

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 18, 2018

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items - These items are provided for informational purposes only and no action is required.

A. Assistant Superintendent's Report 5

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Assistant Superintendent Jeff Horton shared current information regarding implementation of district initiatives and school operations.

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

B. Curriculum and Instruction Report 6

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Director of Curriculum and Instruction Gail Netland shared current information regarding the status of the work of the curriculum and instruction department.

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

C. Informational Presentations

1) Check and Connect Program Update 7

Sarah Laulunen, Check and Connect Program Coordinator, Dr. Tawnyea Lake, Director of Assessment, Evaluation and Performance, Jason Crane, Special Services Director, and Tonya Sconiers, Denfeld High School Principal, presented an update on the work they have done with regard to the 5 year grant from the Minnesota Department of Education to implement the Check and Connect program to increase graduation rates at Denfeld High School.

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

2) Student Attendance Presentation 24

Assistant Superintendent Horton, Callie DeVriendt, Social, Emotional Behavioral MTSS Coordinator (LPMS) & Mental Health Partnership Coordinator (DW), Amy Lukasavitz, Assistant St. Louis County Attorney, Heather Jarvis, Program Manager for Truancy Action Project (LSS), and Tonya Kjerland, Executive Director of Duluth Community School Collaborative, shared information on current student attendance law and the District, county and community supports surrounding positive student attendance.

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

D. Grant Applications

1) Education Minnesota Grant Application

Christine Valento, Lincoln Park Middle School, has submitted a grant application to Education Minnesota in the amount of \$1,500. If awarded, funds will be used to cover registration and travel expenses related to a professional development opportunity at the National Arts Conference in Boston, MA, March 2019.

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

2) National Endowment for the Arts Grant Application

Christine Valento, Lincoln Park Middle School, has submitted a grant application to the National Endowment for the Arts in the amount of \$1,886. If awarded, funds will be used to cover sub costs, registration and travel expenses related to a professional development opportunity in October 2019.

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

3) Whole Foods Co-Op G.I.V.E. Program Grant Application

Christine Valento, Lincoln Park Middle School, has submitted a grant application to the Whole Foods Co-Op Generously Invest in Vital Entities (G.I.V.E.) Program. The G.I.V.E program harnesses the co-operative power of Whole Foods Co-Op shoppers to support organizations that are working for the betterment and health of the Duluth-Superior region. Each month a different group is selected to receive the funds collected when shoppers elect to “round-up” their purchases in our stores. If selected, funds will be used to support Art Club field trips, supplies and guest artists.

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

4) Richard M. Schulze Family Foundation Grant Application

Tonya Kjerland, Duluth Community Schools Collaborative, has submitted a grant application to the Richard M. Schulze Family Foundation in the amount of \$25,000.

If awarded, funds will be used to support existing out-of-school-time (OST) programming and associated indirect costs at Myers-Wilkins Elementary School.

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

2. Action Items

A. Presentation Items Requiring Approval

1) ISD 709 Calendar 2019-20 School Year 50

Assistant Superintendent Jeff Horton presented the recommended ISD 709 Calendar 2019-20 School Year for review and approval. The recommended calendar was also presented to the Quality Steering Committee at their December 6, 2018 meeting.

Recommendation: It is recommended that the Duluth School Board accept and approve the recommended ISD 709 Calendar 2019-20 School Year.

B. Resolutions

1) Resolution E-12-18-3604 - Acceptance of Grant Awards to Duluth Public Schools 51

Attached is Resolution E-12-18-3604 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

St. Luke's Foundation
AMFA Educational Trust

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-12-18-3604 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests

1) Wolf Ridge ELC - Homecroft Elementary 54

Fifth grade students from Homecroft Elementary School will travel to Wolf Ridge Environmental Learning Center in Finland, MN from March 11-13, 2019. Activities will align with MN science standards and teach students survival and team building skills. Total cost of this trip will be \$15,500 and will be funded with student fees and donations.

Recommendation: It is recommended that the Duluth School Board approve the Extended Trip Request.

D. Diploma Requests 57

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

Trey Jordan Ard - November 26, 2018
Jacob Ambrose Ard-Beeten - January 18, 2019

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

3. **Future Items**

Policy Updates

Assistant Superintendent Monthly Report

December 2018

Purpose

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

Site Celebrations

- Denfeld CTE Program

Walk-Through

- Congdon

Continuous Improvement Update

- Process and Compliance

Shout Out!

