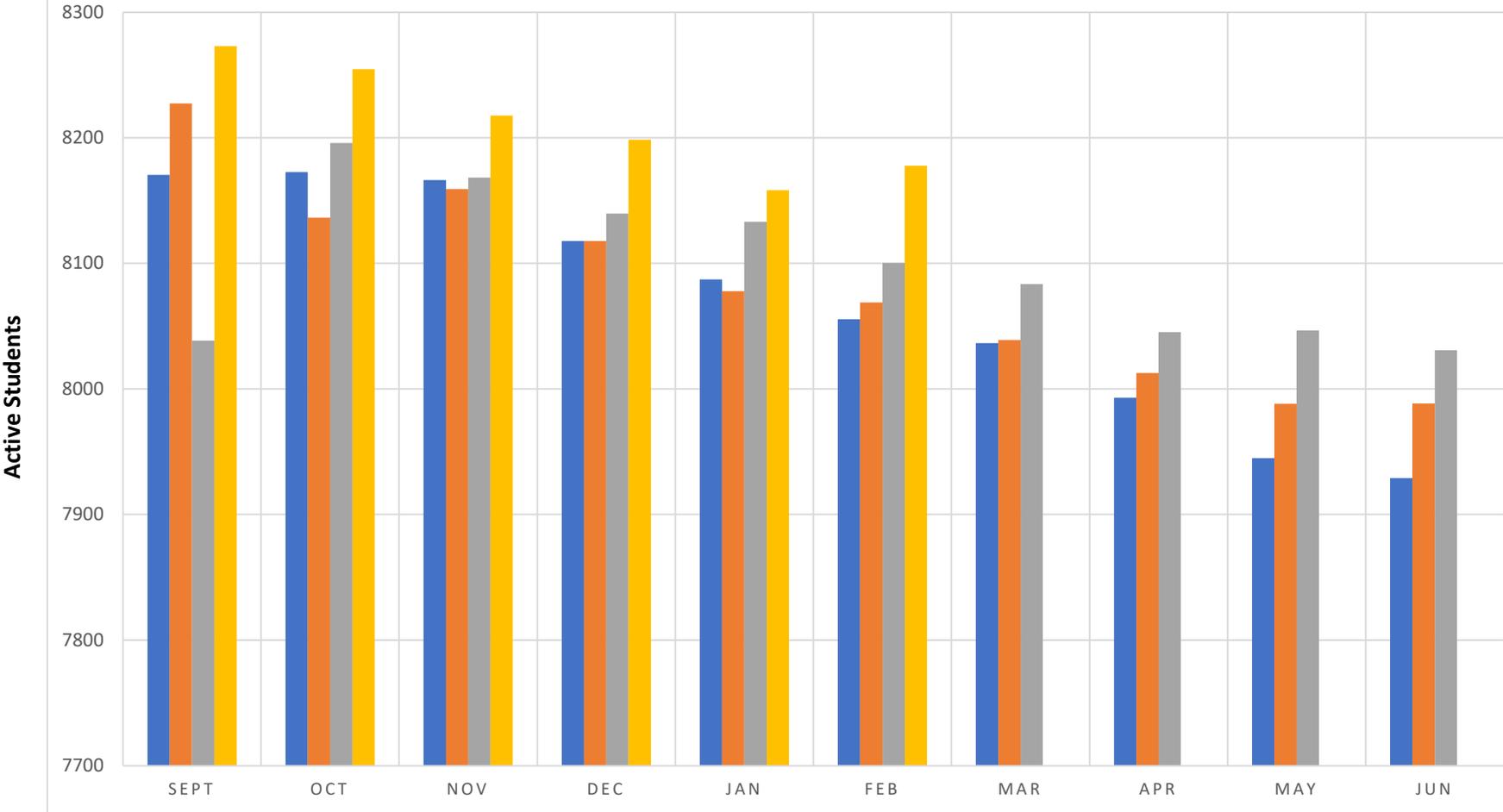
Month to Month	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Current	MtoM	YTD	Current
2025-2026	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month Dif	Net			Avg
EC	151.06	211.04	299.03	337.06	347.07	364.07	0.00	0.00	0.00	0.00	17.00			213.01	284.89
PK	21.94	19.96	81.94	80.94	79.93	79.93	0.00	0.00	0.00	0.00	0.00	17.00		57.99	60.77
KA	132.00	144.25	147.00	150.00	152.00	155.00	0.00	0.00	0.00	0.00	3.00			23.00	146.71
KG	460.00	457.00	456.00	451.56	454.00	457.00	0.00	0.00	0.00	0.00	3.00			-3.00	455.93
1	593.00	595.00	597.00	597.00	593.00	599.00	0.00	0.00	0.00	0.00	6.00			6.00	595.67
2	595.00	596.00	595.00	591.00	592.00	595.00	0.00	0.00	0.00	0.00	3.00			0.00	594.00
3	609.00	603.00	604.00	602.00	601.00	608.00	0.00	0.00	0.00	0.00	7.00			-1.00	604.50
4	614.00	623.00	618.00	618.00	614.00	617.00	0.00	0.00	0.00	0.00	3.00			3.00	617.33
5	600.00	604.00	607.00	604.00	603.00	604.00	0.00	0.00	0.00	0.00	1.00			4.00	603.67
6	631.00	623.00	616.00	621.00	616.00	615.00	0.00	0.00	0.00	0.00	-1.00	25.00		-16.00	620.33
7	618.00	611.00	610.00	615.00	612.00	612.00	0.00	0.00	0.00	0.00	0.00			-6.00	613.00
8	654.41	642.41	640.41	638.41	639.41	635.41	0.00	0.00	0.00	0.00	-4.00	-4.00		-19.00	641.74
9	655.58	660.00	654.85	652.28	650.99	648.15	0.00	0.00	0.00	0.00	-2.84			-7.43	653.64
10	701.00	708.56	706.00	699.99	700.81	706.10	0.00	0.00	0.00	0.00	5.29			5.10	703.74
11	684.72	685.09	672.28	667.78	658.85	658.28	0.00	0.00	0.00	0.00	-0.57			-26.44	671.17
12	727.17	702.28	694.19	688.41	671.19	667.71	0.00	0.00	0.00	0.00	-3.48	-1.60		-59.46	691.83
<b>K 12 Total:</b>	<b>8274.88</b>	<b>8254.59</b>	<b>8217.73</b>	<b>8196.43</b>	<b>8158.25</b>	<b>8177.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.40</b>	<b>19.40</b>		<b>-97.23</b>	<b>8213.26</b>
<b>Change</b>		-20.29	-36.86	-21.30	-38.18	19.40	0.00	0.00	0.00	0.00					

# ISD 709 ACTIVE ENROLLMENT BY MONTH (K-12)



# ISD 709 ACTIVE ENROLLMENT BY MONTH (K-12)

■ 22-23 ■ 23-24 ■ 24-25 ■ 25-26



Month



## Child Nutrition Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department:	Child Nutrition
HR Business Services Committee:	02.09.2026
Regular Board Meeting:	02.24.2026
Report Prepared By:	Sheila Oak

### What We're Working On:

- Did a student meal billing. The total of the bills sent out was around \$7,000. Students might owe money from prior years, for second meals or for milk purchased to go with their home lunch.
- Opened an additional serving window at Ordean East to accommodate the large number of students participating in school lunch. The new window has been very well received and allows us to feed the students in a more timely manner.

### Staffing Report:

- Hired a new employee for Lakewood Elementary School
- 3 jobs currently open
  - East
  - Lincoln
  - Piedmont



## Facilities Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department: Facilities  
HR|Business Services Committee: 02.09.2026  
Regular Board Meeting: 02.24.2026  
Report Prepared By: Jeremy DeGraef / Corey Karren

### Manager's Minutes:

- Construction on the First Street Buildout project remains underway, with structural steel getting ready for installation. Wall framing, sheetrock, and priming / painting walls underway.

### What We're Working On:

- a. The State Fire Marshal will be doing walk thru's at Lakewood and Homecroft.
- b. Backup Generator Inspections completed.
- c. All school boiler calibrations completed.
- d. Scope development continues for the Lakewood fuel conversion and boiler installation.
- e. Scope development for the East Manufacturing shop continues and will now include a Power quality and distribution assessment for all of the equipment.
- f. Ansul system installation slated to begin early February at Stowe.
- g. Replacement of entryway glass installed at Denfeld

### What We're Working On:

- a. February winter recess break, four day training on floor care and basics of cleaning to offer staff the ability to better understand the science of cleaning to efficiently perform.
- b. With HR on job fairs and posting of open positions.
- c. On boarding of new employees.
- d. Changing over new website ordering from Dalco to ImperiaDade

### Staffing Report:

New Licence: Ben Belden 2C Boilers license, Dale McRae 2C.

New Hire: Laura Mac/Denfeld Split Jared Bjorlin, Lester Park Sean OLeary, Ordean, Sarah Chrapkowski and Homecroft/Ordean Split.

Open and posted: Costondinan at East, SSE1 Lakewood, SSE1 Myers-Wilkins, SSE2 Ordean and SSE2 Lincoln Park.

# Safety Report for February 2026 School Board Meeting Highlighting January 2026 Activities



Department: Safety  
 HR|Business Services Committee: 02.09.2026  
 Regular Board Meeting: 02.24.2026  
 Report Prepared By: August Leopold

## Health and Safety Topics:

- **Regulatory Requirements**

- OSHA 300A logs which summarize injuries by building where we have employees have been signed by Superintendent and are posted throughout all buildings (Feb 1st - Apr 30th)
- BLS (Bureau of Labor Statistics) OSHA Surveys have been filled out and submitted
- Automotive Lift Inspections have been scheduled for Denfeld High School
- Three-year AHERA asbestos inspections continuing for all buildings containing asbestos

- **Trainings and Planning**

- Emergency Operations Core Team was trained on behavioral threat assessment for school officials
- Meeting with St. Louis County Emergency Management about mass violence events
- Setting up for lifeguard training in accordance with the new emergency action plan for aquatics

- **Employee Injury Update for January**

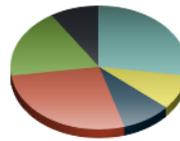
- Our total case incident rate for January 2026 was 0.9225. This is below the target rate of two and the ideal rate of one. This means we had a low rate of serious injury this past month. Our top injury categories were injured by student, followed by slips, trips, and falls. We had a total of 12 injury reports with only one resulting in time away from work.

**Incidents - Employee Injuries by Cause of Injury (Primary)**



■ Struck By    ■ Strain or Sprain  
■ Injured by Student  
■ Fall, Slip, or Trip

**Incidents - Employee Injuries by Cause of Injury (Detailed)**



■ Struck, Hit, Punched, Kicked  
■ Other Struck or Injured - Not Otherwise C  
■ Bitten    ■ Slip On Ice or Snow  
■ Other    ■ Pushing or Pulling



## Technology Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department:	Technology
HR Business Services Committee:	02.09.2026
Regular Board Meeting:	02.24.2026
Report Prepared By:	Greg Krueger

### Manager's Minutes:

- Our new core network switch has functioned well through its first full month of use.
- Tech staff have stepped up to complete our team's most important tasks with three positions vacant as of early January.
- We continue to replace aging Smartboards and projectors in our secondary schools several classrooms at a time. We're prioritizing rooms where this technology has completely failed or is producing a terrible image quality that hinders learning for students in the classroom. We presently lack a funding source to address this need at a larger scale.

### What We're Working On:

- Filing E-Rate (federal funding) bid requests for our inter-building network services
- Three new display panels were installed and connected in classrooms at East High School
- Four display panels were ordered for Lincoln Park Middle School, to be installed in rooms with the most problematic current display solutions in place
- Collaborating with curriculum staff to prep a presentation on AI for the upcoming Committee of the Whole meeting
- Implementing a long-term solution providing guest Wi-Fi services across the district to meet needs of community events and other programming outside of school hours

### Staffing Report:

- We have an accepted offer for our Network Architect position. Nick Krauss will begin work with us in March, coming from Hill City (MN) Schools, where he's currently the Technology Director and single-person technology department. Nick brings a strong technical background that includes two networking certifications. Our search for this position spanned a six month period from the time of initially posting our vacancy through Nick's planned start date.
- We continue working through the hiring process for our IT Security Analyst and Network Engineer 1 positions.



## Transportation Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department:	Transportation
HR Business Services Committee:	02.09.2026
Regular Board Meeting:	02.24.2026
Report Prepared By:	Jeremy Kasapidis

### Manager's Minutes:

- With the transition from winter to spring, the transportation team is entering a critical dual phase. We continue in "maintenance mode," providing daily oversight and making necessary minor adjustments to current student transportation routes to ensure smooth operation. Simultaneously, our focus is shifting to comprehensive future planning. This includes developing routes and schedules for summer school programs, as well as the extensive planning required for the next academic year's transportation services.

### What We're Working On:

- Continuing with routing new students as well as adjusting routes to student address changes.
- We are also continuing with the training of the two new drivers that were hired recently.
- The department is excited with the hiring and start of training of two new Bus Helpers.
- As always, the upkeep and maintenance of our bus fleet is an ongoing process.

### Upcoming Changes/Improvements to the Department:

- We are in the very early stages of testing a more enhanced and comprehensive camera system in a few of our buses as well as one van.

### Staffing Report:

- Our recent hires have allowed us to manage staff absences effectively, resulting in minimal disruption to our daily operations.

### Stats in the Spotlight:

- Between the district and Voyageur we run 178 vehicles for student transport, this includes vans at the sites that we maintain.

## RESOLUTION

### Acceptance of Donations to Duluth Public Schools

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

WHEREAS, acceptance of the donations in accordance with the donor's terms is in the best interest of the Duluth Public Schools:

NOW, THEREFORE, BE IT RESOLVED that the Duluth Public Schools does accept the below-described donations from said organizations in accordance with the terms set forth herein.

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

SCHOOL	DONOR	AMOUNT	RESTRICTION	COMMENTS
Denfeld	Lavonne Bellanger	\$4.34		This was an overpayment for Denfeld Automotive service and had to be reported as a donation.
Districtwide	Terese Tomanek	In-kind		Socks & Underwear
East	Haunted Shack/ Pat Stojevich	\$1,000.00	Duluth East Key Club	
East	Mimi Stender	\$2,000.00	DE Key Club - Be MinneSNOWta Nice	
East	Twin Ports Paper & Supply Inc	\$100.00	YES. It is explicitly for Duluth East DECA to use for our Chuck a Duck event	
East	Multiple donors rounded up cash sales	\$10.16	CTE AFNR Plant Sale	
East	Erica Rodriguez	\$25.00	DECA Chuck a Duck	
Lakewood	Kathryn Robarge	In-kind	Staff	Toaster oven/air fryer for staff lounge
Lester Park	Lester Park School Foundation	\$5,518.67	Purchased items for classrooms and students in 2025	
Lincoln Park	Christine Good	In-kind	Give to the students that need it	11 Pairs of Gloves/Mittens
Lincoln Park	Anonymous	In-kind	Give to the students that need the items	4 Homemade hats, 120 lip balms, 4 pairs of girls pants, 6 sweater/long sleeve girls tops
Lincoln Park	Anonymous	In-kind	Give to a family that is in need of the product	Members Mark Baby Formula 2 - 48OZ containers
Lincoln Park	Larry And Donna	\$2,000.00	Use for 7th grade Trip	Put into the 7th grade account for the 7th graders

	Pulkrabek Foundation Inc			
Lincoln Park	Larry and Donna Pulkrabek Foundation Inc	\$3,000.00	Towards the 7th grade trip – transportation	Put into 7th grade funds for the trip
Stowe	Duluth Lions Club	\$2,000.00	For the Stowe HeadStart Playground Fund	
Stowe	United Protestant Church UCC	In-kind	Winter gear - mittens, scarves, hats	

**HUMAN RESOURCES ACTION ITEMS FOR: February 9, 2026**

**CERTIFIED APPOINTMENT**

ALTONEN, JENNA K  
BISEK, HANNAH M  
EDDY, BROOKE M  
SKINNER, MARGARET I

**POSITION**

LTS ELEMENTARY MUSIC SPECIALIST/LESTER PARK, (BA) III, 4, 1.0, MILLER H.  
SPED SETTING III TEACHER/LESTER PARK, (BA) III, 6, TAYLOR H.  
LTS MATH TEACHER/DENFELD, (BA) III, 1, 1.0, ZSCHUNKE A.  
SPED SETTING III TEACHER/PIEDMONT, (MA) III, 6, 1.0,

**EFFECTIVE DATES**

01/12/2026  
01/12/2026  
01/20/2026  
01/20/2026

**CERTIFIED LEAVES**

SUNDELL, VICTORIA L

**POSITIONS**

Cert Leave Mid-Career Extension

**EFFECTIVE DATES**

02/25/2026 02/25/2027

**CERTIFIED RETIREMENT**

CHURCHILL, TIMOTHY J  
CORDLE, MICHELLE R  
ISBELL, PATRICIA S  
JACKSON, JODY R  
LAMPI, BARRY E  
RUHANEN, DOREEN S

**POSITION**

MATHEMATICS - ORDEAN-EAST MS  
SPED PSYCHOLOGIST - PIEDMONT ES  
ELEM READ INTERVENTIONIST - LESTER PARK ES  
GRADE 6 - ORDEAN-EAST MS  
CTE TRADE & INDUSTRIAL - DENFELD HS  
GRADE 2 - HOMECROFT ES

**EFFECTIVE DATES**

06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026  
06/05/2026

**NON-CERT APPOINTMENT**

ALLEN, MEGAN C  
ANDERSON, JOSEPH A  
DAHLIN, LAUREN N  
FINCH-NEWKIRK, JULIA A  
HENDRICKS, JARED F  
LOGAN, KRISTINE V  
PETOLETTI, LAURIE K  
TREMBLE, JAKE F

**POSITION**

NUTRITIONAL SERVICE ASSISTANT/LAKEWOOD, 20/38WKS, \$15.99/HR, HINCHCLIFF I.  
SPED BW PARA-LTS/DENFELD, 33.75/38WKS, \$19.23/HR, HENDERSON R.  
HOURLY MONITOR/LOWELL, UP TO 23HRS/38WKS, \$15.00/HR,  
SPED BUILDING WIDE PARA/LINCOLN PARK, 33.75/38WKS, \$20.19/HR, XIONG A.  
SPED PROGRAM PARAPROFESSIONAL/PIEDMONT, 31.25/38WKS, \$20.45/HR, HOLL D.  
SPED PROGRAM PARA LPN/EAST, 20.25/38WKS, \$28.35/HR, RIDDELL M.  
BUS HELPER/TRANSPORTATION, 25/38WKS, \$17.41/HR,  
FLOAT CUSTODIAN/DISTRICT WIDE, 40/52WKS, \$19.04/HR, CHRISTENSEN A.

