

Monthly Committee of the Whole Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 9, 2024

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:30 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **AGENDA ITEMS**

A. Action Items - Consent Agenda

1) Presentation Items Requiring Approval

2) Resolutions

3) Other Action Items

B. Informational Items

1) Duluth Transit Authority Partnership 2

2) Presentations

a. Baird Financial Update 8

b. Education Equity Advisory Committee 17

c. Special Services Update 26

d. Employee Wellness Initiatives 42

e. Head Start Governing Board Training 55

C. Other

4. **ADJOURN**

COW Agenda Cover Sheet

Meeting Date: Jan. 9, 2024

Topic: DTA Bus Pass Program Pilot

Presenter(s):

Anthony Bonds, Assistant Superintendent

Adelle Wellens, Communications

David Clark, DTA

Rod Fournier, DTA

Chris Belden, DTA

Jeff Dahlgren, DTA

Attachment (yes or no): Yes

Duluth Transit Authority Partnership

Brief Summary of Presentation or Topic (no more than a few sentences): The Duluth Transit Authority Board approved a pilot program to allow Duluth Public Schools high school students and all staff to ride for free with a student/district ID.

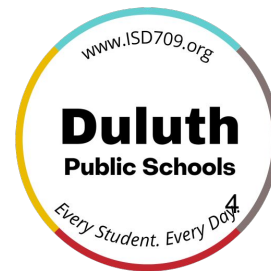
Duluth Transit Authority Partnership

Begins Jan. 16 through June 6



What is the partnership

- High School Students and All Staff can ride DTA buses for free from Jan. 16-June 6
- Must provide an current ID
- Works any day of the week at anytime
- Only a pilot program
- Will help us to determine what the usage will be
- A button will be pressed by the bus driver and will allow us to get numbers of how many students and staff use the buses.



Student Rules

- Students are expected to follow the same rules we have set for our school buses.
- Discipline may be done in accordance with the student handbook
- Expectations are being communicated with students through WIN and emails.
- DTA added some of their own rules that were communicated to students as well.



Communication Plan

- Information is has been sent out through
 - Newsletters
 - Email
 - Text
 - Social media
 - Postcard
 - Posters at bus stops



Free DTA Bus Rides for Duluth Public Schools High School Students

Starting Jan. 16 through June 6, show the DTA bus driver your student ID and ride for free.



A variety of opportunities.
DTA
Public Schools



Ride the bus for free with your student ID

Starting Jan. 16 through June 6, show the DTA bus driver your Duluth Public Schools student ID and ride for free.



www.ISD709.org
Duluth Public Schools
Every Student. Every Day.



Questions?



COW Agenda Cover Sheet

Meeting Date: Jan 9, 2024

Topic: Baird Financial Update

Presenter(s): Michael Hoheisel, Matt Rantapaa, Sam Hylle

Attachment (yes or no): Yes ISD 709 COW Meeting Presentation (link pending)

Brief Summary of Presentation or Topic (no more than a few sentences): This presentation is to provide a scenario for a possible referendum in the spring with a brief overview of the district finances to provide background for a potential referendum.

**ISD 709 DULUTH
COMMITTEE OF THE WHOLE
JANUARY 9, 2024**

PREPARED BY: MICHAEL HOHEISEL

MATT RANTAPAA

SAM HYLLE

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Duluth
Public Schools



**REMINDER OF
BALLOT QUESTION
#2 TECH LEVY ON
NOVEMBER 7, 2023**

**YES VOTES: 14,443
NO VOTES: 14,734
DIFFERENCE: (291)**

**SCHOOL DISTRICT BALLOT QUESTION #2
APPROVAL OF SCHOOL DISTRICT'S CAPITAL PROJECT LEVY REFERENDUM**

The School Board of Independent School District No. 709 (Duluth) has proposed a capital project levy authorization of 4.687% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$5,290,455.87 for taxes payable in 2024, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$52,904,558.70. The additional revenue from the proposed capital project levy authorization will provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure and costs of technology related personnel and training.

YES

Shall the capital project levy proposed by the Board of Independent School District No. 709 (Duluth) be approved?

NO

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE.**

CONTEMPLATED OPTIONS FOR REVIEW & DISCUSSION

Spring May 14, 2024
Referendum (last day
to adopt resolution
calling for the election
is 3/1/2024)