- “Through Our Eyes”

Director of Curriculum and Instruction Monthly Report

December 2018

Purpose

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

Updates

Staff Development

- Minnesota Department of Education Regional [PreK-3 Leadership Workshop](#)
 - Team of 5 district leaders participated in first of 3 days
 - Focused on aligned systems for improved outcomes
- Science Standards Regional Draft Review Event at Piedmont Elementary
 - Provided opportunity to ask questions and provide input in [science standards](#) revision work at the state level

Course Catalog and Registration

- [2019-2020 Course Catalog](#)
 - New features
 - Catalog and Supplement Combined
 - Course Key Developed
 - Online Courses Included
 - Information will be available on the district website and the middle and high school webpages.
 - [Revised Suggested 2019-20 Course Changes](#)

Curriculum

- Secondary ELA Text Adoption Update
 - Texts Under Consideration for 9th Grade (listed alphabetically)
 - [Children of Blood and Bone](#) by Tomi Adeyemi
 - [Mean Spirit: A Novel](#) by Linda Hogan
 - [Spirit Car: Journey to a Dakota Past](#) by Diane Wilson
 - Sample texts available for review
 - Reading in progress: gathering input from content area teachers, community reps, students reps, and parent reps
 - Decision Date Goal: **January 2019.**

A dark blue background featuring silhouettes of a diverse group of people with their hands raised, suggesting a community or educational setting. The silhouettes are positioned behind the main title text.

DULUTH PUBLIC SCHOOLS

Dropout Prevention Update

Check and Connect

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

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

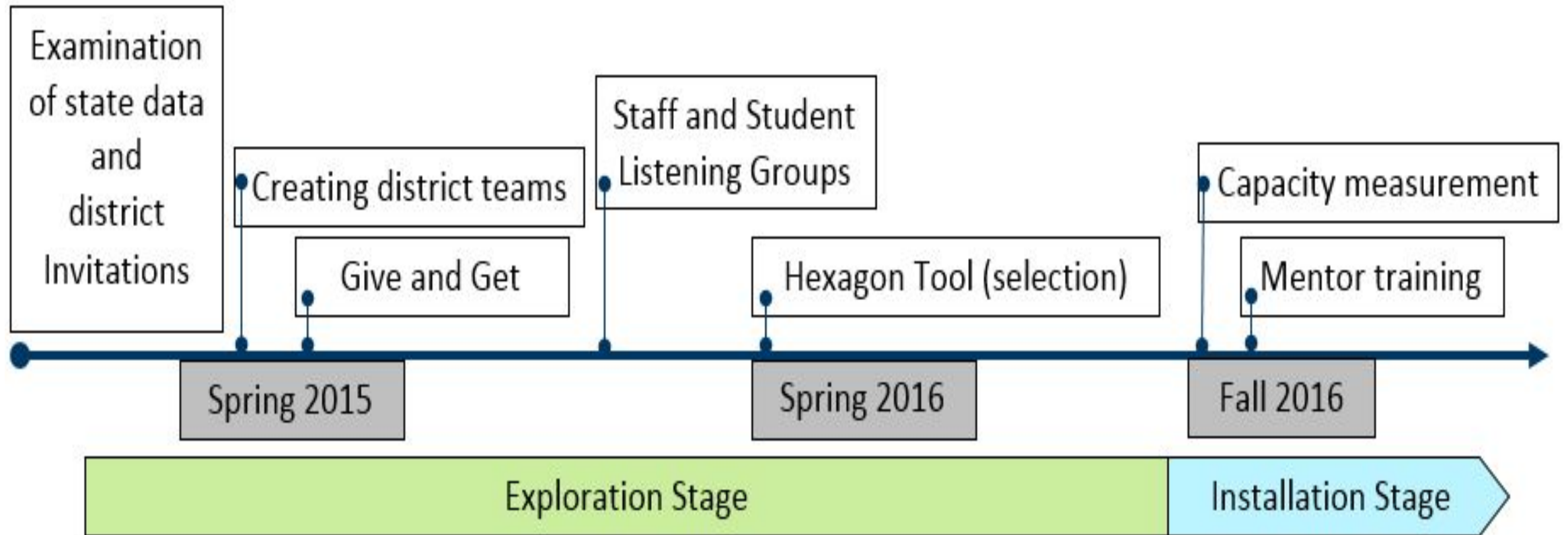
Office of Special Education Program (OSEP) Charge to States