**EFFECTIVE DATES**

02/02/2026  
01/28/2026  
01/16/2026  
01/08/2026  
01/13/2026  
02/02/2026  
02/02/2026  
01/12/2026

**NON-CERT LEAVES**

SMITH, BART D

**POSITIONS**

SCHOOL BUS DRIVER II

**EFFECTIVE DATES**

01/23/2026 01/26/2026

**NON-CERT RESIGNATION**

REAMER, BONNIE L

**POSITION**

HOURLY CAFE/PLAYGROUND MONITOR - PIEDMONT ES

**EFFECTIVE DATES**

01/20/2026



**HR/BS Services Committee Monthly Fund Balance Report**  
**February 9, 2026 Committee Meeting**  
**BUDGET SUMMARY**

2/5/2026      Percent spent

REVENUES	25-26		25-26		25-26		25-26				
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVISED BUDG		RECEIVED TO YEAR TO DATE		RECEIVED ENCUMBERED			BUDGET BALANCE	
	FUND	Jul-25	JULY 25-26	July - June	July - June	July - June	July - June				
General	1	\$ 134,020,612.52	\$ 137,502,407.11	\$ 49,807,590.77	\$ 18,022.35	\$ 87,676,793.99		36%			
Food Service	2	\$ 6,120,000.00	\$ 6,120,000.00	\$ 2,513,164.67	\$ -	\$ 3,606,835.33		41%			
Transportation	3	\$ 3,866,200.00	\$ 3,866,200.00	\$ 1,909,446.91	\$ -	\$ 1,956,753.09		49%			
Community Ed	4	\$ 8,187,495.00	\$ 8,187,495.00	\$ 3,439,530.40	\$ -	\$ 4,747,964.60		42%			
Operating Capital	5	\$ 4,680,435.48	\$ 1,974,644.89	\$ 643,705.53	\$ -	\$ 1,330,939.36		33%			
Building Construction	6	\$ -	\$ -	\$ -	\$ -	\$ -					
Debt Service Fund	7	\$ 27,857,301.00	\$ 27,857,301.00	\$ 2,197,239.70	\$ -	\$ 25,660,061.30		8%			
Trust Fund	8	\$ 320,000.00	\$ 320,000.00	\$ -	\$ -	\$ 320,000.00		0%			
Dental Insurance Fund	20	\$ 959,836.00	\$ 959,836.00	\$ 667,672.72	\$ -	\$ 292,163.28		70%			
Student Acitivity	79	\$ 106,940.00	\$ 110,490.00	\$ 233,888.83	\$ -	\$ (123,398.83)		212%			
<b>REVENUES</b>	<b>TOTALS:</b>	<b>\$ 186,118,820.00</b>	<b>\$ 186,898,374.00</b>	<b>\$ 61,412,239.53</b>	<b>\$ 18,022.35</b>	<b>\$ -</b>	<b>\$ 125,468,112.12</b>	<b>33%</b>			

EXPENSES	25-26		25-26		25-26		25-26				
	CURRENT YEAR ADOPTED BUDGET		CURRENT YEAR REVISED BUDG		EXPENSES TO YEAR TO DATE		EXPENSES ENCUMBERED			BUDGET BALANCE	
	FUND	Jul-25	JULY 25-26	July - June	July - June	July - June	July - June				
General	1	\$ 128,594,794.07	\$ 129,428,839.95	\$ 70,296,248.20	\$ 3,511,584.97	\$ 55,621,006.78		57%			
Food Service	2	\$ 6,095,464.00	\$ 6,095,464.00	\$ 2,778,912.22	\$ 1,880,376.91	\$ 1,436,174.87		76%			
Transportation	3	\$ 7,864,200.00	\$ 7,864,200.00	\$ 5,260,209.88	\$ 380,562.98	\$ 2,223,427.14		72%			
Community Ed	4	\$ 7,725,252.00	\$ 7,725,194.86	\$ 3,862,125.93	\$ 53,380.57	\$ 3,809,688.36		51%			
Operating Captial	5	\$ 5,648,724.89	\$ 5,648,724.89	\$ 4,780,724.16	\$ 1,051,005.35	\$ (183,004.62)		103%			
Building Construction	6	\$ -	\$ -	\$ 4,996,062.67	\$ 19,807,166.85	\$ (24,803,229.52)					
Debt Service Fund	7	\$ 27,394,520.00	\$ 27,394,520.00	\$ 27,394,084.69	\$ -	\$ 435.31		100%			
Trust Fund	8	\$ 270,842.00	\$ 270,842.00	\$ -	\$ -	\$ 270,842.00		0%			
Dental Insurance Fund	20	\$ 1,025,548.00	\$ 1,025,548.00	\$ 792,879.07	\$ -	\$ 232,668.93		77%			
Student Acitivity	79	\$ 86,750.00	\$ 753,465.85	\$ 172,588.36	\$ 38,574.98	\$ 542,302.51		28%			
<b>EXPENSES</b>	<b>TOTALS</b>	<b>\$ 184,706,094.96</b>	<b>\$ 186,206,799.55</b>	<b>\$ 120,333,835.18</b>	<b>\$ 26,722,652.61</b>	<b>\$ -</b>	<b>\$ 39,150,311.76</b>	<b>79%</b>			

Extra Curricular Fund 01 Prog 298  
Revenue \$ 354,130.35  
Expense \$ 324,436.08

**Fundraisers Reported  
January 2026**

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>
East	Debate Team	\$1,300.00	Bagging Groceries - Lakeside Super One
Lakewood	Schoolwide	\$400.00	Spirit Wear - We have a Spirit Wear Store Opening with all Lakewood Gear. They have agreed to give us 10% of our profits which would go into our student activities account.
Laura MacArthur	5th grade Wolf Ridge	\$800.00	Selling Duluth Coffee Company coffee
Lester Park	Schoolwide	\$27.30	Box Tops
Lester Park	Current 4th grade-- fundraising for fall 26 5th grade Wolf Ridge Trip	\$2,200.00	This fundraiser opportunity will be taking place in the spring of 2026 by the current 4th graders. Our trip to Wolf Ridge is on the calendar for September 23-25th. Families will have time to plan for the cost. Each scholar choosing to do the fundraiser are not required to find sponsors for every letter. Whatever they fundraise 100% will go towards their cost.
Lincoln Park	6th grade classes	\$500.00	Chick-Fil-A community fundraiser

**INDEPENDENT SCHOOL DISTRICT NO. 709**

Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8738

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** **RFP 340 PROFESSIONAL AUDITING SERVICES**  
**Date:** February 4, 2026

RFP is for professional auditing services for the Finance Department of the district.

Seven (7) potential vendors were emailed a copy of the RFP. It was advertised in the Duluth News Tribune for two weeks consecutively and available on the ISD709 district website with three (3) vendors responding resulting in the following:

<b><u>VENDOR</u></b>	<b><u>TOTAL</u></b>
LB CARLSON	\$109,775.00 (FIRST YR)
ABDO	\$102,300.00 (FIRST YR)
DELOITTE	NO RESPONSE
GRANT THORNTON, LLP	NO RESPONSE
KPMG, LLP	EMAILED REGRETS
RSM US, LLP	NO RESPONSE
WIPFLI, LLP	NO RESPONSE

Sheila Stevens, Finance Manager and Simone Zunich, Executive Director of Business Services reviewed the submitted bids for full compliance, compared performance ability and best value overall.

Simon Zunich, Executive Director of Business Services, recommends accepting and awarding the bid meeting specifications as submitted by LB CARLSON for the amount of \$109,775.00.

**Program:** Finance

**Fund Custodian:** Simon Zunich, Executive Director of Business Services

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Kelly Durick Eder, Board Chair

Date: February 4, 2026

**BID TAB FOR RFP #340 PROFESSIONAL AUDITING SERVICES**

<u>VENDOR</u>	<u>AMOUNT</u>
LB CARLSON	\$109,775.00 (FIRST YR)
ABDO	\$102,300.00 (FIRST YR)

**Awarded Vendor: LB CARLSON**

**INDEPENDENT SCHOOL DISTRICT NO. 709**

Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, Minnesota 55811  
218-336-8738

**MEMORANDUM**

**To:** Simone Zunich, Executive Director of Business Services  
**From:** Cathy Holman, Purchasing Coordinator  
**Subject:** RFP 341 DISTRICT CAPACITY STUDY  
**Date:** February 4, 2026

The RFP is for vendors interested in providing a District Capacity Study for future budgets, enrollment and various other items over the next ten (10) years.

The RFP criteria was shared with Five (5) vendors, it was advertised in the Duluth News Tribune for two weeks consecutively and it was available on the ISD709 district website with the following results:

<u>VENDOR</u>	<u>TOTAL</u>
TEAMWORKS	\$39,425
K12 COALITION	\$76,560
MGT	\$87,873
WOOLPERT	NO RESPONSE
THE MORRIS LEATHERMAN COMPANY	NO RESPONSE
ICS	EMAILED REGRETS
NEXUS	NO RESPONSE

Superintendent John Magas and Simon Zunich, Executive Director of Business Services reviewed the submitted bids for full compliance.

Simon Zunich, Executive Director of Business Services, recommends accepting and awarding the bid meeting specifications as submitted by Teamworks for the amount of \$39,425.

**Program:** Superintendent

**Fund Custodian:** John Magas

Date: 02.03.26

## **BID TAB FOR RFP #341 DISTRICT CAPACITY STUDY**

<b><u>VENDOR</u></b>	<b><u>AMOUNT</u></b>
<b>TEAMWORKS</b>	<b>\$39,425</b>
<b>K12 COALITION</b>	<b>\$76,560</b>
<b>MGT</b>	<b>\$87,873</b>

**Awarded Vendor: TEAMWORKS**

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, MN 55811  
218-336-8907

**MEMORANDUM**

**TO:** Simone Zunich, Executive Director of Business Services  
**FROM:** Cathy Holman, Purchasing Coordinator  
**SUBJECT:** RFQ – 4409 Homecroft Media Furniture  
**DATE:** January 15, 2026

Request for proposals of new media furniture for the Homecroft Elementary site were sent to four (4) vendors.

Three (3) responses were received with the following results:

<b><u>VENDOR</u></b>	<b><u>TOTAL</u></b>
School Specialty	\$41,157.38
Virco	\$61,516.14
Demco	\$66,294.20
Innovative	NO BID (LATE)

Bryan Brown and Heather Nordwall from the Facilities Department reviewed the responses.

Facilities Manager, Bryan Brown recommends accepting and rewarding the RFQ #4409, meeting specifications as timely submitted by School Specialty.

**PROGRAM:** Facilities

**FUND CUSTODIAN:** Homecroft PTA

**RFQ #4409 BID TAB FOR HOMECROFT MEDIA FURNITURE**

<b>School Specialty</b>	<b>\$41,157.38</b>
<b>Virco</b>	<b>\$61,516.14</b>
<b>Demco</b>	<b>\$66,294.20</b>
<b>Innovative</b>	<b>NO BID (LATE)</b>

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# Teaching Learning and Equity Department/Program Board Summary Report

This report is designed for Department or Program Leaders to provide a concise, high-level overview of their area's status, activities, and future plans to the School Board.

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## Report Identification

Field	Information
<b>Department/Program Name:</b>	1 <sup>st</sup> Street Building (Duluth Education Center, DNT)
<b>Report Title:</b>	Construction Progress
<b>Report Leader:</b>	Bryan Brown
<b>Date Submitted:</b>	2-2-2026
<b>Date of Board Meeting:</b>	

# Summary Report

## I. Program Objectives & Goals (What are we trying to achieve?)

Construction Progress at the 1<sup>st</sup> Street Building (former DNT building located at 424 W 1<sup>st</sup> St Duluth, MN). The building size is 72,000 sq ft, 51,000 sq ft of the building has been designed for program space; approximately 21,000 sq ft of space in the basement level is for future considerations.

Programs include:

- STEPS
- T-12/Bridge Special Education
- District-Wide Staff
- ECSE
- Early Childhood
- District Testing/Screening
- Community Education
- ALC/ AEO – Middle School and High School
- Adult Education

The goal is to complete construction in the summer of 2026.

## II. Key Actions & Activities (What have we done recently?)

Construction on the 2<sup>nd</sup> floor continues to make great progress, including interior drywall installation, 75% complete, and drywall taping, 30% complete. The Electrical, Mechanical, and Plumbing rough-in inspections for the second phase of the 2<sup>nd</sup> floor, scheduled for January 9<sup>th</sup>, have all passed.

The first coat of paint for the walls and door frames started on the 2<sup>nd</sup> floor. Construction on the 1<sup>st</sup> floor has also started, and framing installation is 50% complete. Mechanical, Electrical, and plumbing rough-in have been ongoing as well on the 1<sup>st</sup> floor.

Construction activities:

1. Material procurement is ongoing.
2. Demolition is complete.
3. Interior wall framing, drywall construction, door frame installation, and electrical and mechanical rough-in are ongoing on the 1<sup>st</sup> and 2<sup>nd</sup> floors.
4. Structural steel for the 1<sup>st</sup> floor infills has been procured, with installation underway.
5. Interior painting and ceiling grind construction has started on the second floor.

## III. Outcomes & Results (What was the impact?)

1. The construction schedule remains on track to complete the project in the summer of 2026.

## IV. Next Steps & Future Focus (What is planned for the future?)

1. Construction Progress:
  - a. Steel decking/concrete and masonry walls to follow structural steel erection.
  - b. Interior Construction will continue on the 1<sup>st</sup> floor and 2<sup>nd</sup> floor.
  - c. Periodic inspections from the city are ongoing.
  - d. Carpet installation on the 2<sup>nd</sup> floor starts in late March.

2. The construction budget is updated monthly with the submission of the pay application.

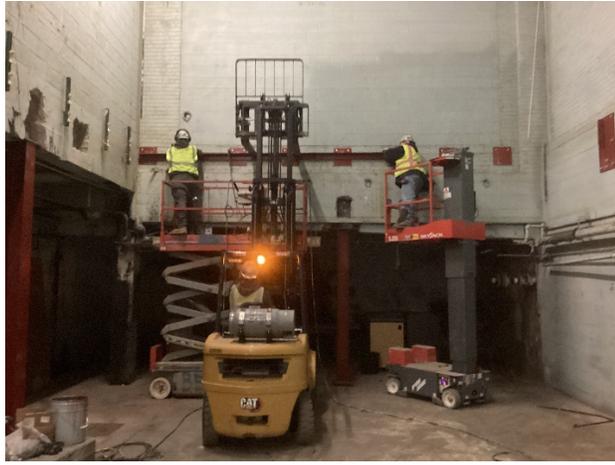
Summary:

- a. Total Budget \$15,724,044.
- b. Cost to date: \$3,374,876.
- c. Contingency Remaining: \$221,009.
- d. FF&E Remaining: \$250,000.