OR

Budget adjustments
commencing Fiscal
Year 2026

QUICK REVIEW OF OPTIONS

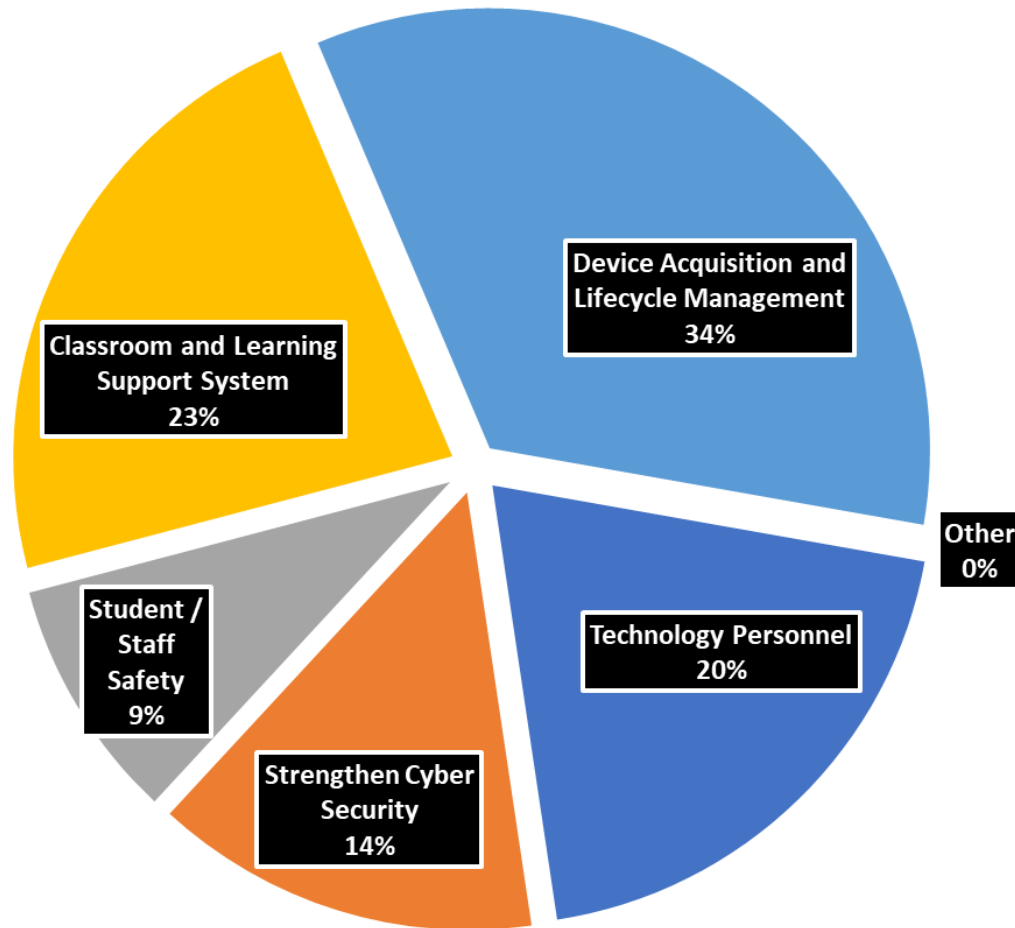
The district asked for \$52,904,558.70 over 10 years, of which \$46,177,960.70 was identified for technology expenditures.



In discussion with district leadership, the following requests will be examined:

\$5,290,455.87 annually (same request)	\$5,000,000 annually	\$4,617,796.07 annually
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ISD 709 - Voter-Approved Technology Plan Request



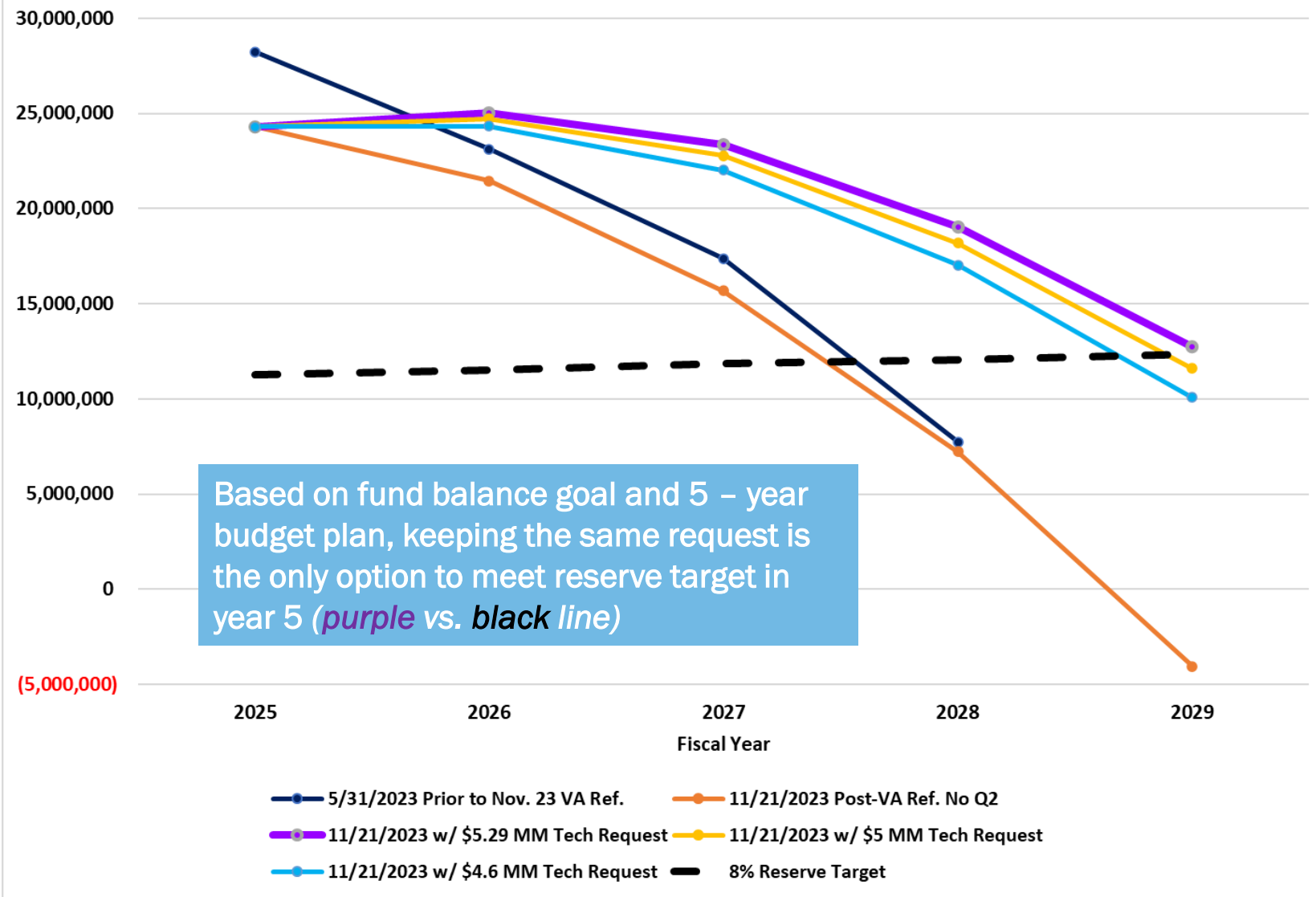
**HOW IS ISD 709
PROPOSING TO
SPEND THEIR
VOTER-
APPROVED
TECH REQUEST
DOLLARS?**