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

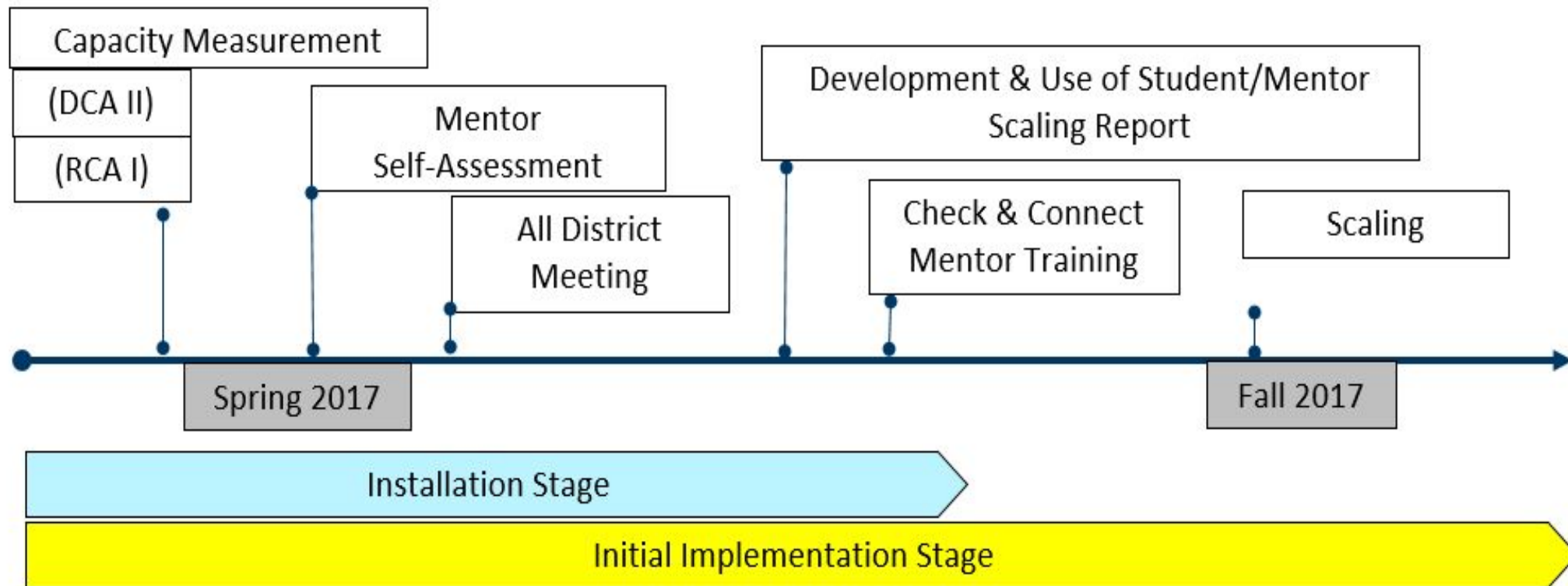


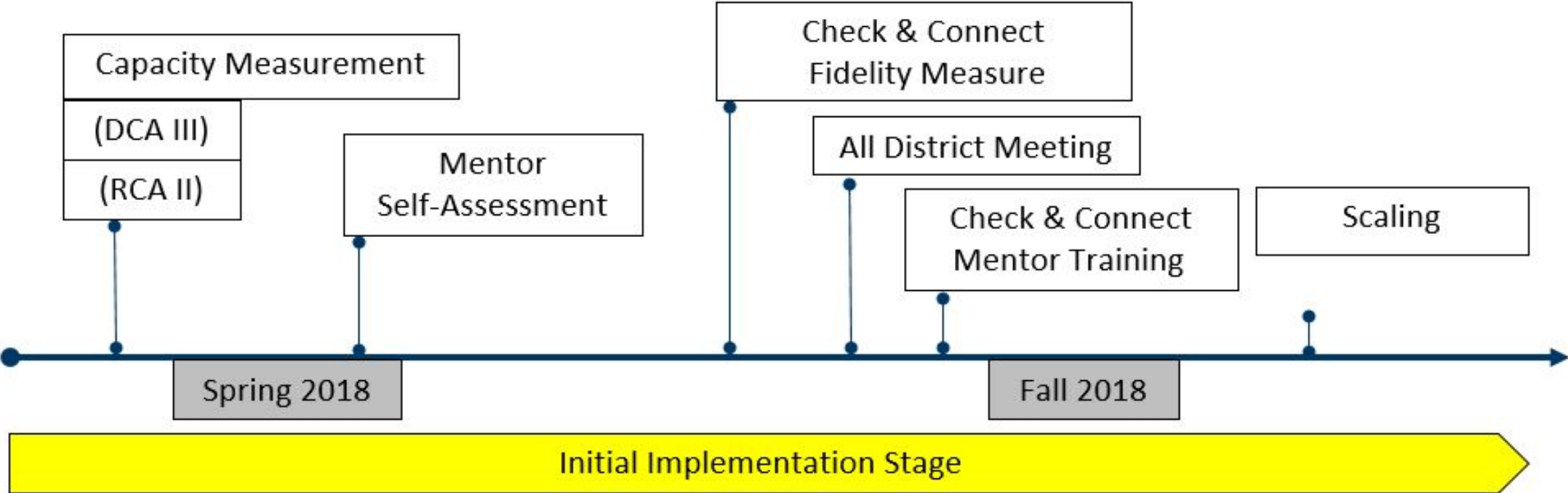
- State identified four districts - these four districts accounted for approximately 30% of the population group
- Goal: Increase 6-year graduation rates for Black and American Indian students with disabilities