**F. Current Project Photos**



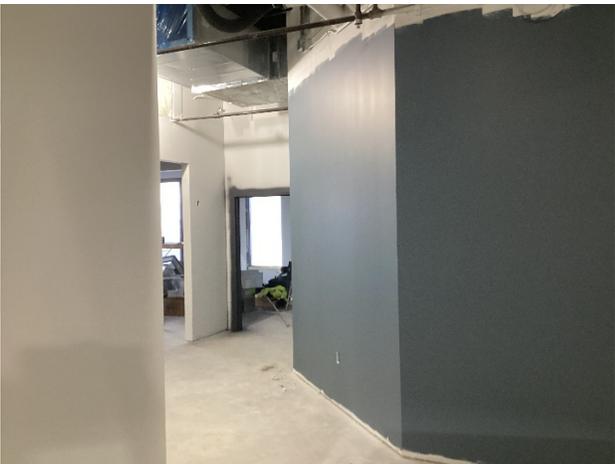
Drywall Installation



Structural Steel Erection



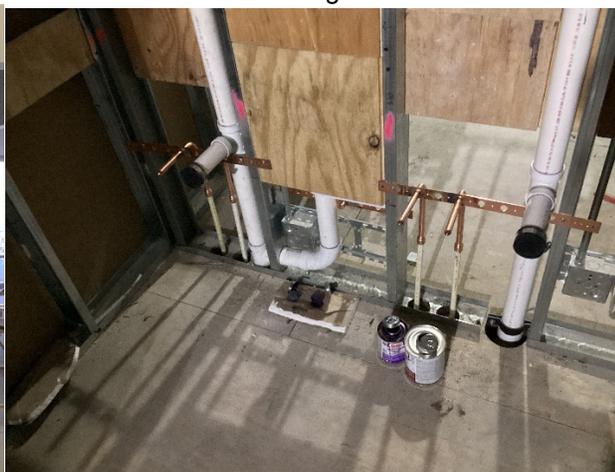
Mechanical Heating Lines



Wall Painting



Wall Painting



Restroom Rough-in

**Expenditure Contracts Signed  
January 2026**

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>
VIA Actuarial Solutions	\$13,100.00*	Business Services (DU)	GASB 75 Actuarial Services for Duluth Public Schools. VIA Actuarial Solutions helps organizations understand and manage their pension and healthcare financial risks
Ricky DeFoe	\$1,000.00*	TLE (DR)	Providing four presentations of American Indian Culture on 1/16/26 at EHS
Jeffery Melton	\$600.00*	TLE (DR)	Providing four presentations of American Indian Culture on 1/16/26 at EHS
Anthony Nold	\$2,000.00*	Early Childhood (DR)	Nine, one-hour classroom lessons between the dates of 1/20/26 – 5/29/26. One family event per building as the showcase/goodbye
Lyric Opera of the North	\$750.00*	Homecroft ES (DU)	LOON performance at Homecroft Elementary School
Lyric Opera of the North	\$750.00*	Stowe ES (DU)	LOON performance at Stowe Elementary School
School Mate	\$531.50	Lester Park ES (DR)	2026/27 School Planners
Robert Giuliani	\$12,000.00*	Denfeld HS (DR)	CTE Culinary Instructor at DHS
Tina Weber	\$1,500.00*	Denfeld HS (DU)	DHS Choir Piano Accompaniment

Kylee Stroble	\$500.00*	Denfeld HS (DU)	DHS Choir Services
Anthony Ferguson	\$477.00*	Denfeld HS (DU)	DHS Drama Choreography
George Swanson	\$3,600.00*	East HS (DU)	EHS Holiday Concert Services
Ballfrog	\$4,500.00	East HS (DR)	Activities management system that will professionalize presence to the public, improve communication from all our activities, and limit outside entities from posting to team sites



November 21, 2025

Simone Zunich  
Executive Director of Business Services  
Duluth Public Schools  
709 Portia Johnson Drive  
Duluth, MN 55811

**Re: Engagement Letter for GASB 75 Actuarial Services – Duluth Public Schools**

Dear Simone:

Thank you for this opportunity to provide GASB 75 Other Postemployment Benefit (OPEB) actuarial services to Duluth Public Schools (the District). This letter documents the services we will provide for the District's retiree health plan and our fees for those services. This letter and attachments (collectively, the "Agreement") document the Scope of Services ("Services") that Northern Consulting Actuaries, Inc. d/b/a VIA Actuarial Solutions (hereafter, "VIA" or "we" or "our") will provide to the Duluth Public Schools (hereafter "District" or "you" or "yours" or "Client") and the Duluth Public Schools retiree healthcare plan (hereafter "Plan"). It also describes our fees, expenses, and the Terms and Conditions for those services.

After reviewing the enclosed Scope of Services and Terms and Conditions, please sign and date the Acknowledgement and Consent form. Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties, or we can provide an updated engagement letter if you prefer.

Please feel free to contact us if you have any questions about the proposed actuarial engagement. We will commence work under this engagement upon receipt of a signed copy of this Agreement.

Thank you again for choosing VIA Actuarial Solutions to be your trusted actuarial consultant.

Sincerely,

A handwritten signature in black ink that reads "Emily Erickson".

Emily A. Erickson, FSA, MAAA, FCA  
Consulting Actuary

L/D/C/R: 3/sak/eae

### Scope of Services

The GASB 75 accounting rules require a “full” actuarial valuation every two years, while a simplified roll-forward report is required in the “off years”. Our proposed scope and fees outlined below include both the “full” and roll-forward valuation reports.

Services Provided	Fixed Fee
<b>FYE 2026 “full” GASB 75 actuarial valuation report</b>	\$10,000
<b>FYE 2027 GASB 75 roll-forward valuation report</b>	\$3,100

Out-of-scope projects will be billed separately based on the time and expense needed to complete these projects. For calendar year 2026, our hourly rates are \$165 to \$265 for actuarial analysts and managers and \$365 to \$425 for consulting actuaries. We are glad to estimate fees for additional projects as requested. Out-of-scope projects may include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting, or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- accounting updates when the District’s financials differ from the figures in our previous reports.

The annual fees and hourly rates stated in this engagement letter are subject to annual inflationary updates beginning in 2028 and each year thereafter. VIA will propose inflationary adjustments to the District before beginning work on the FYE 2028 valuation. The hourly rate schedule is updated automatically each calendar year.

The proposed fees assume no substantial changes to the plan census, assumptions, plan provisions, or funding arrangement. If any of these factors change significantly then we will provide a separate proposed fee.

Out-of-pocket expenses will be passed on to you without markup. Bills are sent as often as monthly, and your payment is due within 30 days of the invoice date. Interest will accrue on the unpaid balance at the rate of ½% per month. If we receive your payment within 30 days, the interest will be waived.

## Terms and Conditions

### **COOPERATION AND WARRANTY REGARDING DOCUMENTS AND INFORMATION.**

You understand that in order for us to provide the Services to you we will require your assistance and cooperation. You agree to provide us with all documents and information reasonably requested by us in order for us to perform the Services and you warrant that such documents and information are true and accurate to the best of your knowledge after due inquiry. We will not be liable for any inaccurate results of our Services due to our reliance upon incorrect or incomplete documents or information.

**CONFIDENTIALITY.** All data, records, and information concerning the Plan and the participants of the Plan provided by you or on your behalf to VIA in connection with this Agreement, other than information that is either in the public domain, obtained from third parties, or which is otherwise developed by VIA shall be considered "Confidential Client Information." VIA agrees to use reasonable efforts to protect all Confidential Client Information and has reasonable safeguards to protect against the disclosure or misuse of Confidential Client Information that is in VIA's care or custody. VIA will protect the Confidential Client Information with the same degree of care that it uses to protect and safeguard VIA's own like information, but not less than the degree of care that would be exercised by a prudent person given the sensitivity of the Confidential Client Information. In preserving the confidentiality of Client communications and information, it is important that we have your agreement on the methods we will use in communicating with you. Unless you tell us otherwise, you agree that it is appropriate to use mail and emails in the course of our providing the Services to you without encryption or other special measures. The exception is transmission of participant census data which must be transmitted using our secure data transfer site or similar method. Please let us know if you have special requests or requirements for the methods of communication or persons to be included in such communications.

**RETENTION OF RECORDS.** We will retain final copies of actuarial work products for seven years after completion of each project. Although we keep copies of the work we perform for you for seven years, these copies are solely for our files. The plan sponsor is responsible for keeping copies of all documents needed for the Plan's permanent records, including copies of the work we perform for you and the information we send to you.

**INDEMNIFICATION.** You agree as part of this engagement to indemnify and hold harmless VIA from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys' fees and collection or court costs) arising from or in connection with the operation of the Plan or the rendering of plan-related services by the Client, the Plan Administrator, or any third party. This indemnification does not include claims, losses, damages, liabilities, costs, and expenses attributable solely to any gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

We agree as part of this Agreement to indemnify and hold harmless the Client and the Plan from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys' fees and collection or court costs) (collectively "Claims") arising from or in connection with the operation of the Plan or the rendering of plan-related services by VIA, to the extent that such Claims are attributable solely to gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

## Terms and Conditions *(continued)*

**REPRESENTATIONS AND WARRANTIES.** We represent and warranty that we (a) have the right, power and authority to enter into this Agreement and to fully perform all of our obligations hereunder; and (b) will use commercially reasonable efforts to provide all services required of us under the Agreement in accordance with prevailing industry standards. You represent and warranty that you have the right, power, and authority to enter into this Agreement and to fully perform all of your obligations hereunder.

**NO ASSIGNMENT OR DELEGATION.** Neither VIA nor you may assign this Agreement in whole or in part, nor delegate any part or all of its duties, without the other's prior written consent.

**SEVERABILITY.** If any provision of this Agreement is held to be or is invalid or unenforceable, the validity and/or enforceability of the remaining portions shall not be impaired or affected in any way. A waiver of any provision of this Agreement does not likewise waive any other provision of this Agreement.

**MODIFYING THIS ENGAGEMENT.** The terms of this engagement between you and us represented by this Agreement shall not be subject to modification (except with regard to fees, as outlined above), except as agreed upon in writing by both you and us.

**TERM AND TERMINATION.** This engagement letter is effective beginning July 1, 2025 and shall automatically renew on an annual basis unless terminated earlier by either party as described below. Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties and described in a new Scope of Services, or we can provide an updated engagement letter if you prefer.

You have the right to terminate our services with 60 days prior written notice. Termination of our services will not relieve you of the obligation to pay for all accrued charges and expenses for work through the end of our engagement. We will have the same right of termination, subject to our obligation to give you 60 days prior written notice. If our billing statements are not timely paid, however, we will have the right to terminate our Services upon 5 days prior written notice following a default in the payment of our fees and expenses, upon the expiration of which notice period we will have the right to not provide any Services or advance any expenses until all amounts due are paid in full. Furthermore, if we are required to take action to collect our fees and expenses, you agree to pay all professional fees (including reasonable attorneys' fees) and expenses incurred by us in such collection action.

**ENTIRE AGREEMENT.** Our performance of the Services is subject to the terms of this letter, including our Terms and Conditions ("Terms and Conditions"). This letter, together with the Scope of Services and these Terms and Conditions, constitute the entire Agreement between VIA Actuarial Solutions and you and supersede all previous agreements between us whether written or oral. Should the scope of our Services change, you agree that we will either amend the Scope of Services or we will execute a new engagement letter incorporating such changes. We will not be required to provide Services not included in the Scope of Services agreed to in this letter.

### Minnesota Actuarial Disclosure

VIA Actuarial Solutions is the actuarial advisor to the Minnesota Legislative Commission on Pensions and Retirement (LCPR). In this role, we assist the LCPR in reviewing actuarial valuations, assumptions, and cost estimates for the three statewide retirement systems: TRA, PERA, and MSRS.

Our professional standards require that we disclose any actual or potential conflict of interest to our clients, and that our clients expressly agree to these services. Although the work we prepare for the LCPR does not directly relate to your GASB 75 OPEB reporting, we believe it's prudent to disclose our assignment to all of our Minnesota public sector clients since you probably have members in at least one of the statewide pension plans that we'll be reviewing. Your approval of this engagement letter is an affirmative response that you agree to our OPEB work with the District along with our LCPR assignment.

### Acknowledgement and Consent

The undersigned authorized representative of Duluth Public Schools (the District) has read this letter from VIA Actuarial Solutions, understands its contents, and agrees on behalf of the District to the Scope of Services; fees and expenses; and Terms and Conditions set forth in the Agreement. I also expressly agree to VIA Actuarial Solutions' ongoing work for us as well as their LCPR assignment.

Date: Jan 20, 2026

By Simone Zinich

Title Exec. Dir. Business Services

## **AGREEMENT**

**THIS AGREEMENT**, made and entered into this 01/09/2026 by and between Independent School District #709, a public corporation, hereinafter called District, and Ricky DeFoe, 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 01/09/2026, 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.**

Ricky DeFoe will provide 4 presentations of American Indian Culture on 01/16/2026 at East High School.

**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 a sum of \$1000.

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

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

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

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

**6. Propriety of Expenses.**

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

**7. Ownership of Materials.**

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

**8. Independent Contractor.**

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

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

**9. Indemnity and defense of the District.**

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

**10. Notices.**

All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Annemarie Schilling , 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 Ricky DeFoe at 704 Ishpeming Road, Cloquet, MN 55720

**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.

*Andy W. DeFore* [REDACTED] 01/09/2026  
 Contractor Signature SSN/Tax ID Number Date

*[Signature]* 01/13/24  
 Program Director Date

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

**This contract is funded by either:**

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

**Please check the appropriate line below:**

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

01	E	005	204	414	303	000
XX	X	XXX	XXX	XXX	XXX	XXX

Check if the contract will be paid using Student Activity Funds

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

*Simone Zunic* 1/14/26  
 CFO / Superintendent of Schools / Board Chair Date

## **AGREEMENT**

**THIS AGREEMENT**, made and entered into this 01/09/2026 by and between Independent School District #709, a public corporation, hereinafter called District, and Jeffery Melton, 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 01/09/2026, 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.**

Jeffery Melton will participate in 4 presentations of American Indian Culture on 01/16/2026 at East High School.

**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 a sum of \$600.

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

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

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

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

**6. Propriety of Expenses.**

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

**7. Ownership of Materials.**

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

**8. Independent Contractor.**

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

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

**9. Indemnity and defense of the District.**

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

**10. Notices.**

All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Annemarie Schilling , 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 Jeffrey Melton at 704 6264 E. County Road A, Solon Springs, WI 54873.

**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.

*Jeffrey Miller* \_\_\_\_\_ 1/13/26  
 Contractor Signature SSN/Tax ID Number \_\_\_\_\_ Date

*[Signature]* \_\_\_\_\_ 1/13/26  
 Program Director \_\_\_\_\_ Date

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

**This contract is funded by either:**

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

**Please check the appropriate line below:**

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

01	E	005	204	414	303	000
XX	X	XXX	XXX	XXX	XXX	XXX

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

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

*Simone Zunic* \_\_\_\_\_ 1/14/26  
 CFO / Superintendent of Schools / Board Chair \_\_\_\_\_ Date

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 09 day of January, 2026, by and between Independent School District #709, a public corporation, hereinafter called District, and Anthony Nold, 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 nine, 1 hour classroom lessons in each classroom (2 classrooms-total of 18 hours) between the dates of January 20, 2026-May 29, 2026. 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 09, 2026, and shall remain in effect until June 05, 2026, 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 \$2000.00 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 Anthony Nold,

5725 Highland St, Duluth MN 55807

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

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

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

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

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

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

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

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

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

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

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

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

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

Anthony [Signature] \_\_\_\_\_ SSN/Tax ID Number \_\_\_\_\_ Date 01/09/26  
Sahara Eckberg \_\_\_\_\_ Date 2-13-26  
 Contractor Signature \_\_\_\_\_  
 Program Director \_\_\_\_\_

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

**This contract is funded by either:**

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

**Please check the appropriate line below:**

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

04	E	005	579	285	305	000
XX	X	XXX	XXX	XXX	XXX	XXX

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

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

Ermine Znuich \_\_\_\_\_ Date 1/22/26  
 Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair \_\_\_\_\_

# LYRIC OPERA OF THE NORTH

January 16, 2026

## **AGREEMENT and PREPARATION CHECKLIST FOR LITTLE OPERA OF THE NORTH PERFORMANCE AT Homecroft Elementary School.**

This document shall serve as an agreement and checklist for one performance of Opera for the Young's *The Elixir of Love*, at **Homecroft Elementary School in Duluth, in the school gymnasium, on Tuesday, February 24, 2026.** This 45 minute opera is designed and written specifically for a K-5<sup>th</sup> grade audience. **Parents, sponsors, and community members are welcome at the school's discretion and according to school visitor policies.**

The following schedule of events is agreed upon:

**8:00 a.m.** LOON loads into the performance space at school.

**8:30 a.m.** Begin rehearsal with the student chorus (please have student performers ready to begin at this time). Costumes and hand props for students are provided by LOON.