FOCUS ON \$315K HOMESTEAD RES. PROPERTY – THE NEW \$289K ASSESSED VALUE FOR PAY 2024

Ballot Question Amount	\$5.29M Request	\$5.00M Request	\$4.617M Request
Annual Tax Impact	\$130.45	\$123.29	\$113.86
Annual Difference		(\$7.16)	(\$9.42)
Monthly Tax Impact	\$10.87	\$10.27	\$9.49
Monthly Difference		(\$0.60)	(\$0.79)

Note - \$289,000 average size home used during referendum communication is assumed to have appreciated to \$315,000 due to average tax base growth

ISD 709 Duluth - 5-Year Fund Balance Trend Options



Based on fund balance goal and 5 - year budget plan, keeping the same request is the only option to meet reserve target in year 5 (*purple vs. black line*)

THE IMPACT OF THE TECHNOLOGY PLAN ON OUR FUTURE FUND BALANCE

15

*Assumes 11/21/23 five-year budget model has allocated \$3.85M of recurring tech expenditures. Scenarios developed beyond this base model expend identified annual tech expenditure difference.



QUESTIONS/DISCUSSION

COW Agenda Cover Sheet

Meeting Date: Jan 9, 2024

Topic: Education Equity Advisory Committee & Subcommittees

Presenter(s): Nate Smith, Office of Education Equity Coordinator

Attachment (yes or no): Yes Education Equity Advisory Committee

Brief Summary of Presentation or Topic (no more than a few sentences): This presentation will provide a description of what the Education Equity Advisory Committee is and the subcommittees that exist within. There will also be information shared about what each subcommittee is working on this year.

Educational Equity Advisory Committee (EEAC)

January 9, 2024

Committee of the Whole



What is the Education Equity Advisory Committee?

- The Education Equity Advisory Committee (EEAC) is dedicated to fostering diversity among its participants, including various perspectives, communities and organizations. It's designed for active members who are committed to removing structural and institutional obstacles to educational opportunities for all students. The Education Equity Advisory Committee (EEAC) acknowledges historical barriers that have hindered learning and success based on factors like race, culture, income, and social conditions.



Background

- The revitalization of the Education Equity Advisory Committee (EEAC) began in December 2021 when around 30 passionate education equity partners collaborated to develop new bylaws for the School Board. These partners included the ISD 709 Superintendent, Assistant Superintendent, Coordinator of the Office of Education Equity, Duluth Community School Collaborative, educators, support staff, School Board members, parents, representatives from ISD 709 American Indian Parent Advisory Committee, the Department of American Indian Education, and the Gifted and Talented and Families in Transition programs, as well as local NAACP leaders, representatives from the Education Equity Alliance, UMD, LSC, and many others. Because of the connection, community alliance and passion several subcommittees were formed over the summer of 2022.



EEAC Subcommittees Mission & Vision

- The purpose of subcommittees shall be for the Duluth Public Schools to establish and use a Citizens Advisory Committee to provide recommendations and advice on matters of Education Equity to the ISD#709 School Board and district administrative personnel regarding planning, implementation, and/or evaluation of various district initiatives or plans in compliance with MN Statutes and Rules such as the Achievement and Integration Plan, the ESSA Northstar Plan and related policies, procedures, and goals.

These committees act on behalf of the Education Equity Advisory Committee, authorized under school board resolution 1070 and is responsible to ensure that the operations under the scope of the committee are aligned with the Mission, Vision, and Values of Educational Equity.



Current Subcommittees

- **Gender & Equity Taskforce**

- This committee met several times during the 2022-23 school year to work on development of the [Gender Inclusion Policy](#) that was passed and went into effect last year. Duluth Public Schools is the only district in the Northern part of Minnesota with such a policy.

- **Preschool & Early Childhood**

- This committee is currently working on how to increase parent and family engagement as pre-covid there was a higher level of involvement. Hoping to develop some focus groups, coffee & conversation and go to schools to create open forums to share. They would also like to get more information out to American Indian families coming in and how to support them - making sure they are aware of JOM funding and more.