Our Journey



Our Journey



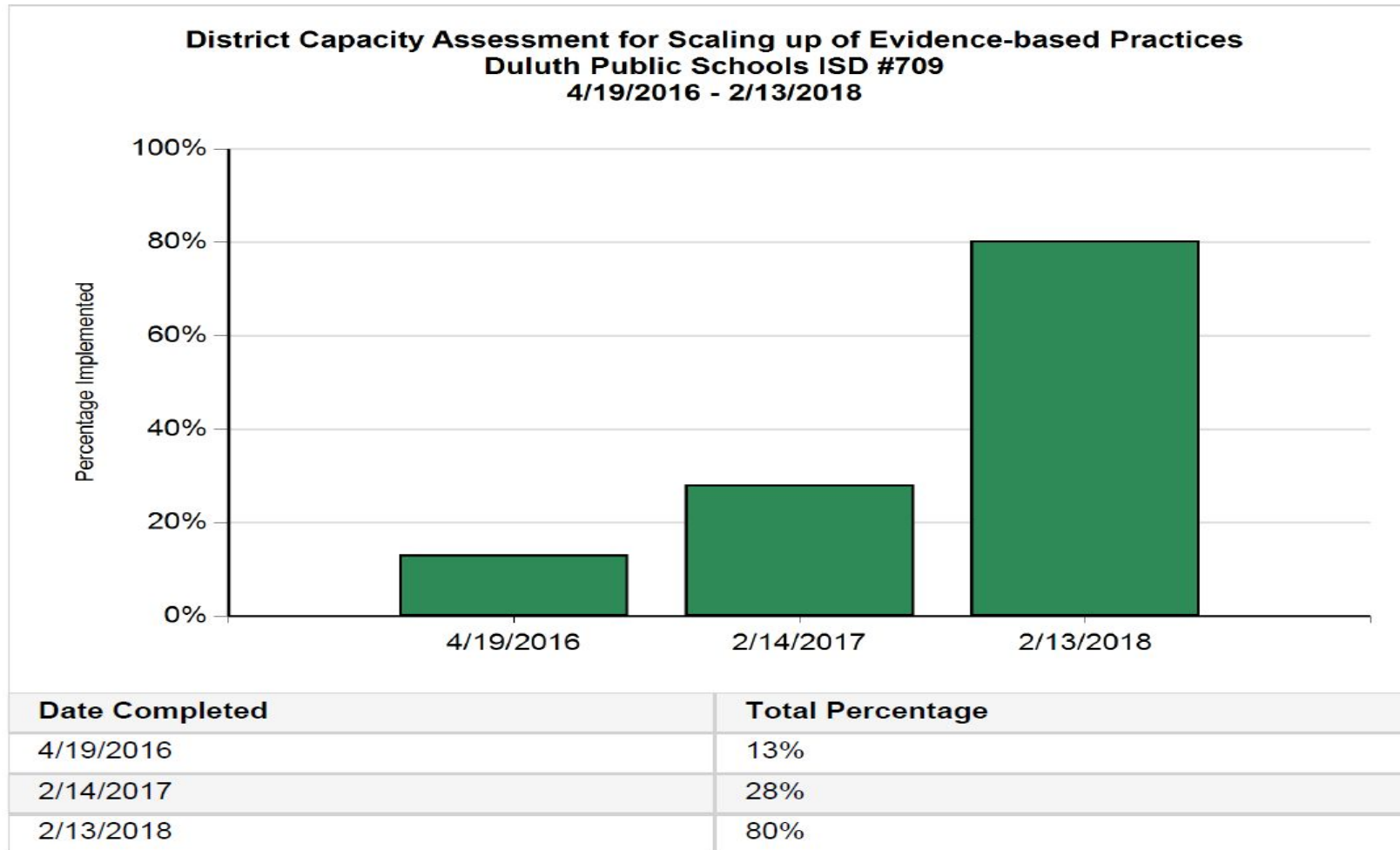


Check and Connect Team:

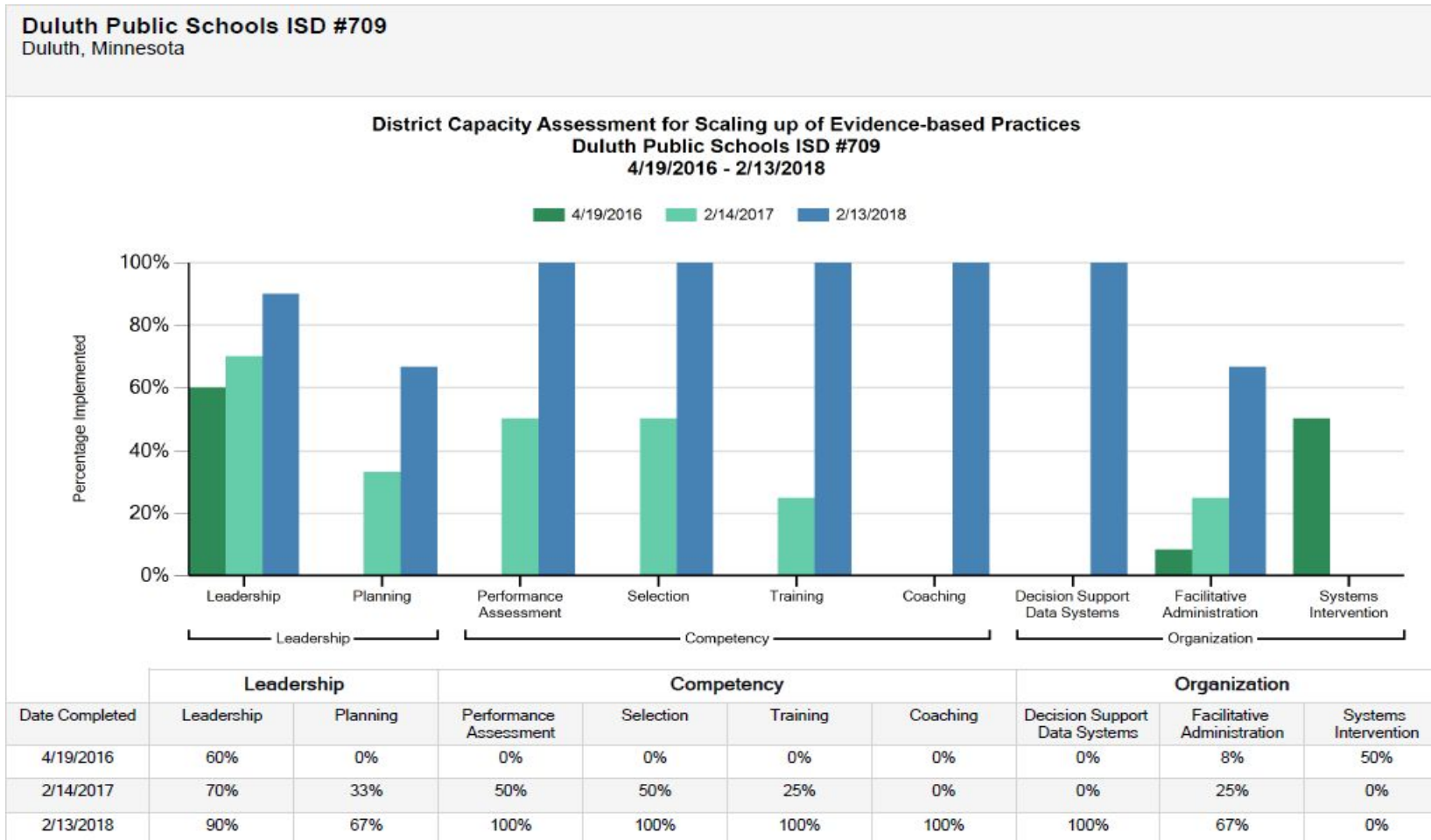
- Minnesota Department of Education Staff
- District Administration
- Denfeld Principal
- Check and Connect Coordinator
- 2 Check and Connect Mentors