**9:15.m.** Audience takes their places.

**9:20 a.m.** Performance and Q&A.

**10:10 a.m.** END of performance, LOON loads out.

**10:40 a.m.** Gym is empty.

1. Music Teacher agrees to **prepare on-stage chorus of no more than 16 student singers\***, from which you will **assign 2 students with speaking roles** (Soldier and Justice of the Peace) to appear in this performance. Speaking roles should come from the singing chorus. \*If additional students are participating as singers, they are welcome to sit in risers or on floor behind the acting chorus.
2. Please **make a piano available for the use of this performance**, beginning with the rehearsal. For our purposes, a "bad" or even an out of tune piano is usually better than an electric keyboard, but we rely on Music Teachers' discretion!
3. Please see teaching materials for gym set-up: LOON sets up a performing area under one hoop, with student audience on the gym floor and adult audience in chairs around perimeter. We request the use of cones to help establish a center aisle.
4. Prior to performance week: **please check to see if gym fans can be turned off.** This performance is un-amplified and gym fans can drown out lyrics. Some schools have automated systems which require several days' advance notice.
5. Payment can be sent to Lyric Opera of the North at the address below. Checks made payable to Lyric Opera of the North are preferred. **The cost of the performance is \$750.00.** Payment can be made at any time from now until the day of the performance.

# LYRIC OPERA OF THE NORTH

6. Teaching materials include age-specific surveys. Please distribute to classroom teachers and return completed surveys to Lyric Opera of the North within one week of performance. We are happy to provide postage-paid envelopes for this upon request.
7. We ask that you limit the total number of students in the gym to 400. We can discuss this further for clarification if needed.
8. Please do not send choristers with any symptoms of illness to participate in the performance alongside the cast. Thank you for helping keep our touring cast healthy!

Lyric Opera of the North is the presenter of all performances by Little Opera of the North. Lyric Opera of the North is a 501 (c) (3) organization. Tax identification # 20-1896591.

We look forward to working with you to bring live, professional opera to your school. Please sign one copy of this agreement and return to LOON at your earliest convenience.

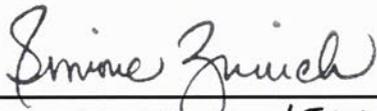


1/1/2026

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Sarah Lawrence  
General Artistic Director

Date



1/20/26

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Principal or Music Teacher / Exec. Dir. Business Services

Date

# INVOICE

Lyric Opera of the North  
506 W Michigan St  
Duluth, MN 55802

info@loonopera.org  
+1 (218) 464-0922  
www.loonopera.org

LYRIC  
OPERA  
OF THE  
NORTH

### Bill to

ISD 709 - Homecroft Elementary  
4784 Howard Gnesen Road  
Duluth, MN 55803

### Ship to

ISD 709 - Homecroft Elementary  
4784 Howard Gnesen Road  
Duluth, MN 55803

### Invoice details

Invoice no.: 2309  
Terms: Net 30  
Invoice date: 01/10/2026  
Due date: 02/24/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/24/2026	Fees	One Little LOON performance of Elixir of Love	1	\$750.00	\$750.00

**Total** **\$750.00**

### Note to customer

Thank you!

# LYRIC OPERA OF THE NORTH

January 16, 2026

## **AGREEMENT and PREPARATION CHECKLIST FOR LITTLE OPERA OF THE NORTH PERFORMANCE AT Stowe Elementary School.**

This document shall serve as an agreement and checklist for one performance of Opera for the Young's *The Elixir of Love*, at **Stowe Elementary School in Duluth, in the school gymnasium, on Friday, February 13, 2026.** This 45 minute opera is designed and written specifically for a K-5<sup>th</sup> grade audience. **Parents, sponsors, and community members are welcome at the school's discretion and according to school visitor policies.**

The following schedule of events is agreed upon:

**8:00 a.m.** LOON loads into the performance space at school.

**8:30 a.m.** Begin rehearsal with the student chorus (please have student performers ready to begin at this time). Costumes and hand props for students are provided by LOON.

**9:15.m.** Audience takes their places.

**9:20 a.m.** Performance and Q&A.

**10:10 a.m.** END of performance, LOON loads out.

**10:40 a.m.** Gym is empty.

1. Music Teacher agrees to **prepare on-stage chorus of no more than 16 student singers\***, from which you will **assign 2 students with speaking roles** (Soldier and Justice of the Peace) to appear in this performance. Speaking roles should come from the singing chorus. \*If additional students are participating as singers, they are welcome to sit in risers or on floor behind the acting chorus.
2. Please **make a piano available for the use of this performance**, beginning with the rehearsal. For our purposes, a "bad" or even an out of tune piano is usually better than an electric keyboard, but we rely on Music Teachers' discretion!
3. Please see teaching materials for gym set-up: LOON sets up a performing area under one hoop, with student audience on the gym floor and adult audience in chairs around perimeter. We request the use of cones to help establish a center aisle.
4. Prior to performance week: **please check to see if gym fans can be turned off.** This performance is un-amplified and gym fans can drown out lyrics. Some schools have automated systems which require several days' advance notice.
5. Payment can be sent to Lyric Opera of the North at the address below. Checks made payable to Lyric Opera of the North are preferred. **The cost of the performance is \$750.00.** Payment can be made at any time from now until the day of the performance.

# LYRIC OPERA OF THE NORTH

6. Teaching materials include age-specific surveys. Please distribute to classroom teachers and return completed surveys to Lyric Opera of the North within one week of performance. We are happy to provide postage-paid envelopes for this upon request.
7. We ask that you limit the total number of students in the gym to 400. We can discuss this further for clarification if needed.
8. Please do not send choristers with any symptoms of illness to participate in the performance alongside the cast. Thank you for helping keep our touring cast healthy!

Lyric Opera of the North is the presenter of all performances by Little Opera of the North. Lyric Opera of the North is a 501 (c) (3) organization. Tax identification # 20-1896591.

We look forward to working with you to bring live, professional opera to your school. Please sign one copy of this agreement and return to LOON at your earliest convenience.

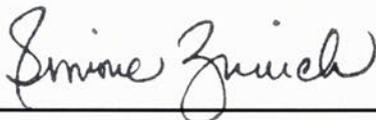


1/1/2026

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Sarah Lawrence  
General Artistic Director

Date



2/3/26

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Principal or Music Teacher

Date

# 26/27 PLANNER QUOTE



Order online, or complete, sign, and email order form to purchaseorders@schoolmate.com, or fax to 800-570-1767. Call 800-516-8339 with questions. Phone orders not accepted.

For Office Use Only - 1/26 online  
 Order # \_\_\_\_\_  
 Date Rec'd \_\_\_\_\_  
 Quote # PQ01302699656

School Name LESTER PARK ELEMENTARY  
 District Name DULUTH ISD 709  
 Contact Name TRACY THOMPSON Title ADMINISTRATIVE ASSISTANT  
 School Mailing Address 5300 GLENWOOD ST  
 City, State, Zip DULUTH, MN 55804  
 Ship Address (if different, No PO Boxes) 5300 GLENWOOD ST  
 Ship City, State, Zip DULUTH, MN 55804  
 School Ph 218-336-8875 Fax 218-336-8879  
 Cell Ph 218-336-8875 Alt Ph \_\_\_\_\_  
 Email (required) Tracy.thompson@isd709.org

Proof Contact (Provide ALL contact info)  
 Name Approved Online Fax \_\_\_\_\_  
 Cell Ph \_\_\_\_\_ Alt Ph \_\_\_\_\_  
 Home Email (required) \_\_\_\_\_  
 Work Email (required) \_\_\_\_\_

Bill Attention to: ACCOUNTS PAYABLE  
 PO# (opt.) \_\_\_\_\_  Invoice Us  
 Pay by credit card, go to schoolmate.com.

**Signature Required Below**

Please send me email updates, reminders, and special offers from School Mate®

A CHOOSE PLANNER - Check only 1 product code below. Submit extra order form(s) for additional product(s).											B QUANTITY	
PLANNER TYPE	Kindergarten	Primary	Elementary	Middle School	Navigator	High School	Dated Agenda	Undated Agenda	Classic	Scholar	# Student Planners.....	
Value Planners	<input type="checkbox"/> KGA	<input type="checkbox"/> PRA	<input type="checkbox"/> ELA	<input type="checkbox"/> MSA	<input type="checkbox"/> NVA	<input type="checkbox"/> HSA	<input type="checkbox"/> AGA	<input type="checkbox"/> UDA	<input type="checkbox"/> CLA	<input type="checkbox"/> SRA	105	
Custom Planners	<input type="checkbox"/> KGB	<input type="checkbox"/> PRB	<input type="checkbox"/> ELB	<input checked="" type="checkbox"/> MSB	<input type="checkbox"/> NVB	<input type="checkbox"/> HSB	<input type="checkbox"/> AGB	NA	<input type="checkbox"/> CLB	<input type="checkbox"/> SRB	# Teacher Editions (TE) + ...	
Custom with Handbooks	<input type="checkbox"/> KGC	<input type="checkbox"/> PRC	<input type="checkbox"/> ELG	<input type="checkbox"/> MSC	<input type="checkbox"/> NVC	<input type="checkbox"/> HSC	<input type="checkbox"/> AGC	NA	<input type="checkbox"/> CLC	<input type="checkbox"/> SRC	105	

**C VALUE PLANNERS** - See Price Chart C  
 \$ \_\_\_\_\_ x Total Planners (TP) (25 min. order, 60 min. for UDA) ... = \$ \_\_\_\_\_  
 KGA PRA ELA MSA NVA HSA AGA UDA CLA SRA  
 Continue on to sections H and I.

**D CUSTOM PLANNERS** (with or without Handbooks) - See Price Chart D  
 \$ 3.70 x Total Planners (TP) (60 min. order) ... = \$ 388.50  
 KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC AGB AGC CLB CLC SRB SRC  
 Continue on to sections E, F, G, H, and I.

**E COVERS** - For Custom Planners only. Select a cover design and complete the Cover Wording (also indicate if years are to be printed) and Mascot below.

- Poly-Pro™ Cover with school name/mascot in black ink: Design #P- \_\_\_\_\_ FREE
- Full-Color Agenda Cover - For AGB and AGC only with school name/mascot in black ink: #FC- \_\_\_\_\_ FREE
- Religious Cover with school name/mascot in black ink: #R- \_\_\_\_\_ FREE
- One-Color Cover - Indicate 1 standard ink: \_\_\_\_\_ FREE  
 #C \_\_\_\_\_  Repeat last year's; change year  Own design
- Multicolor or Photo Cover - Indicate 2 standard inks: \_\_\_\_\_ TP x 25¢ = \$ 40.00  
 #T \_\_\_\_\_  Repeat last year's; change year  Own design  
 Photo Cover #F \_\_\_\_\_;  Own photo OR  Photo mascot # \_\_\_\_\_  Repeat last year's design; change year  
 Cover Wording: \_\_\_\_\_  print 2026-2027  
 Mascot: Online mascot # \_\_\_\_\_  Own mascot  Repeat last year's mascot
- Custom Back Cover  Own design  Repeat last year's  Solid - standard ink: ROYAL-286 TP x 25¢ = \$ 40.00  
 Custom Inside Back Cover (only available with Custom Back Cover)  Own design  Repeat last year's TP x 25¢ = \$ \_\_\_\_\_  
 (\$40 minimum)

**F OPTIONS & TEACHER AIDS** - For Custom Planners only. All options ordered will be included in both Student Planners and Teacher Editions.

- Only options available for AGB & AGC are 4, 5, and 6. Only option available for CLB, CLC, SRB & SRC is 6.
- Hall Pass Sheet ... TP x 12¢ = \_\_\_\_\_
  - Year-Rnd. Suppl. TP x 25¢ = \_\_\_\_\_ → bind in:  front of planner  back of planner
  - Char. Ed. Suppl. ... TP x 40¢ = \_\_\_\_\_
  - Vinyl Pouch. .... TP x 30¢ = \_\_\_\_\_
  - Planning Stickers ... TP x 25¢ = \_\_\_\_\_ = \$ \_\_\_\_\_
- Options 1-5 Total \_\_\_\_\_
6.  Inserts  IN1  IN2  IN3  IN4 ... #Total Inserts \_\_\_\_\_ x 25¢ x TP = \$ \_\_\_\_\_
- Options for Teacher Editions (TE) only - will be placed in all TEs ordered.  
 Grade Records. .... TE x 85¢ = \_\_\_\_\_  Lesson Plans (NA for HSB, HSC, SRB, or SRC) TE x 85¢ = \_\_\_\_\_ = \$ \_\_\_\_\_

**G HANDBOOK PAGES** - For Custom Planners only.

Note: 1 page is 1 side of a sheet of paper. # Total Custom Pages \_\_\_\_\_ x 4¢/page (3¢ for HSC, SRC & AGC) x TP = \$ \_\_\_\_\_  
 Repeat last year's pages  Press-ready pages enclosed  PDF uploaded

**H EXTRAS** - Available for ALL planners & agendas (Value and Custom).

- Page Marker Rulers - Must order for all, no partials. TP x 20¢ = \$ \_\_\_\_\_
- Wall Charts - 5 wall charts per case (must order by full case). #cases \_\_\_\_\_ x \$35 = \$ \_\_\_\_\_

**Order will not be processed without a signature.**  
 Sign Here Ermine Zuehl Date 2/8/26  
 By signing, you agree to School Mate's Terms & Conditions

**I SHIPPING & ORDER TOTALS**

Subtotal = \$ 468.50  
 RUSH Production - 4 weeks (Custom Planners only) - add 20% (\$75 min.) = \$ \_\_\_\_\_  
 Shipping - (AK, HI, APO, FPO call for pricing) 48 states. .... 60¢/planner = \$ 63.00  
 Pretax Total = \$ 531.50  
 State Tax Customer must provide tax exempt form upon ordering, or customer will be responsible for paying sales tax. = \$ \_\_\_\_\_  
 Delay Ship (opt.):  Apr 24  May 8  June 12  July 10  July 17  July 24  July 31  Aug 7  Aug 14  Aug 21  Aug 28

**531.50**  
**TOTAL**

Special Instructions: Please attach if you have any.

You have a tax exempt certificate on file for us already.

Quote prepared by: WEB Valid until: 5/6/2026

# 2026-2027 Planner Pricing & Delay Shipping

## CHART C. Value Planner Pricing

Quantity	25+	50+	100+	250+	500+	1000+	
<b>KGA</b> <b>PRA</b> <b>ELA</b> <b>MSA</b> <b>NVA</b>	Price	4.15	3.65	3.40	3.35	3.30	3.20
	<b>Price w/ discount*</b>	<b>3.90</b>	<b>3.40</b>	<b>3.15</b>	<b>3.10</b>	<b>3.05</b>	<b>2.95</b>
<b>HSA</b>	Price	3.90	3.40	3.15	3.10	3.05	2.95
	<b>Price w/ discount*</b>	<b>3.65</b>	<b>3.15</b>	<b>2.90</b>	<b>2.85</b>	<b>2.80</b>	<b>2.70</b>
<b>CLA</b>	Price	3.90	3.40	3.15	3.10	3.05	2.95
<b>SRA</b>	Price	3.65	3.15	2.90	2.85	2.80	2.70
<b>AGA</b>	Price	3.45	2.95	2.70	2.65	2.60	2.55
<b>UDA</b>	Price	2.25 per agenda (60 minimum order)					

\*Order and ALL material must be received by May 6, 2026 to qualify.

## CHART D. Custom Planner Pricing

Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+		
<b>KGB</b> <b>PRB</b> <b>ELB</b> <b>MSB</b> <b>NVB</b>	<b>KGC</b> <b>PRC</b> <b>ELC</b> <b>MSC</b> <b>NVC</b>	Price	4.90	3.95	3.85	3.70	3.55	3.45	3.40	3.35	3.30
		<b>Price w/ discount*</b>	<b>4.65</b>	<b>3.70</b>	<b>3.60</b>	<b>3.45</b>	<b>3.30</b>	<b>3.20</b>	<b>3.15</b>	<b>3.10</b>	<b>3.05</b>
<b>HSB</b>	<b>HSC</b>	Price	4.60	3.65	3.55	3.40	3.25	3.15	3.10	3.05	3.00
		<b>Price w/ discount*</b>	<b>4.35</b>	<b>3.40</b>	<b>3.30</b>	<b>3.15</b>	<b>3.00</b>	<b>2.90</b>	<b>2.85</b>	<b>2.80</b>	<b>2.75</b>
<b>CLB</b>	<b>CLC</b>	Price	4.65	3.70	3.60	3.45	3.30	3.20	3.15	3.10	3.05
<b>SRB</b>	<b>SRC</b>	Price	4.35	3.40	3.30	3.15	3.00	2.90	2.85	2.80	2.75
<b>AGB</b>	<b>AGC</b>	Price	4.05	3.10	3.05	3.00	2.90	2.80	2.75	2.70	2.65
<b>TB</b> <b>QB</b>	<b>TC</b> <b>QC</b>	Quantity	100+	150+	200+	250+	300+	400+			
		Price	5.80	4.30	3.60	3.55	3.25	2.75			

School Events Agendas must be ordered online.