- **Indigenous Education, History, Culture and Language Revitalization**

- Currently seeing lots of results already - a second Ojibwemowin Language teacher was added to the language program that will be funded by ISD709. They are also looking to offer seminars to history and government classes focusing on the facts of Native American history and tribal governments and what they dealt with in the past and present.

- **Community Engagement**

- Meets monthly with district leadership to discuss district equity updates and gives a chance for subcommittee members to ask questions, seek clarity and give recommendations. They are actively seeking more diverse perspectives and representation.

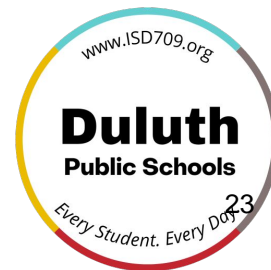
- **Discipline Disparities**

- This group is hoping to give input and help create an addendum to district policy 506 around discipline and adding specific language and restorative practices. They are also exploring the possibility of approaching bargaining units to craft language on equity within each contract.



Current Subcommittees

- **Recruitment & Retention**
 - This committee attends events such as Juneteenth and MLK in hopes of recruiting a more diverse staff to our district. They are also exploring other community events to table at.
- **Families in Transition**
 - The new FIT Coordinator will be working on redeveloping this committee with the intent to include all of the FIT Staff.
- **Hispanic Organization of Latin America (HOLA)**
 - In the 2022-23 school year, this committee hosted a multicultural night at Lowell to celebrate diversity of our community with over 800 people in attendance and plans to continue this tradition.
- **Elementary Education / Read Well by Grade 3**
 - This committee is working hard on engaging the district and groups in the community that are doing similar work. They look at data and see the decline in literacy at Duluth Public Schools within the African American and Native American students and would like to see more funding go towards literacy plans.
- **Denfeld Black Student Association**
 - This is a student ran committee that meets at Denfeld and attends EEAC meetings to share student voices and perspectives. They host many events at Denfeld that focus on the African American history and culture.



Education Equity Charter Development

Many subcommittees have experienced large transitions with leaders and members. This is due to various reasons such as leaving positions, retirement, etc. Because of this a document will be created and used by each subcommittee to define and refine their mission, vision, purpose and goals even more clearly. This will also allow subcommittees to retain focus during leadership or membership turnover and serve as a high level guide for the work they will be doing.

Education Equity Advisory Committee Charter

2023-2024

Title	
Purpose	<p>The purpose of this committee shall be for the Duluth Public Schools to establish and use a Citizens Advisory Committee to provide recommendations and advice on matters of Education Equity to the ISD#709 School Board and district administrative personnel regarding planning, implementation, and/or evaluation of various district initiatives or plans in compliance with MN Statutes and Rules such as the Achievement and Integration Plan, the ESSA Northstar Plan and related policies, procedures, and goals.</p> <p>This committee acts on behalf of the Education Equity Advisory Committee, authorized under school board resolution 1070 and is responsible to ensure that the operations under the scope of the committee are aligned with the Mission, Vision, and Values of Educational Equity.</p>
Mission Statement	
Objectives	
Scope	
Membership	<p>Facilitator:</p> <p>Members:</p>

Roles & Responsibilities of Membership	<p>Term of Committee Membership: TBD</p> <p>Member Expectations</p> <ul style="list-style-type: none"> • Consistent attendance • Solution-focused participation
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Commitment	<ul style="list-style-type: none"> • Commitment to follow through on assigned tasks
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Meeting Dates & Times	
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Record Keeping	<p>Facilitator:</p> <p>Members:</p>
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Authority	<p>This committee acts on behalf of the Education Equity Advisory Committee, authorized under school board resolution 1070 and is responsible to ensure that the operations under the scope of the committee are aligned with the Mission, Vision, and Values of Educational Equity.</p> <p>This committee has authority to gather information, network, make recommendations to School board and district leadership and act as an ambassador for the Education Equity Advisory Committee.</p>
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Questions and reflections?



COW Agenda Cover Sheet

Meeting Date: Jan 9, 2024

Topic: Special Education Updates

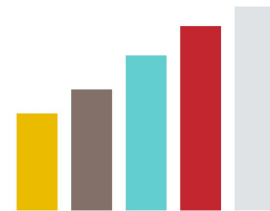
Presenter(s): Jason Crane, Special Services Director; Lora Thurston, Special Services Assistant Director

Attachment (yes or no): Yes COW Presentation January 2024

Brief Summary of Presentation or Topic (no more than a few sentences): Special Services is committed to providing the school board with regular updates on programmatic increases including staffing, budgeting and enrollment.

Special Services Update

December 2023



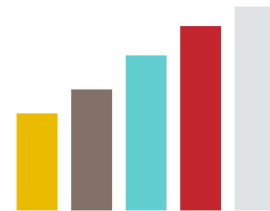
DULUTH PUBLIC SCHOOLS

**Special
Services**

Disproportionality

To address the on-going concerns with ISD 709 disproportionate suspension rates with students of color and the Special Service Department goals to improve academic scores, the district hired 5 Supervisors. Some of these positions were “repurposed TOSA positions” to support the work in the following areas:

- Becky Crane-Early Childhood
- Kathryn Hatfield-Setting 3 Classrooms (36 classrooms)
- Sonny Jenkins-STEPS
- Sarah Burris-Elementary Resource Support
- Katelyn Pahl-Secondary Resource Support



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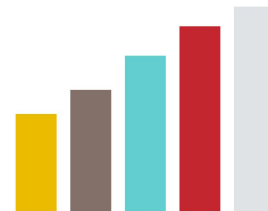
**Special
Services**

Disproportionality, cont'd.