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

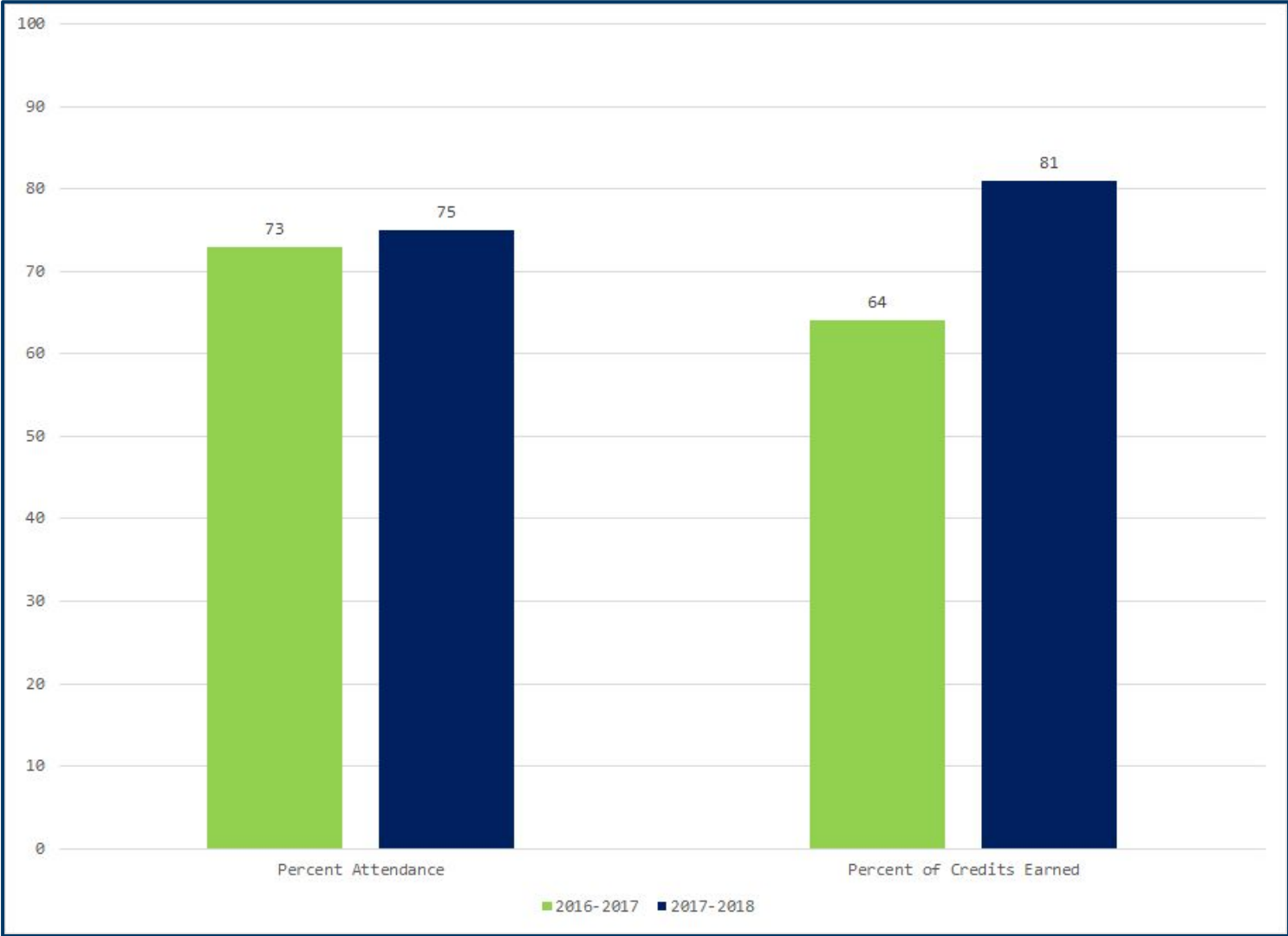
- Staff turnover (Assistant Superintendent, Check and Connect Coordinator, Check and Connect Mentor)
- Required paperwork, data collection, and coaching to implement to fidelity
- Funding and commitment to support scale up efforts
- Chronic absenteeism



Results: District Capacity



Results: Student Attendance and Credits¹⁹



Results: Graduation Rates - Denfeld²⁰

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

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



“Kim and Deb are nice.”



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



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



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



School Board Attendance Report

December 10, 2018

Presentors

25

Jeff Horton- Assistant Superintendent

Callie DeVriendt- Social, Emotional Behavioral MTSS Coordinator (LPMS) & Mental Health Partnership Coordinator (DW)

Amy Lukasavitz- Assistant St. Louis County Attorney

Tonya Kjerland- Executive Director of Duluth Community School Collaborative

Heather Jarvis- Program Manager for Truancy Action Project (LSS)

What is the Attendance Law?

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Education Neglect- Under 12 years old

Minn Stat. §260C.007, Subd. 6(3), is without necessary food, clothing, shelter, education, or other required care for the child's physical or mental health or morals because the child's parent, guardian, or custodian is unable or unwilling to provide that care

What is the Attendance Law?