\*Order and ALL material must be received by May 6, 2026 to qualify.



## Order Early • Save Money • Ship Later

Save time and get immediate pricing with our easy online quote calculator at [schoolmate.com](http://schoolmate.com).

Delay shipping information applies to both planners and folders.

**WHAT IS A DELAY SHIP DATE?** A delay ship date allows you to specify when you want your order to ship. We will produce your order upon receipt, and if your order is complete before the chosen delay ship date, we will hold the order and ship it on the date requested. If your order was not placed in time to allow for the full production schedule and you chose a delay ship date, the order will ship upon completion after the delay ship date.

**SCHOOL CLOSED FOR SPRING BREAK OR SUMMER BREAK?** Order early and choose a delay ship date to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

**NEED YOUR INVOICE DATED AFTER A SPECIFIC DATE?** Choose a delay ship date, and we will ship and invoice your order on the requested delay ship date. Please allow for production time when ordering.

**IS A DELAY SHIP DATE A DELIVERY DATE?** No. A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2–8 business days for orders shipped within the 50 states. Please note that a delay ship date is not a receive date.

**WANT TO TAKE ADVANTAGE OF OUR EARLY ORDERING, BUT CANNOT GET A PO UNTIL JULY?** Place your order early and select a delay ship date. We will complete your order, and then wait to ship it until the requested delay ship date. We will invoice your order at the time of shipping. Payment is not due until Sept. 1, 2026 (some exclusions apply). See our delay ship dates below.

2026 DELAY SHIP DATES:
April 24 • May 8 • June 12 • July 10 • July 17 • July 24 July 31 • August 7 • August 14 • August 21 • August 28

Order online or get a quote: [schoolmate.com/ordering](http://schoolmate.com/ordering)

**Email Order Form:**  
[purchaseorders@schoolmate.com](mailto:purchaseorders@schoolmate.com)

**Fax Order Form:**  
800-570-1767

**Mailing Address:**  
School Mate  
PO Box 2110  
Kearney, NE 68848-2110

**Call for Quote\*:**  
(Phone orders not accepted)  
800-516-8339  
Mon-Fri, 8-5 CST

Upload Custom Material: [uploader.schoolmate.com/#/customer/new](http://uploader.schoolmate.com/#/customer/new)

\*School Mate must receive a signed order form or an online order. We do not accept phone orders.  
Download an order form at [schoolmate.com/downloads/porder.pdf](http://schoolmate.com/downloads/porder.pdf).

Use our online quote calculator today!

# 2026-2027 Planner Terms & Conditions

## Early Order Discount

- **Save 25¢ per planner if we receive your order by May 6, 2026.** See prices on p. 20. Discount does not apply to Classic & Scholar Planners, Agendas, or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** ALL material (mascot/logo, handbook pages, cover, etc.) must be received to begin processing the order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 6, 2026.

## Ordering

- School Mate® agrees to produce planners in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced in the Customer's planners, including handbook pages, mascot, and other material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- Order online at schoolmate.com/ordering, or email a complete, signed order form to purchaseorders@schoolmate.com or fax to 800-570-1767. Phone orders not accepted.
- A submitted order constitutes a binding Contract between School Mate and the Customer. No other statements or oral agreements are binding.
- We recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners/agendas later may cost more.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. School Mate's terms supersede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. School Mate reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited, School Mate reserves the right to substitute front & back covers.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, Customer shall hold School Mate and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of planners.

## Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. Contact School Mate if you need to place a reorder.
- Custom Planner and Agenda reorders require a minimum of 25. Value Planner and Agenda reorders require a minimum of 10. Undated Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.

## Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2026. Payment terms for orders shipped after Sept. 1, 2026 is Net 30. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. School Mate reserves the right to require prepayment. All prices are based on USA currency.
- Delayed shipping and invoicing are available.
- If order is canceled, the Customer is liable for any costs in preparation or production of the order.
- Customers must submit a valid tax-exempt form before invoicing. Without it, sales tax will be added and must be paid. The amount may change upon verification.

## Free Proof

- Proofs are emailed for material that requires design. Proofs are not sent for press-ready handbooks.
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.

## Production

- Production begins the day **after** the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. **See chart below.** Normal Production time is **estimated** as seasonal demands, shortages, or any other reasonable causes can affect it.
- School Mate is not responsible for requested changes after the book is in process. Changes to orders or production halts will incur charges and delay shipping.

### Value Planners/Agendas & Undated Agendas

**KGA, PRA, ELA, MSA, NVA, HSA, CLA, SRA, AGA, UDA**

Production Time.....1–2 weeks

**Custom Planners/Agendas – KGB, KGC, PRB, PRC, ELB, ELC, MSB, MSC, NVB, NVC, HSB, HSC, CLB, CLC, SRB, SRC, AGB, AGC, TB, TC, QB, QC**

RUSH Production.....4 weeks

\*Normal Production.....6 weeks

**RUSH orders incur a 20% upcharge on the subtotal (\$75 min.). All material must be stock items or press-ready if custom.**

**NOTE:** Orders ship once completed; however, earliest orders ship spring 2026. If necessary, choose a delay ship date to ensure someone can receive the order. Check your school calendar.

\*Orders may require 6–9 weeks for Normal Production due to heavy demand.

## Shipping

- Allow 2–8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6–12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, School Mate reserves the right to deny Customer-specified carriers or accounts. Shipping charges within the contiguous USA are 60¢ per book. AK, HI, APO, and FPO orders cost extra; call for charges.
- Orders must be shipped to a school or school district address.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). If order is returned to School Mate because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Books cannot be returned for any reason.
- Defective books, not due to shipping damage, must be reported to School Mate within 90 days of ship date. School Mate reserves the right to repair, replace, or credit defective books. Book damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, for a claim to be made.
- School Mate is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's control.

## **AGREEMENT**

**THIS AGREEMENT**, made and entered into this 1st day of December, 2025, by and between Independent School District #709, a public corporation, hereinafter called District, and Robert Giuliani, 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 12/1/25 and shall remain in effect until 3/31/26, 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.** CTE Culinary Instructor at Denfeld HS

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 \$40.05 hourly and \$12,000.00 in total.

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

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

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

6. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to 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: Human Resources, 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) Robert Giuliani - 2519 W Skyline Duluth, MN 55805.

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.

 (Feb 4, 2026 14:31:06 CST)  Feb 4, 2026

**Contractor Signature** SSN/Tax ID Number Date  
 2/4/26

**Program Director** Date

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

**This contract is funded by either:**

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

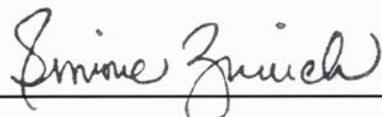
**Please check the appropriate line below:**

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

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

01	E	215	365	830	305	252
XX	X	XXX	XXX	XXX	XXX	XXX

 2/4/26

**Exec. Dir Finance & Business Services / Superintendent of Schools / Board Chair** Date



## AGREEMENT

**THIS AGREEMENT**, made and entered into this 10<sup>th</sup> day of December, 20 25, by and between Independent School District #709, a public corporation, hereinafter called District, and Tina Weber, 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 NOV. 1 2025 and shall remain in effect until June 15<sup>th</sup> 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.** *(insert or attach a list of programs/services to be performed by contractor)*

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 \$ 35 hourly and \$ 1,000 in total.

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

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

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

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

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

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

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

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

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

10. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Tina Weber, 4316 Rice Lake Rd, Suite 108, Duluth, MN 55811.

Tina Weber

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)

\* 219 N. Cloquet Rd. E., Duluth, MN 55810

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] \_\_\_\_\_ [Redacted] \_\_\_\_\_ 12/12/2025  
 Contractor Signature SSN/Tax ID Number Date

Rachel Lopez \_\_\_\_\_ 12/10/25  
 Program Director Date

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

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

**Please check the appropriate line below:**

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

01	E	245	298	000	305	432
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] \_\_\_\_\_ 1/8/26  
 Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair Date

## AGREEMENT

THIS AGREEMENT, made and entered into this 12 day of September, 2025, by and between Independent School District #709, a public corporation, hereinafter called District, and Kylee Stroble, 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 11/1/25 and shall remain in effect until 6/12/25, 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.** *(insert or attach a list of programs/services to be performed by contractor)*

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 \$30 hourly and \$500 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: Kylee Stroble, 4316 Rice Lake Rd, Suite 108, 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)

X Kylee Stroble, 131 N 21st Ave E Floor 2, Duluth, MN 55812

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:

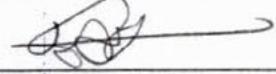
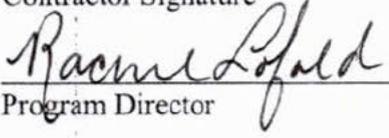
**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of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

X  [REDACTED] 12/12/25  
 Contractor Signature SSN/Tax ID Number Date  
 12/12/25  
 Program Director Date

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

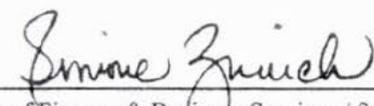
- This contract is funded by either:**
1. The following budget (include full 18 digit code); or
  2. will be paid using Student Activity Funds; or
  3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

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

01	E		715	798	000	305	432
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

 1/8/26  
 Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair Date

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 15 day of October, 2025, by and between Independent School District #709, a public corporation, hereinafter called District, and Anthony Ferguson, 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 \_\_\_\_\_ and shall remain in effect until \_\_\_\_\_, 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.** *(insert or attach a list of programs/services to be performed by contractor)*
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 \$ \_\_\_\_\_ hourly and \$ 477 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: \_\_\_\_\_, 4316 Rice Lake Rd, Suite 108, 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)  
315 N. Lake Ave. Apt. 212, Duluth, MN 55806

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

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

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

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

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

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

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

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

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

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

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

**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.


[Redacted]
10/15/25  
 Contractor Signature SSN/Tax ID Number Date

\_\_\_\_\_  
 Program Director Date

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

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

**Please check the appropriate line below:**

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

01	E	215	298	000	305	438
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

  
 Exec. Dir. of Finance & Business Services / Superintendent of Schools / Board Chair 1/22/26  
Date

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 22 day of Jan, 2025, by and between Independent School District #709, a public corporation, hereinafter called District, and George Swanson, 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 Sept. 2025 ~~2024~~ and shall remain in effect until 12/31/25, 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.** (Must be included) 2025 EHS Holiday Concert Services
- 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 \$ 2,600 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: Accounts Payable, 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) 7985 Swan Lake Rd, Culver MN 55779.

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

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

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

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:

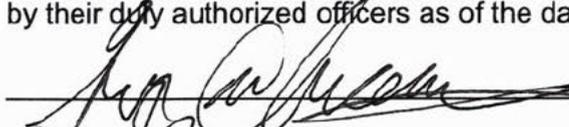
**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of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

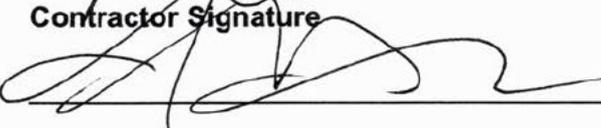
**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

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.

  
 Contractor Signature

  
 SSN/Tax ID Number

1-22-26  
 Date

  
 Program Director

1/27/26  
 Date

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

**This contract is funded by either:**

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

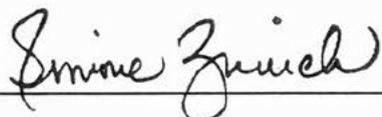
**Please check the appropriate line below:**

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

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

01	E	220	298	000	305	433
XX	X	XXX	XXX	XXX	XXX	XXX

  
 Exec. Dir Finance & Business Services / Superintendent of Schools / Board Chair

1/28/26  
 Date



## Ballfrog Subscription Agreement

**Customer:** Duluth East High School

**Key Contact:** Bill Zwak, billzwak@yahoo.com, 218-428-3981

**Accounting Contact:** Bill Zwak, william.zwak@isd709.org

**Address:** 301 N. 40th Ave. E., Duluth, MN, 55804

**Date:** Wednesday, January 21, 2026

### ***Strategic One-Time Setup Fee***

*\$495, due upon execution of this Agreement.*

### ***Year 1 Prorated Subscription***

*\$1,875, covering service from February 1, 2026 through June 30, 2026, due upon execution of this Agreement.*

### ***Year 2 Subscription***

*\$4,500 annual subscription fee, due July 1, 2026.*

### ***Year 3 and Each Year Thereafter***

*\$4,500 annual subscription fee, due July 1 of each year.*

---

This Agreement is made and entered into by and between Ballfrog.com , LLC, a Tennessee LLC with principal offices in Nashville, Tennessee, hereinafter referred to as “Ballfrog”, and you, the “Customer” listed above, regarding your purchase and use of the Ballfrog platform, applications and services (collectively the “Services”), with those recipients of these Services being known as “Users”. This Agreement constitutes the entire agreement between Ballfrog and Customer regarding the Services and is subject to all of the pricing, schedules, and provisions herein.



**IMPLEMENTATION & SET UP FEE**

Ballfrog agrees to design, implement, and configure the Services according to Customer’s unique operations. Below are the one-time charges associated with Customer’s Implementation, Service Activation, and Training that will occur during the Implementation Period. Any additional requirements may be subject to additional fees.

<i>Description</i>	<i>Fee</i>
<b>App</b> Build, Design, & Publish	\$1,495.00
<b>Website</b> Build, Design & Publish	<i>Included</i>
<b>Total One-Time Fees</b>	<del>\$1,495.00</del> \$495.00

**ANNUAL SUBSCRIPTION FEE**

<i>Description</i>	<i>Fee</i>
Branded Mobile App	\$4,000.00
Branded Companion Website	\$500.00
<b>Total Subscription Fees</b>	\$4,500.00

**TERM OF AGREEMENT**

The initial term for services shall be three (3) years. Thereafter, the agreement will automatically renew for additional one (1) year renewal terms unless either party provides written notice of termination at least sixty (60) days prior to the expiration of the then-current term.

**APPROVALS**

This agreement is not valid until executed by a Ballfrog authorized signatory. Customer’s signature below indicates that Customer has read, agrees to, and accepts this Agreement and the Customer Terms of Service contained herein and acknowledges our standard User Terms of Service available at <https://ballfrog.com/terms-of-service>. This Agreement may be executed in counterparts exchanged electronically. This offer will expire if not executed and returned by an authorized Customer representative 30 calendar days of the Date noted above.



**Ballfrog.com, LLC**

**Customer**

Name: Sean Cogan \_\_\_\_\_

Name: Simone Zunic

Title: Head of Sales \_\_\_\_\_

Title: Exec. Dir. Business Services

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

Signature: Simone Zunic

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

Date: 1/28/26



## **CUSTOMER TERMS OF SERVICE**

### **1. Payment Terms**

1.1. Initial Fees. The one-time Implementation and Set Up Fees as well as the Annual Subscription Fees shall be due upon execution of this Agreement or as designated on the initial invoice.

1.2. Subscription Fees. Ballfrog will charge Customer via ACH for the Services. Annual subscription fees shall be due on the 1st day of the month of the anniversary of the execution of this Agreement and Customer agrees to pay such fees electronically via ACH or by check or credit card. Customer is responsible for paying all applicable taxes and fees.

1.3. Late Payment. Ballfrog will charge a late payment fee of 5% (five percent) monthly on any payment (not being reasonably disputed by the Customer) that is not received when due. Ballfrog is entitled to recover a reasonable amount (including attorneys' fees) expended in connection with the collection of fees not paid when due. Ballfrog may suspend or terminate the Services for non-payment of fees.

1.4. Change Fees. After both Apple and Google stores have approved the Customer's applications, should Customer request any design changes requiring a new submission of the technology to both the Apple and Google stores if requested by Customer and such requests are above and beyond the provided scope of the technology capabilities, Ballfrog will charge Customer for Services rendered upon written approval by Customer.

### **2. Technical Requirements**

Because the Services are "cloud-based", Customer understands that in order to access and utilize the Services, Customer and Users will need their own dedicated high-speed internet access or other network connectivity. Ballfrog is not responsible for providing or maintaining this access or connectivity to Users or the Customer or for troubleshooting Customer's network or Customer Systems. Customer may be required to download and install Ballfrog software or mobile applications or access Ballfrog websites to use the Services. Because it is a cloud-based solution, enhancements and upgrades to the Services are made on a regular basis. Ballfrog may change the Services by adding or removing features without notice.