Roles and Responsibilities of Supervisors:

Support students, families, teachers and schools with

- implementation of IEPs; curricular resources;
- training literacy resources
- attend IEP meetings, as needed or requested;
- support new teachers;
- provide training on due process, new legal guidance;
- review student's that are considered for shortened day/
homebase instruction; or STEPS placements;

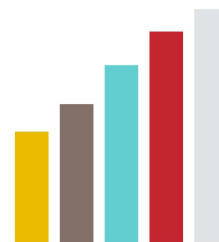


DULUTH PUBLIC SCHOOLS

**Special
Services**

Disproportionality con't

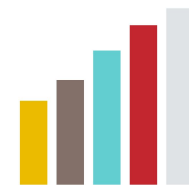
- support related services staff;
- oversight of new programming;
- evaluations; oversight/support of related services and other groups;
- reviewing IEPs and attending building-level special ed. Meetings;
- implementation and training of new literacy resources that targets the needs of students;
- early intervention and guidance with controversial and litigious cases;
- LETRs training.



DULUTH PUBLIC SCHOOLS

**Special
Services**

Supervisor	Location	Responsibilities	Students	Evaluates
Sonny Jenkins	RockRidge	STEPS; EBD referrals and Behavior Support-District Wide	50	STEPS staff (paras, teachers, social worker)
Sarah Burris	DSC	Elementary Ed; UFLI, LETRS, ESY	800	Elementary Teachers
Kathryn Hatfield	DSC	Setting 3 classrooms, district-wide (36 classrooms) ASD, DCD, PI, DAPE	300+	Setting 3 teachers; DAPE teachers
Kate Pahl	DSC	Secondary Support; Homebound/Homebased; Shortened Day	600+	Secondary SLD Teachers; Homebound Teachers
Becky Crane	DSC	ECSE, B-2, OT/PT	1,000+	ECSE Teachers; B-2 staff; 2 clerical; OT/PT



DULUTH PUBLIC SCHOOLS

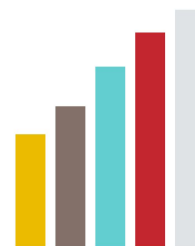
Special
31
Services

Home Based Instruction Impact

December 2022: District had 21 students on Home Based Instruction

December 2023: District has 12 students on Home Based Instruction

- Supervisor monitoring the process
- Education of staff
- Clear guidance provided
- Support for case managers as they develop phase-in plans for student return to school



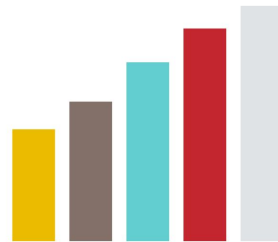
DULUTH PUBLIC SCHOOLS

**Special
Services**

STEPS Update

Currently:

- 1 Supervisor: Sonny Jenkins
- 1 Social Worker
- 2 Teachers (1 vacancy)
- 3 Paras
- 9 Students (capacity for 16)
 - 5 (grades 7-12)
 - 4 (grades 3-6)
- 2 Classrooms at Rockridge



DULUTH PUBLIC SCHOOLS SPECIAL SERVICES

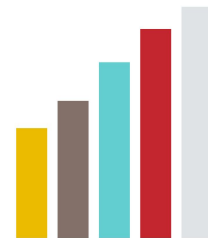
STEPS

Success Through Empowerment and Positive Support

Alignment to Strategic Plan

Supporting Every Student:

- STEPS
- Reviewing students with IEPs prior to any recommendations for Home Based/Shortened Day determinations
- Ensuring IEPs are written so students receive their services and instruction in the least restrictive environment



DULUTH PUBLIC SCHOOLS

**Special
Services**

Alignment to Strategic Plan

Advancing Equity:

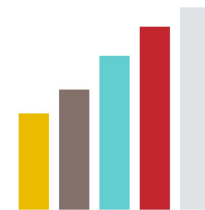
- December 4: District-wide Training: *Comprehensive Evaluations*
- Literacy Training: *LETRs Training and the use of UFLI as a resource*
 - *All special education staff will have received the UFLI training by March 2024*
 - *All special education staff (PK-12), who are responsible for reading instruction, will receive Literacy training in the first round of training to comply with the READ Act.*



Alignment to Strategic Plan

Improving Systems:

- Review of student progress data as measured by FASTBRIDGE from Beginning of Year to Middle of Year = Literacy
- Improved responsiveness to school requests for support



DULUTH PUBLIC SCHOOLS

**Special
Services**

Special Education by the numbers....