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Habitual Truant- 12 years old and older

Minn. Stat. §260C.007, Subd. 6(14), "Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

Minn. Stat. §260C.007, Subd. 19. (2016)

What is the ISD 709 Attendance Policy and Process?

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Policy: [503 Attendance Policy](#)

Process: [503R Attendance Regulation](#)

What is the County Attendance Process? ²⁹

Educational Neglect

Principal/Asst. Principal contact IIU. Screened by County Social Workers.

Phone: 218-726-2012 for IIU

Truancy

Asst. Principal/Counselors refer to SARB (Student Attendance Review Board). We meet every Thursday and make recommendations.

What is Currently Going Well?

30

Full Service Community Schools

- Myers-Wilkins
- Lincoln Park
- Denfeld

Full Service Community Schools are an Effective Strategy to Improve Attendance

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Example: “NYC’s Rapid Expansion of Community Schools Leads to Improvement in Attendance, Achievement, and Family Engagement”

“Early gains in community schools include a 7.2 percent reduction in chronic absenteeism over two years.”



Source: Community Schools Awards for Excellence 2017:NYC Community Schools Initiative. Accessed 12/4/18.

Research-based solutions for chronic early absenteeism

- Create strong partnerships among schools, families, and community agencies
- Ensure access to preventative health care
- Engage families of *all* backgrounds
- Offer a high quality education that responds to diverse learning styles and needs of students
- Educate parents about importance of attendance
- Encourage families to help each other

Source: Chang, H.N. and Romero, M., 2008. Present, Engaged, and Accounted For The Critical Importance of Addressing Chronic Absence in the Early Grades. Report, National Center for Children in Poverty.

Myers-Wilkins

**The
Slice**

A Slice of Life

WDSE
WRPT

PBS 8 | 31
DULUTH | SUPERIOR



A WDSE · WRPT PRODUCTION
© 2018

Kids & Kale Chips

Posted on September 5th, 2018



Video Summary:

Kale is cool! A Duluth summer school program got kids to grow kale and make their own kale chips. The garden project is an extension of the Healthy Northland Farm to Food program.

Out-of-school-Time programming and community events improve student and parent engagement.

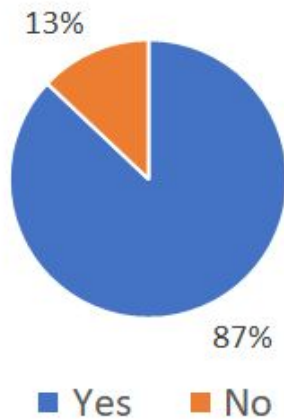
Source: <https://theslice.tv/video/kids-kale-chips>

ISD
60709
Duluth
Public Schools

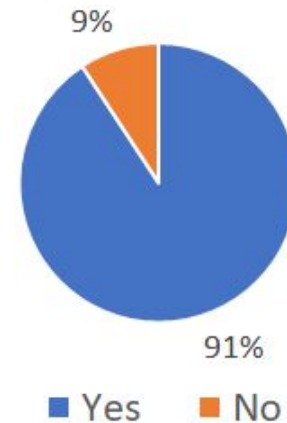
Myers-Wilkins COMPASS Student Survey ³³

Spring 2018

"I look forward to coming to school on the days I go to COMPASS." (n=54)



"In this program I have met adults who care about me." (n=54)



Lincoln Park

- After School Program
 - 72 per day
 - 265 students
 - 15 clubs
- Teacher Home Visits
- Parent and Community Events
- STEM at CSS during summer



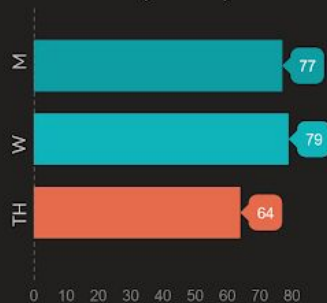
Lincoln Park Middle School AFTER SCHOOL PROGRAM

SEPT- OCT 2018 REPORT

Students Enrolled per grade



Average Attendance by Day



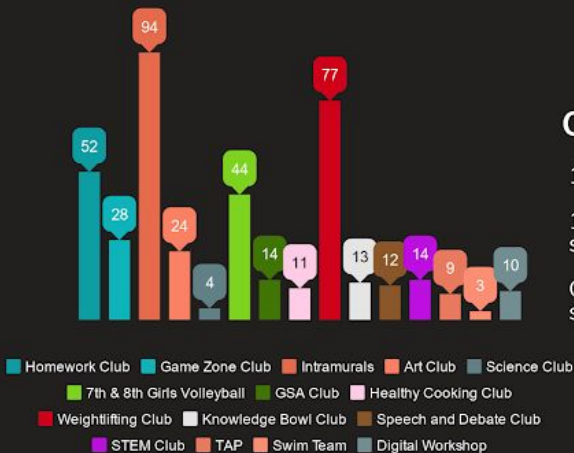
229 students enrolled so far
Average daily program attendance: 73 students/day