### **3. Intellectual Property & User License**

Ballfrog agrees to provide Customer with a limited, personal, non-exclusive, non-transferable, non-sub-licensable license to use the Services in accordance with the terms of this Agreement. Customer may not use the software or websites for any purpose other than in connection with Customer's own use of the Services. All title to and rights in the software and websites remain with Ballfrog and/or its vendors and partners. Customer agrees not to take any action to interfere with these rights or otherwise gain unauthorized access to the intellectual property embodied in the software and websites.

### **4. Customer Data & Content**

Customer understands that Ballfrog may collect, use, process and store information pertaining to Customer's account and use of the Services. Ballfrog acknowledges that Customer retains ownership of all such proprietary data and information, and Customer acknowledges that Ballfrog acts only as a passive conduit of such information. Ballfrog will not disclose such information to any third party except as necessary to maintain and provide the Services or as otherwise required to comply with applicable law. Customer is responsible for all files and content shared with Ballfrog via any integration, EDI, API, or other mechanism, and Customer agrees to not transmit unlawful information, viruses, or otherwise harmful content or information.





## 5. Termination

5.1. At Term. The period that you may access and use the Services shall include an initial contract period ("Initial Term") together with any and all subsequent renewal periods ("Renewal Terms"). The length of the Initial Term shall be as specified above. After the Initial Term, this Agreement shall automatically renew for additional twelve (12) month Renewal Terms on each anniversary thereof, unless either party provides notice of non-renewal sixty (60) days prior to expiration of the then-current term.

5.2. For Cause. Customer agrees that BALLFROG may suspend or terminate Customer's access to the Services without notice if: (i) Customer's account is more than 60 days past due; (ii) Customer becomes insolvent or bankrupt, liquidated or is dissolved, or ceases substantially all of its business; (iii) BALLFROG determines that Customer has violated this Agreement, or (iv) BALLFROG is required to do so by any court or government authority. If Customer's account is more than 60 days past due all of the amounts due under this Agreement shall become immediately due and payable.

## 6. No Warranties

CUSTOMER AGREES TO USE THE SERVICES AT ITS OWN RISK. CUSTOMER AGREES THAT BALLFROG AND ITS PARTNERS, VENDORS AND AFFILIATES WILL NOT BE RESPONSIBLE FOR ANY HARM OR DAMAGES THAT RESULT FROM CUSTOMER'S USE OF THE SERVICES. BALLFROG DOES NOT GUARANTEE THAT CUSTOMER'S USE OF THE SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. THE SERVICES ARE PROVIDED "AS IS" AND "AS AVAILABLE" FOR CUSTOMER'S USE WITHOUT WARRANTIES OR CONDITIONS, EITHER EXPRESS, IMPLIED, OR STATUTORY. BALLFROG AND ITS PARTNERS, VENDORS AND AFFILIATES DO NOT MAKE ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, QUIET ENJOYMENT, OR NON INFRINGEMENT.

## 7. Limitation of Liability

CUSTOMER AGREES THAT BALLFROG, AND ITS PARTNERS, VENDORS AND AFFILIATES WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR DAMAGES ARISING FROM CUSTOMER'S USE OF OR INABILITY TO USE THE SERVICES EVEN IF BALLFROG HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CUSTOMER AGREES THAT THE LIABILITY OF BALLFROG AND ITS SUPPLIERS, RESELLERS AND AFFILIATES TO CUSTOMER FOR ANY CLAIM WILL BE LIMITED TO THE AMOUNT PAID BY CUSTOMER TO BALLFROG FOR THE SERVICES IN THE PREVIOUS TWELVE (12) MONTHS PRECEDING THE EVENT OR CIRCUMSTANCES GIVING RISE TO SUCH CLAIM.

## 8. Other Legal Terms

8.1. Compliance with Laws. Customer agrees to comply with all applicable laws and governmental regulations in connection with its use of the Services.

8.2. Indemnification. Customer agrees to indemnify, defend and hold BALLFROG free and harmless from any loss, cost, liability or damage, including attorneys' fees, which BALLFROG becomes liable for by reason of acts or omissions of Customer. BALLFROG will not be liable to Customer or any others for any loss or damages due to Customer's use of the Services.

8.3. Severability. If any provision in this Agreement is held to be invalid or unenforceable the remainder of this Agreement will be valid and enforceable.

8.4. Waiver. Either party's failure to enforce any provision or provisions of this Agreement shall not in any way be construed as a waiver of such right or provision.

8.5. Assignment. BALLFROG shall have the right to assign this agreement to an affiliate or successor entity, including a purchaser of BALLFROG.



8.6. Notices. All notices required to be sent under this Agreement shall be deemed to have been duly given if (i) sent to the recipient by reputable courier service including USPS; or (ii) transmitted by electronic means upon confirmation of receipt. Any notices must also be sent to Written: BALLFROG.com LLC, Attn: Notices, 1814 Nolensville Pike, Nashville, TN 37210 or Email: info@ballfrog.com.

8.7. Governing Law. This Agreement shall be governed by the laws of the State of Tennessee and each party hereby consents to the exclusive jurisdiction of the federal and state courts in that state. Each party submits to personal and subject matter jurisdiction in such court and agrees that such party will not contest venue.

8.8. Time To Bring Claim. No legal action or claim against either party may be brought under this Agreement unless such legal action or claim is commenced within one year after the occurrence causing the alleged harm.

8.9. Modification. No alteration, amendment, waiver, cancellation or any other change to the terms and conditions outlined in this Agreement will be valid or binding on either party unless it has been mutually assented to in writing by both parties.

**No Cost Contracts Signed  
January 2026**

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>
True North Goodwill	Duluth Adult Education	MOU - True North Goodwill will partner with DAE and Yes Duluth to provide support for 12 opportunity youth ages 18-24 in earning their GED/HIS Diploma, gaining construction experience and developing leadership and work-readiness skills through the MN DEED YouthBuild Grant



*Inspiring personal transformation through the power of learning and career development*

700 Garfield Avenue | Duluth, MN | 55802

## MEMORANDUM OF UNDERSTANDING

WHEREAS, **True North Goodwill** and **Duluth Adult Education**, along with Boreal Development and City of Duluth Workforce Development, have come together to implement the Youthbuild grant, funded by the Minnesota Department of Employment and Economic Development (MN DEED).

WHEREAS the partner(s) listed below have agreed to enter into a collaborative agreement; and

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

### I) Description of Partner Agencies

**True North Goodwill Northern MN and Northwestern WI (TNG)**, registered 501(c)3, inspires personal transformation through the power of learning and career development. Revenue from 13 stores across 29 counties funds operating expenses and offsets the cost of workforce and re-entry programming. TNG provides innovative programming that moves people to sustainable employment, contributing to a prosperous community. Comprehensive, relationship-based services allow clients to achieve goals of overcoming barriers, integrating into the community and obtaining education and/or attaining employment.

**Boreal Development** is dedicated to creating equitable zero-energy housing and a green collar workforce in the Arrowhead region. Their mission is to lead the transition to zero-carbon buildings and reduce racial and economic disparities in communities through providing comprehensive construction training and engaging in sustainable housing initiatives.

**Duluth Adult Education (DAE)** is a Minnesota Adult Basic Education provider dedicated to helping adult students build core math and reading skills, earn GEDs and high school diplomas, improve computer literacy skills, and prepare for post-secondary education.

**Duluth Workforce Development's Youth Employment Services program (YES Duluth)** provides employment and education support for eligible youth and young adults that live in Duluth and are ages 14 to 24 at the time of enrollment. YES Duluth connects with in-school and out-of-school youth through our strong network of community partners to provide career exploration, work readiness and leadership development training, and support for achieving education and employment goals. These partners include Life House, Family Freedom Center, ISD709, AICHO, employers, Community Liaisons, youth serving organizations, Duluth Workforce Development staff, and CareerForce Partners.

### II) Purpose and Scope:

**TNG** will partner with Boreal, DAE, and YES Duluth to provide support for 12 opportunity youth ages 18-24 in earning their GED/HIS Diploma, gaining construction experience, and developing leadership and work-readiness skills through the MN DEED YouthBuild grant.

**Success Measures:**

- Earn CPR/First Aid Certificate
- 12/12 Earn OSHA-10 Safety Certificate
- 12/12 Complete 9 units of MC3 curriculum
- 10/10 Complete hands-on training
- 10/10 Earn GED/HS Diploma
- 12/12 Complete Leadership/Life Skills Training
- 10/10 Obtain employment
- 6/6 Retain employment; and/or enroll in post-secondary education

**III) Roles and Responsibilities**

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

**TNG will:**

- Serve as the grant lead and coordinate training logistics in partnership with (PARTNER) staff.
- Track actual incurred grant costs and retain documentation of these costs and submit to MN DEED staff upon request.
- Submit payment requests to DEED monthly, by the 20<sup>th</sup> of the following month.
- Provide program invoices with backup documentation quarterly to DEED.
- Submit quarterly narrative that describes progress of the award on the 30<sup>th</sup> of the month following the end of the quarter.
- Notify DEED of any proposed changes to scope of project, project activities, budget, work plan, grant expenditures, partners, or completion date and that any changes must be approved by DEED.
- Perform screening to ensure applicants have the interest, necessary foundational skills, and meet eligibility criteria.
- Provide case management/support services for participants enrolled in Youthbuild.
- Communicate any concerns with shared participants to partners in a timely manner.
- Conduct at least one monitoring visit to ensure compliance for programmatic and financial records.
- Provide progress report(s), course evaluations, and all necessary forms on a quarterly basis and a final report upon program completion to DEED.
- Provide Compensation to Duluth Adult Education for up to \$34,680 for instruction preparation and class time, and up to \$2,400.00 for CSAS testing over the course of the program, which ends June 30, 2027.

**Boreal Development will:**

- Serve as the lead for construction and housing components of the project.
- Serve as General Contractors and instructors for the workshop/worksites portion of the program.
- Provide instruction of the MC3 curriculum.
- Coordinate field trips for cohort participants with TNG staff.
- Maintain data, learning assessments, student milestones, and instructional material.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.

- Submit invoices incurred costs and backup documentation to TNG's Senior Manager of Grant Management and Compliance by the 10<sup>th</sup> of every month.
- Provide quarterly narrative that describes progress of the success measures above and submit it to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30<sup>th</sup> is due by October 20<sup>th</sup>).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator.
- Participate in at least one monitoring visit conducted by TNG as pursuant to grant agreement.

**DAE will:**

- Provide GED/HIS Diploma instruction and contextualized math and reading support.
- Maintain data, learning assessments, student milestones, and instructional materials.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.
- Submit invoices of incurred costs and backup documentation that includes cost breakdown (i.e. hours worked, mileage log, receipts) to TNG's Senior Manager of Grant Management and Compliance by the 10<sup>th</sup> of every month.
- Provide quarterly narrative that describes progress of the success measures above and submit to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30<sup>th</sup> is due by October 20<sup>th</sup>).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator in a timely manner.
- Participate in at least one monitoring visit conducted by TNG as pursuant to grant agreement.

**Duluth Workforce Development will:**

- Enroll Youthbuild participants in YES Duluth
- Provide instruction of leadership development and work readiness education in conjunction with TNG's Case Manager.
- Maintain data and provide metrics on participants' progress towards outcomes to TNG.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.
- Provide stipends, per YES Duluth program policy, to participants related to engagement in the leadership development training program component
- Provide quarterly narrative that describes progress of the success measures above and submit to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30<sup>th</sup> is due by October 20<sup>th</sup>).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator in a timely manner.

**IV) Duration of Agreement**

Boreal Development: November 1, 2025 to June 30, 2027.

DAE: November 1, 2025 to June 30, 2027.

Duluth Workforce Development: November 1, 2025 to June 30, 2027.

**V) Financial involvement/commitment:**

This agreement is not a commitment of funds. Duluth Workforce Development, through Youthbuild participant enrollment in YES Duluth, will provide leveraged and matched resources in support of Youthbuild program outcomes.

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Please send invoices via email or USPS to Carolyn Brown, Senior Manager of Grants and Compliance: [cbrown@truenorthgoodwill.org](mailto:cbrown@truenorthgoodwill.org) or

True North Goodwill

Attn: Carolyn Brown

300 Garfield Ave.

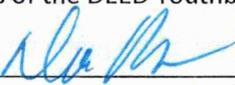
Duluth, MN 55802

**VI) Data Practices**

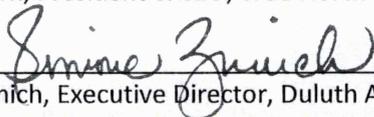
All data collected, created, received, maintained, or disseminated for any purpose by the Parties because of this Memorandum of Understanding is governed by the Minnesota Data Practices Act.

**VII) Signatures**

TNG and (PARTNER) agree to collaborate and provide services as detailed above in Section III to participants of the DEED Youthbuild grant.

BY:  DATE: \_\_\_\_\_

Dodie Brown, President & CEO, True North Goodwill

BY:  DATE: 1/28/26

Simone Zurich, Executive Director, Duluth Adult Education

Date: 01/27/2026

To: Dorothea Hantz, Chair

From: Steven Johnson  
Director of Human Resources

Re: Pay Recommendation for revised Clerical Unit positions

Bjorklund Compensation Consulting has recently completed job evaluations for the revised Clerical Unit positions: Exec Asst 52 WK Fed Programs, Exec Asst 52 WK Finance, Exec Asst 52 WK Human Resources, Exec Asst 52 WK Spec Svcs, Exec Asst 52 WK Enroll & Train, OSSS 43 WK Residential, OSSS 45 WK Elementary School, OSSS 48 WK Indian Ed, OSSS ALC, OSSS Community Ed, OSSS 2 WK High School, OSSS 52 WK Middle School, OSSS 2 WK Technology, OSSS 52 WK Transportation, OSSS Facilities, OSSS 38WK, OSSS 42 WK Residentials, OSSS 43 WK Head Start, OSSS 44 WK High School, OSSS 45 WK Adult Basic Ed, OSSS 46 WK Middle School, OSSS 50 WK High School, OSSS 52 WK DSC, OSS 38 WK ECSE, OSS 43 WK Elementary School, OSSS 44 WK High School which is a result of the job classification review process.

The District and the Clerical Union have agreed to remove language in job title descriptions that states if the position is Office Support Specialist, Office Support Specialist Intermediate, Office Support Specialist Senior and Executive Assistant and have the Appendix in the contract denote which position are under which pay scale. It was agreed that several positions will be elevated to the level of Senior Executive Assistant which will be a new level to the Clerical contract. All following job titles will be the agreed upon titles without the denotation of OSS, OSSS or EA.

Old Job Title	New Job Title	Appendix Level
Exec Asst 52 WK Fed Programs	Federal Programs Clerical	Senior Executive Assistant
Exec Asst 52 WK Finance	Finance Clerical	Senior Executive Assistant
Exec Asst 52 WK Human Resources	Payroll Clerical	Senior Executive Assistant
Exec Asst 52 WK Spec Svcs	Special Services Clerical	Senior Executive Assistant
Exec Asst 52 WK Enroll & Train	Enrollment and Student Data Specialist	Senior Executive Assistant
Exec Asst 52 WK TLE	Secondary Curriculum Clerical	Senior Executive Assistant
Exec Asst 52 WK TLE	Elementary Curriculum Clerical	Senior Executive Assistant
OSSS 52 WK ALC	ALC/AEO Clerical	Executive Assistant
OSSS 45 WK Elementary School	Elementary School Clerical	Executive Assistant
N/A	Purchasing Clerical	Executive Assistant
OSSI 44 WK High School	Activities Clerical	Executive Assistant
OSSS 52 WK Transportation	Transportation Clerical	Executive Assistant
OSSS 43 WK Residentials	Residential Clerical	Office Support Specialist Senior
OSSS 48 WK Indian Ed	American Indian Education Clerical	Office Support Specialist Senior
OSSS 52 WK Community Ed	Community Education Clerical	Office Support Specialist Senior
OSSS 52 WK High School	High School Clerical	Office Support Specialist Senior
OSSS 52 WK Middle School	Middle School Clerical	Office Support Specialist Senior
OSSS 52 WK Technology	Technology Clerical	Office Support Specialist Senior
OSSI 42 WK Residentials	Residential Clerical	Office Support Specialist Senior
OSSI Facilities	Facilities Clerical	Office Support Specialist Senior
OSSI 50 WK High School	High School Registrar	Office Support Specialist Senior
OSSI 38 WK	Career Center Clerical	Office Support Specialist Intermediate
OSSI 43 WK Head Start	Early Childhood Programs Clerical	Office Support Specialist Intermediate
OSSI 44 WK High School	High School Attendance Clerical	Office Support Specialist Intermediate
OSSI 45 WK Adult Basic Ed	Duluth Adult Education Clerical	Office Support Specialist Intermediate
OSSI 46 WK Middle School	Middle School Attendance Clerical	Office Support Specialist Intermediate
OSSI 52 WK DSC	District Support Center Clerical	Office Support Specialist Intermediate
OSS 38 WK ECSE	Early Childhood Screening Clerical	Office Support Specialist Intermediate
OSS	Elementary School Attendance Clerical	Office Support Specialist Intermediate

Below is a summary of the results:

All current positions titled currently under **Executive Assistant** title will be elevated to the **Senior Executive Assistant** level. These Executive Assistants include Federal Programs, Finance, Payroll, Special Services, Enrollment and Student Data Specialist, Elementary Curriculum, and Secondary Curriculum. These Executive Assistants are critical cornerstones pivotal to the efficiency and effectiveness of their departments. These highly strategic, proactive, and exceptionally proficient professionals collectively navigate and orchestrate an extensive, multi-faceted portfolio of responsibilities. Each specialist is assigned specific areas within this comprehensive scope, which collectively encompasses advanced-level administrative and operational leadership, meticulous management of complex financial life cycles, expert administration of critical specialized information and technology systems, and ensuring rigorous adherence to federal and state regulatory compliance.