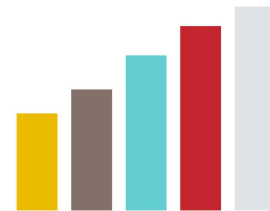
Interviewed FY 24

Certified positions

- 120 certified people interviewed
- Several internal staff moved to other positions- no interview required
- 82 people in new special education positions

Non-certified positions

- 195 people interviewed
- Many bid on a different job- no interview
- 148 non-certified staff in new positions



DULUTH PUBLIC SCHOOLS

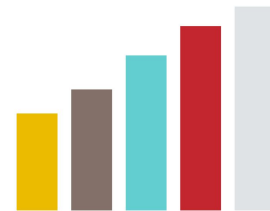
**Special
Services**

Special Education by the numbers....

ISD 709 December Enrollment: 8117 students

Special Education Enrollment: 1890 students

1. Eligibility Qualifying over 3 years:
2. Staffing levels allocated
3. Setting 3/4 classrooms added:
 - Lowell, Congdon, Lester, Stowe, 2 Rockridge
 - One program = \$200,000 average

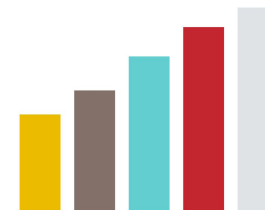


DULUTH PUBLIC SCHOOLS

**Special
Services**

Special Education Eligibility

	FY20	FY21	FY22	FY23	FY24
Elementaries	551	528	586	791	763
Middle School	278	260	277	318	321
High School	432	422	442	484	549
Care and Treatment; Non-Publics; ECSE	288	280	254	413	551
	1549	1490	1559	2006	2184

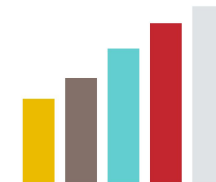


DULUTH PUBLIC SCHOOLS

**Special
Services**

Staffing Increases

	FY20	FY21	FY22	FY23	FY24
Certified	132.5	134.5	148.6	157.4	170.9
Related Service	55.575	53.55	55.2	49	70.025
Non Certified	214	200	214.5	216.5	231.5
District Support Staff Total	13.6	12.8	14.6	14.6	17.2
	416.675	400.85	432.9	437.5	489.625

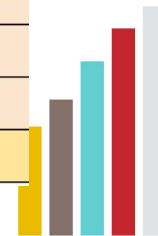


DULUTH PUBLIC SCHOOLS

**Special
Services**

Setting 3 Classrooms

2023-24 Setting III	FY20	FY21	FY22	FY23	FY24
Congdon	0	0	0	1	1
Homecroft	0	0	0	0	0
Laura Mac	2	2	3	3	3
Lakewood	0	0	0	0	0
Lester Park	2	2	2	2	3
Lowell	0	0	0	0	1
Myers	3	3	3	3	3
Piedmont	1	1	3	3	3
Stowe	1	1	1	1	2
Lincoln Park	3	4	4	3	4
Ordean East	2	2	2	3	3
Denfeld	4	4	4	6	7
East	4	5	5	6	6
Totals	22.0	24.0	27.0	31.0	36



DULUTH PUBLIC SCHOOLS

**Special
Services**

COW Agenda Cover Sheet

Meeting Date: Jan 9, 2024

Topic: Employee Wellness Initiatives

Presenter(s): Kinsey Klasnich, Benefits Coordinator

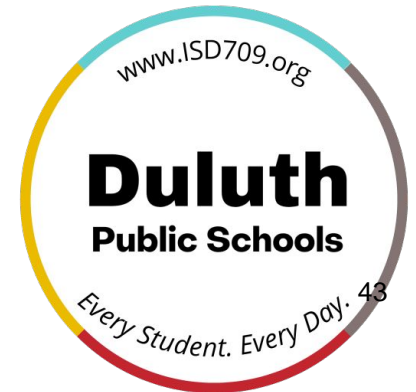
Attachment (yes or no): Yes

Brief Summary of Presentation or Topic (no more than a few sentences): This presentation will provide an update of our efforts to support District employees' overall wellness. We will provide an overview of current and future initiatives.

Employee Wellness

Committee of the Whole

January 9, 2024



Our Vision

The Duluth Public Schools Employee Wellness Initiatives will serve as the road map to improve the overall well-being of our employees by providing services that support mental, physical, social and financial health.

These Initiatives will be an integral part of the Duluth Public Schools Recruitment and Retention Plan.

Current Wellness Benefits

- Calm
- Employee Assistance Program
- Financial Planning

Calm

- App that provides personalized content such as podcasts, sleep stories, music, and meditations to manage stress and anxiety
- Current sign up rate: 46.5%, with a 72.8% engagement rate

Total sessions

16,940

Average session

9.8 mins

Mindful days

3,179 days

Mindful minutes

165,927 mins

Employee Assistance Program

- Employee Assistance Program offered through National Insurance Services and TELUS
- Access for employees via their online portal, or phone call
- Offers services regarding mental health, estate planning, healthy lifestyles, financial wellness, etc
- Current utilization: 2 calls in 2023 Q4, and 1 call so far this year

Financial Planning

- The District hosted a 403b Informational Session for our employees, presented by Aviben, our administrator for those services
- PERA hosted a session to discuss how the PERA Pension works, what happens when you retire, and general Q&A for PERA participants. Employees could attend in person or virtually
- TRA visited the District Services Center and presented to TRA participants regarding their pensions, retirement, and general Q&A.
- The Benefits Department hosts multiple Retirement Information Sessions for all employees with information regarding the retirement process and healthcare after retirement

Initiatives for 2024

- Increase EAP Utilization
- Capitalize on new Calm features
- Host Wellness Fair for employees

Promote New Calm Features

- Pathways Program: Curated content catered to the specific needs of the District (setting boundaries, building a self care routine) , which notifies participants with push notifications on their phones of the content, coping skills, etc for a scheduled 2 week span
- New features and content this year: Calm for Travel, Calm for dependents, Calm for Kids, and improved content around grief and physical health
- Calm has added a daily check in for participants where they can report how they are feeling that day. The District can track that information to see trends in emotions during certain times of year where our employees may need extra support

Increase EAP Utilization

- Highlight different services and resources the EAP has with a monthly focus on different topics
- Increase communication with staff about what resources are available
- Provide leadership training in regards to the supports available
- Focus will be on the lesser known supports EAP can offer, such as estate planning, financial well-being, fitness, aging, etc

Wellness Fair

- A collective fair this spring for our employees showcasing their benefits and other resources locally to support all aspects of wellness
- Vendors would include
 - Representatives from benefit providers such as Blue Cross Blue Shield, Medica, Delta Dental, Aviben, Calm, NIS, etc
 - Local businesses and resources that support employee;'s overall wellness

Future Initiatives?

- Establish a Written Employee Wellness Program
- Create an Employee Wellness Committee
- Partner with insurance carriers in providing health and wellness programs, resources and information to District employees
- Healthy Messages: Weekly messages to encourage staff on nutrition, physical activity; and, positivity
- Provide Monthly Seminars on topics such as Nutrition, Physical Health, Mental Health, Weight Management, Financial Wellbeing, Flu Season Preparation, Summer Sun Protection

Questions?

COW Agenda Cover Sheet

Meeting Date: Jan 9, 2024

Topic: Head Start Governing Board Training

Presenter(s): Sherry Williams, Head Start Director

Attachment (yes or no): Yes [Head Start Governing Board Training](#)

Brief Summary of Presentation or Topic (no more than a few sentences): This presentation will provide a required annual training of the role of the Head Start Governing Board, as well as an introduction to our local Head Start program.



Duluth Head Start

Governing Board Training

Duluth Head Start is unique.

It is one of the original Head Start grantees, starting as a summer school program in 1965.

It is the only grantee in MN that is a School District.

We are proud of our school district for recognizing the value of early intervention long before science confirmed its value.

Office of Head Start Purpose

Origins

As part of President Lyndon B. Johnson's *War on Poverty*, Head Start began as an eight-week demonstration project designed to help break the cycle of poverty

Mission

Designed as an anti-poverty early childhood education program, Head Start prepares America's most vulnerable children, ages birth to five, to succeed in school and in life beyond school

Program Description

Head Start programs promote the school readiness of young children from low-income families by:

- Enhancing their cognitive, social, and emotional development
- Offering comprehensive services such as early learning, nutrition, health, family well-being and parent engagement



Head Start Leadership and Governance



Membership and Responsibilities

Policy Council	Governing Board/ School Board
<p>Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program at the agency level.</p> <p>In Duluth, Head Start parents are eligible to run for Policy Council. Elections are held each fall, with parents from all program options and locations. Current Policy Council members facilitate the election of new board members prior to dissolving their leadership roles.</p>	<p>The Head Start Act (2007) clearly defines who should be part of the Governing Body. This requirement is very intentional to ensure the Governing Body is diverse and represents the skill set needed to run a federally funded organization that serves our nation's most vulnerable children and their families.</p> <p>In Duluth, the Governing Board is elected by the citizens of Duluth when they elect ISD709 School Board members.</p>
<p>Parents of children currently enrolled in each program option must proportionately represented on Policy Council.</p>	<p>The Governing Board have legal and fiscal responsibility for the program.</p>

Membership and Responsibilities

Policy Council	Governing Board
<p>A Policy Council must use ongoing monitoring results, data on school readiness goals and other information to conduct its responsibilities.</p>	<p>Adopt practices that assure active, independent, and informed governance of the Head Start agency and be responsible for ensuring compliance with Federal laws.</p>
<p>A member must stand for one year. If a member intends to serve another year, they must stand for re-election.</p>	<p>Responsible for other activities as outlined in the Head Start Act of 2007.</p>
<p>The Policy Council must include in its By-Laws, how many one year terms a person may serve, not to exceed five years. Current <u>By-Laws</u> state a member may serve 5 years.</p>	<p>Governing Body oversees Policy Council.</p>
<p>A program must seat a successor Policy Council before an existing Policy Council may be dissolved.</p>	<p>Governing Board members may not receive money from the Head Start grantee.</p>
	<p>Impasse Policy with Policy Council.</p>

Membership and Responsibilities

Policy Council	Governing Board
A program must enable low income members to participate fully in their Policy Council responsibilities by providing if necessary, reimbursements for reasonable expenses incurred by the low income members.	
Policy Councils work in concert with Governing Boards to provide oversight for the Head Start Program.	
Impasse Policy with Governing Board.	

Head Start Documents on Program Governance are known as The Big 3.

- The Head Start Act of 2007. **This is the Head Start Law.**

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hs-act-pl-110-134.pdf>

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- The Head Start Performance Standards.
- **These are the rules by which a Head Start program must carry out their work with children and families.**

• <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

[Head Start Program Performance Standards | ECLKC](#)

- PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS.