**The comparable worth evaluation resulted in no change in the rating of Executive Assistant Level. Given the same rating, the District proposes to continue to compensate the classification under the Senior Executive Assistant Pay Group, based on points, duties, and level of responsibility. The District and the Clerical Union agree to a 4% increase in pay to the newly created Senior Executive Assistant pay group.**

The District and the Clerical Union agree to elevate the positions of ALC/AEO Clerical, Elementary School Clerical, Transportation Clerical, and Activities Clerical from **Office Support Specialist Senior** to the level of **Executive Assistant**.

The District and the Clerical Union agree to categorize the position of Purchasing Clerical as an **Executive Assistant**.

The District and the Clerical Union agree to keep the following positions where they are at on the pay scale at **Office Support Specialist Senior**: American Indian Education Clerical, Community Education Clerical, High School Clerical, Middle School Clerical, Technology Clerical.

The District and the Clerical Union agree to the combination of OSS Senior Residential Clerical and OSS Residential Clerical to become the following position **Residential Clerical** with no change in weeks worked, only title change. The District and Clerical Union also agree to move the position of Residential Clerical from the level of **Office Support Specialist Intermediate** to the level of **Office Support Specialist Senior**.

The District and the Clerical Union agree to elevate the positions of Facilities Clerical and High School Registrar from **Office Support Specialist Intermediate** to the level of **Office Support Specialist Senior**.

**The comparable worth evaluation resulted in no change in the rating of Office Support Specialist Senior. Given the same rating, the District proposes to continue to compensate the classification under the Office Support Specialist Senior based on points, duties, and level of responsibility.**

The District and the Clerical Union agree to keep the following positions where they are at on the pay scale at **Office Support Specialist Intermediate**: Career Center Clerical, Early Childhood Programs Clerical, High School Attendance Clerical, Duluth Adult Education Clerical, Middle School Attendance Clerical, District Support Center Clerical.

The District and the Clerical Union agree to elevate the positions of Early Childhood Screening Clerical and Elementary Attendance Clerical from **Office Support Specialist** to the level of **Office Support Specialist Intermediate**.

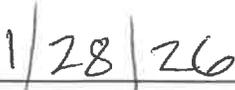
**The comparable worth evaluation resulted in no change in the rating of Office Support Specialist Intermediate. Given the same rating, the District proposes to continue to compensate the classification under the Office Support Specialist Intermediate based on points, duties, and level of responsibility.**

In this agreement, the District and Clerical Union agree to keep the level of **Office Support Specialist** but currently have no positions in that category.

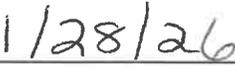
Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.

**We agree to the above listed pay groups for the classifications of all revised Clerical job descriptions and titles.  
Retroactive payments for any changes will be backdated to begin January 01, 2025.**

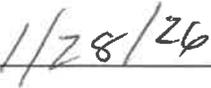
  
NAME, (UNION) President

  
Date

  
NAME, (UNION) Vice President

  
Date

  
Human Resources

  
Date

... ..

... ..

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<b>Office Support Specialist</b>	18.38	19.02	19.69	20.38	21.09	21.83	22.59
<b>Office Support Specialist Intermediate</b>	19.85	20.54	21.26	22.01	22.78	23.57	24.40
Career Center Clerical							
District Support Center Clerical							
Duluth Adult Education Clerical							
Early Childhood Programs Clerical							
Early Childhood Screening Clerical							
Elementary School Attendance Clerical							
High School Attendance Clerical							
Middle School Attendance Clerical							
<b>Office Support Specialist Senior</b>	21.44	22.19	22.96	23.77	24.60	25.46	26.35
American Indian Education Clerical							
Community Education Clerical							
Facilities Clerical							
High School Clerical							
High School Registrar							
Middle School Clerical							
Technology Clerical							
Residential Clerical							
<b>Executive Assistant</b>	23.15	23.96	24.80	25.67	26.57	27.50	28.46
ALC/AEO Clerical							
Elementary School Clerical							
Purchasing Clerical							
Activities Clerical							
Transportation Clerical							
<b>Executive Assistant Senior</b>	24.08	24.92	25.79	26.70	27.63	28.60	29.60
Enrollment and Student Data Specialist							
Federal Programs Clerical							
Finance Clerical							
Payroll Clerical							
Special Services Clerical							
Elementary Curriculum							
Secondary Curriculum							



## Grant Applications January 2026

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:

<b>Organization</b>	<b>Author/Contact</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Terms</b>
Minnesota Sea Grant Center & Center for Great Lakes Literacy	Tonya Kolenda	Tonya Kolenda - Stowe Elementary	\$600.00	Bus, field trip, programming to Great Lakes Aquarium and alphabet nature book purchase
Boreal Waters Community Foundation--Wetherby Fund	Kaitlin Erpestad	Myers-Wilkins Elementary School/PTO	\$5,000.00	The Myers-Wilkins PTO is requesting \$5000 to break down barriers to nature in order to ensure that ALL students can access the school forest and field for learning and play. Funds will include one on-site "field trip" in the school forest for each class from Hartley Nature Center, cross-country skis for the PE teacher, rubber boots for students to use at school during outdoor time, trail building supplies to increase accessibility in the school forest, and funds for loose parts for mud kitchen play.
Western Lake Superior Sanitary District (WLSSD)	Danielle Vang	Ordean East Middle School - School Garden	Bulk Compost	We are requesting compost, so actual money will not be requested. We will use the compost in the school garden.
Minnesota Power	Becky Gamache	Duluth Preschool	\$380.00	We would like to order a "turtle chair" for every preschool classroom. Our social emotional framework (Pyramid Model) uses a character called Tucker the Turtle. He helps the children learn how to solve problems by "tucking, breathing, and finding a solution". These

				chairs would be a designated "tuck and think" spot for the children to learn how to problem solve in a prosocial way.
Boreal Waters Community Foundation	Stephanie Youngman	Lincoln Park Middle School - 6th Grade Skills for Success Class	\$1,012.50	These funds will be used to purchase planners from School Mate for our incoming 6th graders.

**Change Orders Signed  
January 2026**

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

<b>Contractor Name</b>	<b>Contract Source</b>	<b>Description</b>
Superior Glass Inc.	Facilities	Design revisions – First Street Buildout (+\$5,583.00)
Superior Glass Inc.	Facilities	Door glass changes per submittal review - First Street Buildout (+\$1,501.00)
Veit & Company, Inc.	Facilities	Additional work related to existing conditions – First Street Buildout (+\$2,492.00)
Belknap Electric	Facilities	Additional cabling for PerMar meeting – First Street Buildout (+\$1,387.04)
Intercon Group, Inc.	Facilities	Changes to HVAC and door undercuts, additional field work orders, door hardware changes and raised floor demo and repair – First Street Buildout (+\$21,320.69)



**CCO #003**

ICS  
 1331 Tyler Street NE, Suite 101  
 Minneapolis, Minnesota 55413  
 Phone: (763) 354-2670  
 Fax: (763) 780-2866

**Project:** S23075 - Duluth Public Schools, ISD #709 - DNT Building  
 Renovation  
 424 West First Street  
 Duluth, Minnesota 55802

**Contract Change Order #003: Superior Glass CCO #003**

<b>CONTRACT COMPANY:</b>	Superior Glass Inc. 7500 Tower Avenue Superior, Wisconsin 54880	<b>CONTRACT FOR:</b>	SC-S23075-005:WS 04 - Glass & Glazing
<b>DATE CREATED:</b>	2/02/2026	<b>CREATED BY:</b>	Jason Filipek (ICS - Duluth, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$5,583.00

**DESCRIPTION:**  
 CE #038 - PR 5- Design Revisions: \$3,830.00  
 CE #045 - #41: Confirming RFI- door opening 106.1 changed to south edge: \$1,753.00

**ATTACHMENTS:**  
[Estimate for RFP 05 & 07 1-26-26.pdf](#) [Estimate for change #106.01 & metal increase due to missing increase deadline DNT ISD 709 1-14-26 \(1\).pdf](#)

**CHANGE ORDER LINE ITEMS:  
 CCO #003**

#	Cost Code	Description	Type	Amount
1	05-5.05 - WS 04 - Superior Glass		Other	\$ 3,830.00
2	05-5.05 - WS 04 - Superior Glass		Other	\$ 1,753.00
<b>Subtotal:</b>				\$5,583.00
<b>Grand Total:</b>				\$5,583.00

The original (Contract Sum)	\$ 48,140.00
Net change by previously authorized Change Orders	\$ 4,921.00
The contract sum prior to this Change Order was	\$ 53,061.00
The contract sum would be changed by this Change Order in the amount of	\$ 5,583.00
The new contract sum including this Change Order will be	\$ 58,644.00
The contract time will not be changed by this Change Order by	

DS  
 BB

**Superior Glass Inc.**  
 7500 Tower Avenue  
 Superior Wisconsin 54880

**ICS - Duluth, MN**  
 525 Lake Ave S, Suite 222  
 Duluth Minnesota 55802

**Duluth Public Schools ISD #709**  
 709 Portia Johnson Drive  
 Duluth Minnesota 55811

Signed by:  
  
 SIGNATURE DATE  
 2/3/2026

Signed by:  
  
 SIGNATURE DATE  
 2/2/2026

Signed by:  
  
 SIGNATURE DATE  
 2/3/2026



7500 Tower Ave, Superior, WI 54880  
(715) 685-0500

1-26-26

Work scope #4

Project: **DNT Remodel ISD #709**  
**Duluth, MN**

**Pricing for changes per RFP 05 and 07 as follows.**

1. Remove sidelight ¼" clear tempered glass from #202.2 **deduct (\$138.00)** material and labor.
2. Add labor to install others closers in hardware group 1 and 2 **add \$318.00** labor
3. Change from ¼" clear tempered glass @ VIII to one way miropane and add one way miropane at 1 thus IX and 2 thus X others frame types. **add \$3,650.00 material and labor**

**Total net change of \$3,830.00**

Quote above only reflects the changes listed above. If there are further changes that I may have missed, let me know and I will apply additional pricing adjustments.

Thanks for this opportunity. Please feel free to give me a call to discuss as needed.

This quote is good for 30 days.

Mark Bissonette

Cell (218) 451-6501



7500 Tower Ave, Superior, WI 54880  
(715) 685-0500

1-14-26

Work scope #4

Project: **DNT Remodel ISD #709**  
**Duluth, MN**

**Pricing to change swing of door 106.1, frame design and missing the material increase order deadline .**

One Thousand Seven Hundred Fifty-Three \$1,753.00.00 includes tax

Thanks for this opportunity. Please feel free to give me a call to discuss as needed.

This quote is good for 30 days.

Mark Bissonette

Cell (218) 451-6501



**CCO #002**

ICS  
 1331 Tyler Street NE, Suite 101  
 Minneapolis, Minnesota 55413  
 Phone: (763) 354-2670  
 Fax: (763) 780-2866

**Project:** S23075 - Duluth Public Schools, ISD #709 - DNT Building  
 Renovation  
 424 West First Street  
 Duluth, Minnesota 55802

**Contract Change Order #002: Superior Glass CCO #002**

<b>CONTRACT COMPANY:</b>	Superior Glass Inc. 7500 Tower Avenue Superior, Wisconsin 54880	<b>CONTRACT FOR:</b>	SC-S23075-005:WS 04 - Glass & Glazing
<b>DATE CREATED:</b>	1/12/2026	<b>CREATED BY:</b>	Jason Filipek (ICS - Duluth, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION:</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$1,501.00

**DESCRIPTION:**  
 CE #023 - #26: Confirming RFI- door hardware changes per submittal review: \$1,501.00  
 Confirming RFI- door hardware changes per submittal review, added door glass per direction from Miller Architecture

**ATTACHMENTS:**  
[superior glass- Estimate for .5 laminated glass CE#23 DNT ISD 709 12-1-25 \(1\).pdf](#)

**CHANGE ORDER LINE ITEMS:**

**CCO #002**

#	Cost Code	Description	Type	Amount
1	05-5.05 - WS 04 - Superior Glass	door glass changes per submittal review	Other	\$ 1,501.00
<b>Subtotal:</b>				<b>\$ 1,501.00</b>
<b>Grand Total:</b>				<b>\$ 1,501.00</b>

The original (Contract Sum)	\$ 48,140.00
Net change by previously authorized Change Orders	\$ 3,420.00
The contract sum prior to this Change Order was	\$ 51,560.00
The contract sum would be changed by this Change Order in the amount of	\$ 1,501.00
The new contract sum including this Change Order will be	\$ 53,061.00
The contract time will not be changed by this Change Order by	

**Superior Glass Inc.**  
 7500 Tower Avenue  
 Superior Wisconsin 54880

**ICS - Duluth, MN**  
 525 Lake Ave S, Suite 222  
 Duluth Minnesota 55802

**Duluth Public Schools ISD #709**  
 709 Portia Johnson Drive  
 Duluth Minnesota 55811

Signed by:  
  
 SIGNATURE DATE  
 1/13/2026

Signed by:  
  
 SIGNATURE DATE  
 1/12/2026

DS  
  
 SIGNATURE DATE  
 1/21/2026



7500 Tower Ave, Superior, WI 54880  
(715) 685-0500

12-1-25

Work scope #4 CE #023

Project: **DNT Remodel ISD #709**  
**Duluth, MN**

**Pricing to supply and install 6 thus ½ clear laminated glass only in others door/kit:**

One Thousand Five Hundred One \$1,501.00.00 includes tax

**Excluded:**

- Doors
- Lite kits

Thanks for this opportunity. Please feel free to give me a call to discuss as needed.

This quote is good for 30 days.

Mark Bissonette

Cell (218) 451-6501



**CCO #002**

ICS  
 1331 Tyler Street NE, Suite 101  
 Minneapolis, Minnesota 55413  
 Phone: (763) 354-2670  
 Fax: (763) 780-2866

**Project:** S23075 - Duluth Public Schools, ISD #709 - DNT Building  
 Renovation  
 424 West First Street  
 Duluth, Minnesota 55802

**Contract Change Order #002: Veit CCO #002**

<b>CONTRACT COMPANY:</b>	<b>Veit &amp; Company, Inc. - Duluth office</b> 1100 West Gary Street Duluth, Minnesota 55808	<b>CONTRACT FOR:</b>	SC-S23075-002:WS 01 - Utilities
<b>DATE CREATED:</b>	1/12/2026	<b>CREATED BY:</b>	Jason Filipek (ICS - Duluth, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$2,492.00
<b>DESCRIPTION:</b> CE #028 - Field Work Orders Sept: \$2,492.00 Additional work related to existing conditions, noted and managed in the field			

**ATTACHMENTS:**  
[250332 - EWA.pdf](#)

**CHANGE ORDER LINE ITEMS:**

**CCO #002**

#	Cost Code	Description	Type	Amount
1	05-5.02 - WS 01 - Veit & Company	Field Work Order attached	Other	\$ 2,492.00
<b>Subtotal:</b>				\$2,492.00
<b>Grand Total:</b>				\$2,492.00

The original (Contract Sum)	\$ 138,000.00
Net change by previously authorized Change Orders	\$ 20,000.00
The contract sum prior to this Change Order was	\$ 158,000.00
The contract sum would be changed by this Change Order in the amount of	\$ 2,492.00
The new contract sum including this Change Order will be	\$ 160,492.00
The contract time will not be changed by this Change Order by	

**Veit & Company, Inc. - Duluth office**  
 1100 West Gary Street  
 Duluth Minnesota 55808

**ICS - Duluth, MN**  
 525 Lake Ave S, Suite 222  
 Duluth Minnesota 55802

DS  
 BB

**Duluth Public Schools ISD #709**  
 709 Portia Johnson Drive  
 Duluth Minnesota 55811

Signed by:  
  
 \_\_\_\_\_  
 SIGNATURE 194D4... DATE

Signed by:  
  
 \_\_\_\_\_  
 SIGNATURE 28427... DATE

Signed by:  
  
 \_\_\_\_\_  
 SIGNATURE B545E... DATE

1/14/2026

1/12/2026

1/15/2026 270





**CCO #002**

ICS  
 1331 Tyler Street NE, Suite 101  
 Minneapolis, Minnesota 55413  
 Phone: (763) 354-2670  
 Fax: (763) 780-2866

**Project:** S23075 - Duluth Public Schools, ISD #709 - DNT Building  
 Renovation  
 424 West First Street  
 Duluth, Minnesota 55802

**Contract Change Order #002: Belknap Electric CCO #002**

<b>CONTRACT COMPANY:</b>	Belknap Electric 1513 Belknap St Superior, Wisconsin 54880	<b>CONTRACT FOR:</b>	SC-S23075-013:WS 13 - Electrical
<b>DATE CREATED:</b>	1/12/2026	<b>CREATED BY:</b>	Jason Filipek (ICS - Duluth, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$1,387.04

**DESCRIPTION:**  
 CE #036 - #32: Confirming RFI- cabling for PerMar meeting: \$1,387.04

**ATTACHMENTS:**  
[2025-0812 - ISD 709-DNT Building Renovation RFI No. 32 Belknap Electric.pdf](#)

**CHANGE ORDER LINE ITEMS:**  
**CCO #002**

#	Cost Code	Description	Type	Amount
1	05-5.13 - WS 13 - Belknap Electric		Other	\$ 1,387.04
<b>Subtotal:</b>				\$1,387.04
<b>Grand Total:</b>				\$1,387.04

The original (Contract Sum)	\$ 2,668,386.00
Net change by previously authorized Change Orders	\$ 105,723.44
The contract sum prior to this Change Order was	\$ 2,774,109.44
The contract sum would be changed by this Change Order in the amount of	\$ 1,387.04
The new contract sum including this Change Order will be	\$ 2,775,496.48
The contract time will not be changed by this Change Order by	

**Belknap Electric**  
 1513 Belknap St  
 Superior Wisconsin 54880

**ICS - Duluth, MN**  
 525 Lake Ave S, Suite 222  
 Duluth Minnesota 55802

**Duluth Public Schools ISD #709**  
 709 Portia Johnson Drive  
 Duluth Minnesota 55811

Signed by:  
  
 SIGNATURE DATE  
 1/13/2026

Signed by:  
  
 SIGNATURE DATE  
 1/12/2026

Signed by:  
  
 SIGNATURE DATE  
 1/13/2026



1513 Belknap Street | Superior | WI | 54880  
 715.394.7769 | www.belknapelectric.com

**SUBCONTRACTOR CHANGE REQUEST**  
**CHANGE REQUEST # RFI#32**

**DATE:** Wednesday, December 10, 2025  
**PROJECT:** ISD 709 - DNT Building Renovations  
**PROJECT NO:** 33231

**TO:** Jason Filipek - jason.filipek@ics-builds.com

**FROM:** Chris Krook - chriskrook@belknapelectric.com

**CC:** Jacob Majerle - jacob.majerle@ics-builds.com

**Description of Work**

Extra Cable and Labor per Permar Request

**Proposal Breakdown**

Labor Hours:	0
Labor Rate:	\$ 54.65
Burden on Labor:	\$ 53.45
Labor OH&P/Hour:	\$ 10.81

(Profit = 10% of actual cost plus overhead)

Total Labor Rate Per Hour:	\$ 118.91
----------------------------	-----------

Total Cost of Labor: \$ -

Materials Cost:	\$ -
Materials OH&P:	\$ -

(Profit = 10% of actual cost plus overhead)

Total Cost of Materials: \$ -

Subcontractor Cost:	\$ 1,320.99
Subcontractor Profit = 5%	\$ 66.05

Total Cost for Subcontractor: \$ 1,387.04

**Total Change Request: \$ 1,387.04**

*Per Teams meeting on 12-2; please confirm the cables below are added to the scope of work:*

*2 cable 18x4 from PerMar panel in basement to the 2nd floor fire alarm panel*

*1 cable 18x4 from PerMar panel to classroom 132 for wireless fob sensor*

*1 cable 18x4 from PerMar panel to SeCure JCI card reader panel.*



**CCO #004**

ICS  
 1331 Tyler Street NE, Suite 101  
 Minneapolis, Minnesota 55413  
 Phone: (763) 354-2670  
 Fax: (763) 780-2866

**Project:** S23075 - Duluth Public Schools, ISD #709 - DNT Building  
 Renovation  
 424 West First Street  
 Duluth, Minnesota 55802

**Contract Change Order #004: Intercon CCO #004**

<b>CONTRACT COMPANY:</b>	Intercon Group, Inc. 1775 Shilhon Road Duluth, Minnesota 55804	<b>CONTRACT FOR:</b>	SC-S23075-004:WS 03 - General Construction
<b>DATE CREATED:</b>	1/12/2026	<b>CREATED BY:</b>	Jason Filipek (ICS - Duluth, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$21,320.69

**DESCRIPTION:**  
 CE #027 - PR 04 Changes to HVAC and door undercuts: \$862.50  
 Pricing per attached PR04 documents

CE #029 - Intercon - FWO's: \$3,300.00

CE #030 - Field Work Orders- Intercon: \$10,375.00  
 2nd floor bathroom demo AWA attached, others from November can be attached with pricing

CE #039 - Door hardware changes- submittal review 2 and 3: \$1,825.19

CE #040 - Raised floor demo and repair- 3rd floor existing conditions: \$4,958.00

**ATTACHMENTS:**  
[intercon change orders 1-12.pdf](#)

**CHANGE ORDER LINE ITEMS:**  
**CCO #004**

#	Cost Code	Description	Type	Amount
1	05-5.04 - WS 03 - Intercon Group	Architect Changes- PR04	Other	\$ 862.50
2	05-5.04 - WS 03 - Intercon Group	field work orders October	Other	\$ 3,300.00
3	05-5.04 - WS 03 - Intercon Group	field work orders- November	Other	\$ 10,375.00
4	05-5.04 - WS 03 - Intercon Group	Architect changes- door hardware submittals	Other	\$ 1,825.19
5	05-5.04 - WS 03 - Intercon Group	Existing Conditions- raised floor on 3rd floor	Other	\$ 4,958.00
<b>Subtotal:</b>				<b>\$21,320.69</b>
<b>Grand Total:</b>				<b>\$21,320.69</b>



CCO #004

The original (Contract Sum)	\$ 3,275,480.00
Net change by previously authorized Change Orders	\$ 108,024.57
The contract sum prior to this Change Order was	\$ 3,383,504.57
The contract sum would be changed by this Change Order in the amount of	\$ 21,320.69
The new contract sum including this Change Order will be	\$ 3,404,825.26
The contract time will not be changed by this Change Order by	

Intercon Group, Inc.  
1775 Shilhon Road  
Duluth Minnesota 55804

Signed by:

*Brian Lobbestael*

SIGNATURE DATE

1/12/2026

ICS

ICS - Duluth, MN  
525 Lake Ave S, Suite 222  
Duluth Minnesota 55802

Signed by:

*Jason Filipek*

SIGNATURE DATE

1/12/2026

page 2 of 2

DS  
*BB*

Duluth Public Schools ISD #709  
709 Portia Johnson Drive  
Duluth Minnesota 55811

Signed by:

*Simone Zurich*

SIGNATURE DATE

1/13/2026

Printed On: 1/12/2026 03:31 PM

276

# CHANGE ORDER REQUEST



DATE: Jan 2, 2026

TO: Jason Filipek- ICS

FROM: Barry Lobbestael, Intercon Group Inc.

PROJECT: ISD 709 DNT RENOVATION

RE: Cut (4) wood Doors Per PR 4

## COR #11.1- PR4

Intercon Carp. 5.75 Hrs. @ \$120.00		\$ 690.00
SMALL TOOLS/BITS/BLADES 5%	\$ 34.50	
BOOKKEEPING/ADMIN 5%	\$ 34.50	
SITE SUPERVISION/PROJ. MGT. 5%	\$ 34.50	
MARK UP 10%	\$ 69.00	
<b>LABOR TOTAL:</b>		<b>\$ 862.50</b>

Thank you,

Barry Lobbestael  
Intercon Group Inc.  
218-391-9721

# CHANGE ORDER REQUEST



DATE: NOV 13, 2025

TO: Jason Filipek- ICS

FROM: Barry Lobbestael, Intercon Group Inc.

PROJECT: ISD 709 DNT RENOVATION

RE: COR 7- Field Work Orders Oct. 2025

## COR #7

### AWA # 2089 – Remove ACT+Grid @ Basement Bathroom/Locker room

(3) Carp Hours @ \$ 120.00	\$ 360.00
(3) Lab Hours @ \$ 100.00	\$ 300.00

### AWA # 2004 – Remove Plaster, Lathe, Framing @ N. End of Basement West to expose steel – shown on plan as cast in place concrete – RFI 15/Change Event 14

(9) Carp Hours @ \$ 120.00	\$ 1,080.00
(9) Lab Hours @ \$ 100.00	\$ 900.00
Labor Subtotal	\$ 2,640.00

SMALL TOOLS/BITS/BLADES 5%	\$ 132.00
BOOKKEEPING/ADMIN 5%	\$ 132.00
SITE SUPERVISION/PROJ. MGT. 5%	\$ 132.00
MARK UP 10%	\$ 264.00

**LABOR TOTAL:** \$ 3,300.00

~~Additional Bond Cost @ 2% \$ 66.00~~

~~**ADJUSTED GRAND TOTAL** \$ 3,366.00~~

Thank you, *10% mark up allowed per contract*

Barry Lobbestael

# CHANGE ORDER REQUEST

Intercon Group Inc.  
218-391-9721

# CHANGE ORDER REQUEST



DATE: Dec 24, 2025

TO: Jason Filipek- ICS

FROM: Barry Lobbestael, Intercon Group Inc.

PROJECT: ISD 709 DNT RENOVATION

RE: COR 12- Field Work Orders Nov. 2025

## COR #12

### **AWA # 2091 – Remove drywall Rooms 240 thru 243**

(9) Carp Hours @ \$ 120.00	\$ 1,080.00
(3) Lab Hours @ \$ 100.00	\$ 300.00

### **AWA # 2092 – Remove tile backer & tarpaper @ 1<sup>st</sup> floor lobby**

(34) Carp Hours @ \$ 120.00	\$ 4,080.00
(20) Lab Hours @ \$ 100.00	\$ 2,000.00

### **AWA # 2093 – Remove finishes Room 184**

(2) Carp Hours @ \$ 120.00	\$ 240.00
(6) Lab Hours @ \$ 100.00	\$ 600.00

Labor Subtotal \$ 8,300.00

SMALL TOOLS/BITS/BLADES 5% \$ 415.00

BOOKKEEPING/ADMIN 5% \$ 415.00

SITE SUPERVISION/PROJ. MGT. 5% \$ 415.00

MARK UP 10% \$ 830.00

**LABOR TOTAL: \$ 10,375.00**

# CHANGE ORDER REQUEST

Thank you,

Barry Lobbstael  
Intercon Group Inc.  
218-391-9721

# CHANGE ORDER REQUEST



DATE: Dec 24, 2025

TO: Jason Filipek- ICS

FROM: Barry Lobbestael, Intercon Group Inc.

PROJECT: ISD 709 DNT RENOVATION

RE: COR 13- Door Hardware Changes Per Submittal Review  
**COR #13**

Northern Door Reviewed Shop Drawings Response Phase 2	\$ 550.91
Northern Door Reviewed Shop Drawings Response Phase 3	\$ 1,108.35
TOTAL	\$ 1,659.26
MARKUP 10%	\$ 165.93
<b>GRAND TOTAL</b>	<b>\$ 1,825.19</b>

Thank you,

Barry Lobbestael  
Intercon Group Inc.  
218-391-9721

# Northern Door & Hardware, Inc.

2202 West First Street P.O. Box 16026 Duluth, MN 55816-0026

Phone: (218) 722-9531

Fax: (218) 722-9098

**Date:** 11/21/25

**To:** Intercon Group

**Attn:** Barry

**Quote #:** Reviewed Shop Drawings Response – Phase #2

**Job Name:** ISD 709 – DNT Building

## We wish to quote you the following materials:

- #138
  - o Change hardware from group 14 to 23
- #142
  - o Change hardware from group 14 to 23
  - o Dimple frame
- #239
  - o Delete wall stops
- #301, 244.1, 145, 149, 13 238, 237, 232.1
  - o Dimple frame
- #232.2, 233.1
  - o Change from hold open arm to standard arm closer
- #139
  - o Add concealed overhead stop
- #144
  - o Change width from 2'-10" to 2'-8"

**Total Quote: \$506.00 + tax – (\$550.91 including tax)**

## Notes:

**No Tax Included – Materials Only – F.O.B. Northern Door**

**Quote is good for 30 Days only – After 30 days escalation charges may apply based on current market conditions – For any factory tariff escalation that happens after 7/8/25 Northern Door shall provide factory distributed notices to owner and it will be the responsibility of owner to cover said additional costs**

**Terms: Net 30 Days – No Retainage Allowed**

**Northern Door & Hardware, Inc**

**By: Chris Benson**

# Northern Door & Hardware, Inc.

2202 West First Street P.O. Box 16026 Duluth, MN 55816-0026

Phone: (218) 722-9531

Fax: (218) 722-9098

**Date:** 12/22/25

**To:** Intercon Group

**Attn:** Barry

**Quote #:** Reviewed Shop Drawings Response – Phase #3

**Job Name:** ISD 709 – DNT Building

## We wish to quote you the following materials:

- 181.1
  - o Dimple LH Jamb
- 167, 181.2, 172, 169, 178, 165.2
  - o Change core from honeycomb to polystyrene
- 130, 163.1, 192, 225, 229
  - o Add wall stop
- 202.2
  - o Change frame from sidelite frame to three sided frame
- 127, 195, 279
  - o Dimple frame
- 301
  - o Add hinges and door closer to hardware group
- 184.1
  - o Remove overhead stop
- 177
  - o Change from regular mortise lock to anti-ligature mortise lock
- 105
  - o Change from mortise lock to lever lock

**Total Quote: \$1,018.00 + tax – (\$1,108.35 including tax)**

## Notes:

**No Tax Included – Materials Only – F.O.B. Northern Door**

**Quote is good for 30 Days only – After 30 days escalation charges may apply based on current market conditions – For any factory tariff escalation that happens after 7/8/25 Northern Door shall provide factory distributed notices to owner and it will be the responsibility of owner to cover said additional costs**

**Terms: Net 30 Days – No Retainage Allowed**

**Northern Door & Hardware, Inc**

**By: Chris Benson**

# CHANGE ORDER REQUEST



DATE: DEC 1, 2025

TO: Jason Filipek- ICS

FROM: Barry Lobbestael, Intercon Group Inc.

PROJECT: ISD 709 DNT RENOVATION

RE: COR 10 Demo/Build back of Raised Area's on Third Floor DNT Reno

## COR #10

Demolition of two raised areas @ Third Floor DNT Reno.

- (1) Area 6' 6" X 8' 2 3/4"
- (1) Area 3' 5" X 8' 9 1/2"

See attached Plan Page A 008 Markup

Intercon Carp. 16 Hrs. @ \$120.00		\$ 1,920.00
Intercon Lab 4 Hrs. @ \$100.00		\$ 400.00
Concrete Dumpster/Trucking		\$ 200.00
Subtotal Intercon		\$ 2,520.00
SMALL TOOLS/BITS/BLADES 5%	\$ 126.00	
BOOKKEEPING/ADMIN 5%	\$ 126.00	
SITE SUPERVISION/PROJ. MGT. 5%	\$ 126.00	
MARK UP 10%	\$ 252.00	
<b>DEMOLITION LABOR TOTAL:</b>		<b>\$ 3,150.00</b>

Build back of two raised areas @ Third Floor DNT Reno.

- (2) Area 6' 6" X 8' 2 3/4"
- (2) Area 3' 5" X 8' 9 1/2"

See attached Plan Page A 008 Markup

Build back to include installation of 3/4" T & G Subfloor & Any Associated framing

Intercon Carp. 10 Hrs. @ \$120.00		\$ 1,200.00
SMALL TOOLS/BITS/BLADES 5%	\$ 60.00	

# CHANGE ORDER REQUEST

BOOKKEEPING/ADMIN 5%	\$	60.00	
SITE SUPERVISION/PROJ. MGT. 5%	\$	60.00	
MARK UP 10%	\$	120.00	
<b>BUILD BACK LABOR TOTAL:</b>			<b>\$ 1,500.00</b>
MATERIAL	\$	280.00	
MARKUP @ 10 %	\$	28.00	
<b>MATERIAL TOTAL</b>		<b>\$ 308.00</b>	
<b>TOTAL:</b>			<b>\$ 4,958.00</b>

Thank you,

Barry Lobbestael  
Intercon Group Inc.  
218-391-9721