- **These are the rules about how a program may use the Federal award.**

• <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75#subject-group-ECFR640bc005c7f52f6>

[eCFR :: 45 CFR Part 75 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards](#)

2024 National Head Start Priorities

Office of Head Start Priorities



Federal Monitoring Year: This Year

Our Head Start program will be monitored by the Office of Head Start this year.

This will include meeting with the Policy Council and Governing Board.

It will be a new experience for most of us, but we have worked hard to have systems in place to have an exemplary program.

Duluth Preschool: Funding Sources

Head Start, School Readiness and Voluntary PreK fund our classrooms throughout the city serving 3 and 4 year olds. All programs follow the Head Start performance standards.

State grants fund Families in Transition, which serves families experiencing homelessness and a Home Base option.

Locations

We have classrooms in 7 of the 9 elementary schools.

Lowell (2 Head Start/School Readiness)

Laura MacArthur (2 Head Start, 1 VPK)

Myers Wilkins (3 Head Start)

Piedmont (2 Head Start/School Readiness, 1 VPK)

Stowe (1 Head Start/School Readiness, 1 VPK)

Homecroft (1 Head Start/School Readiness)

Lester Park (1 Head Start/School Readiness)

State funded Head Start programs

Homebase: Serves 12 families with children from 0-5 in their homes for 90 minutes per week. Provides socialization experiences twice per month.

FIT (Families in Transition): Works with families experiencing homelessness for 90 minutes per week. Provides socializations twice per month. Serves 12 Early Head Start (0-3) and 6 Head Start (3 & 4 year olds)

Comprehensive services

Health

Nutrition

Education

Mental Health

Disabilities

Family Advocacy

Parent Engagement



Eligibility

Children in foster care or experiencing homelessness automatically qualify for Head Start.

Federal Poverty Level (FPL)

Family size	2022 income numbers	2023 income numbers
For individuals	\$13,590	\$14,580
For a family of 2	\$18,310	\$19,720
For a family of 3	\$23,030	\$24,860
For a family of 4	\$27,750	\$30,000
For a family of 5	\$32,470	\$35,140
For a family of 6	\$37,190	\$40,280
For a family of 7	\$41,910	\$45,420
For a family of 8	\$46,630	\$50,560
For a family of 9+	Add \$4,720 for each extra person	Add \$5,140 for each extra person

Curriculum

Creative Curriculum is a project based curriculum that is used in our classes.

Pyramid Model is a social emotional framework that helps all students be successful in our classrooms.

We use two supplemental curriculums:

Heggerty Phonemic Awareness: to help kids learn to hear sounds in words

Second Step: to help teach social emotional skills

Parent engagement

We want parents to be involved in our program in as many ways as possible.

Home Visits

Community Involvement

Conferences

Self Assessment

Policy Council

Recruitment

Parent Committees

Field Trips

Family Events

Support in the classroom

We are in the third year of a five year grant cycle

Current Grant Goals are:

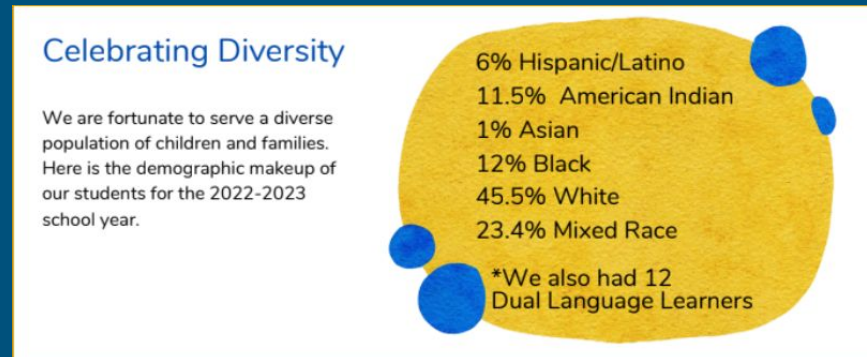
High Quality Inclusive Classrooms: A partnership with Early Childhood Special Education

Walking the Talk of Equity

Fostering Resilience with a Focus on Health, Wellness, and Safety

Grant Goal: Walking the Talk of Equity

1. Establish Oshki-inwewin: a classroom with a focus on Ojibwe language and culture
2. Establish an Equity Team
3. Provide opportunities for staff to continue to learn about systemic racism
4. Recognize and honor the unique cultures of families we are currently engaged with
5. Close the opportunity gap for children and families we work with



Supporting Health, Wellness and Safety for Children

- ❑ Outside daily
 - ❑ Weather appropriate gear
- ❑ Safety Around Water: Six week water safety class at YMCA for 72 children per year (4 classrooms)
- ❑ Social Emotional Learning
- ❑ Active Supervision
- ❑ Family Style Meals
- ❑ Dental Exams at school
- ❑ Lead testing at school
- ❑ Support for families to stay up to date on well child checks and immunizations
- ❑ Mental Health referral support
- ❑ First Witness: Strong, Safe Child
- ❑ Safe Delivery of Preschool Students (Bus Safety)
- ❑ Hearing, vision tests at school (preschool screening)
- ❑ Eyeware resource: coupons for free glasses

Program Planning for Continuous Improvement