Club Participation

17 total clubs scheduled

15 clubs have already started

Graph shows number of students enrolled in each club



Lincoln Park Parent Teacher Home Visits

Number of Teacher Home Visits per school year:

2016-17 = 43

2017-18 = 21

2018-19 = 16 (so far)

Benefits:

- Builds positive relationships among school staff and families.
- Increases trust between school and home/families and educators.
- Builds a positive connection to school.

Denfeld - Free Dental Care

Students See Dentists at Denfeld for Free

Students at Denfeld Community School have the opportunity to get free dental work.

November 7, 2018 by [Viktorija Capek](#)



Operation Grace visited Denfeld twice so far in 2018-19:

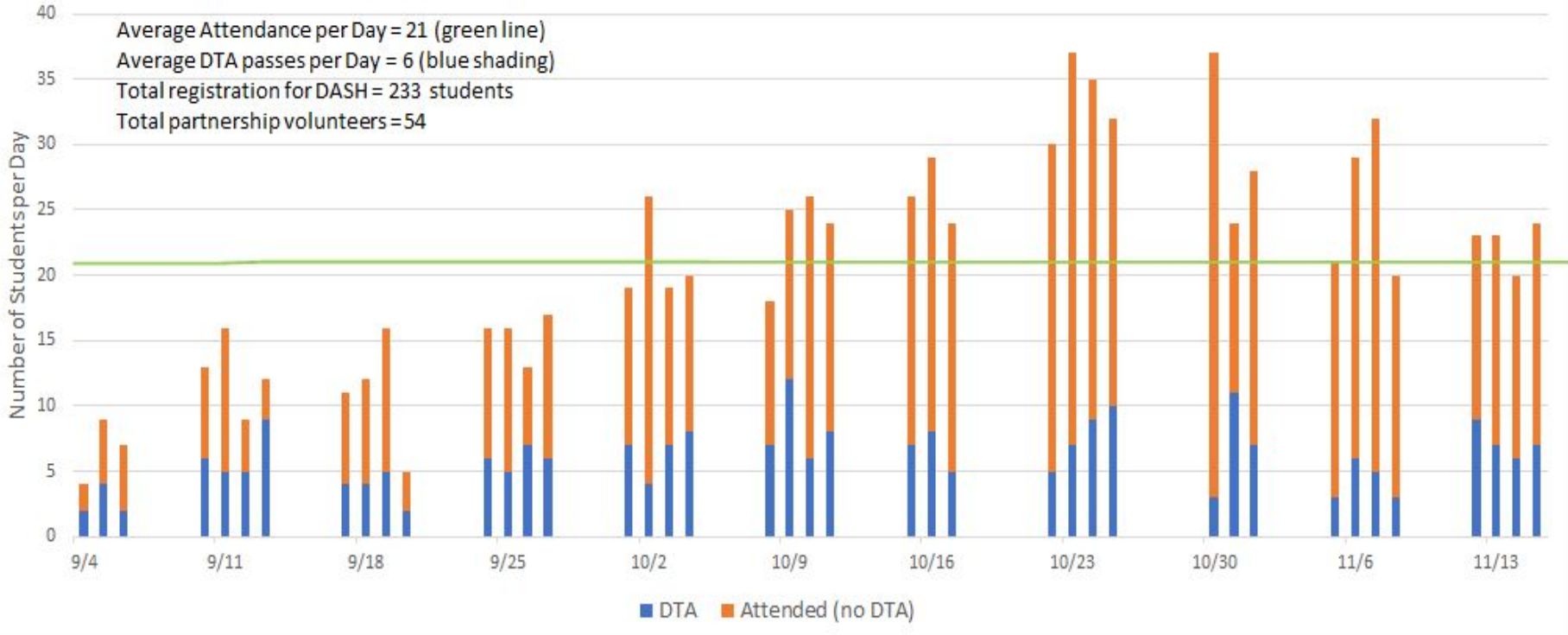
Students served:

- Hygiene clinic ~11
- Restorative clinic = 9

<https://www.fox21online.com/2018/11/07/students-see-dentists-at-denfeld-for-free/>

Denfeld DASH Program

Approximately 30% of students attending DASH Homework and Tutoring in the Media Center from the start of school through 11/15/18 requested DTA bus passes to get home.



What is Currently Going Well?

38

Continuous Improvement Teams (CIT)

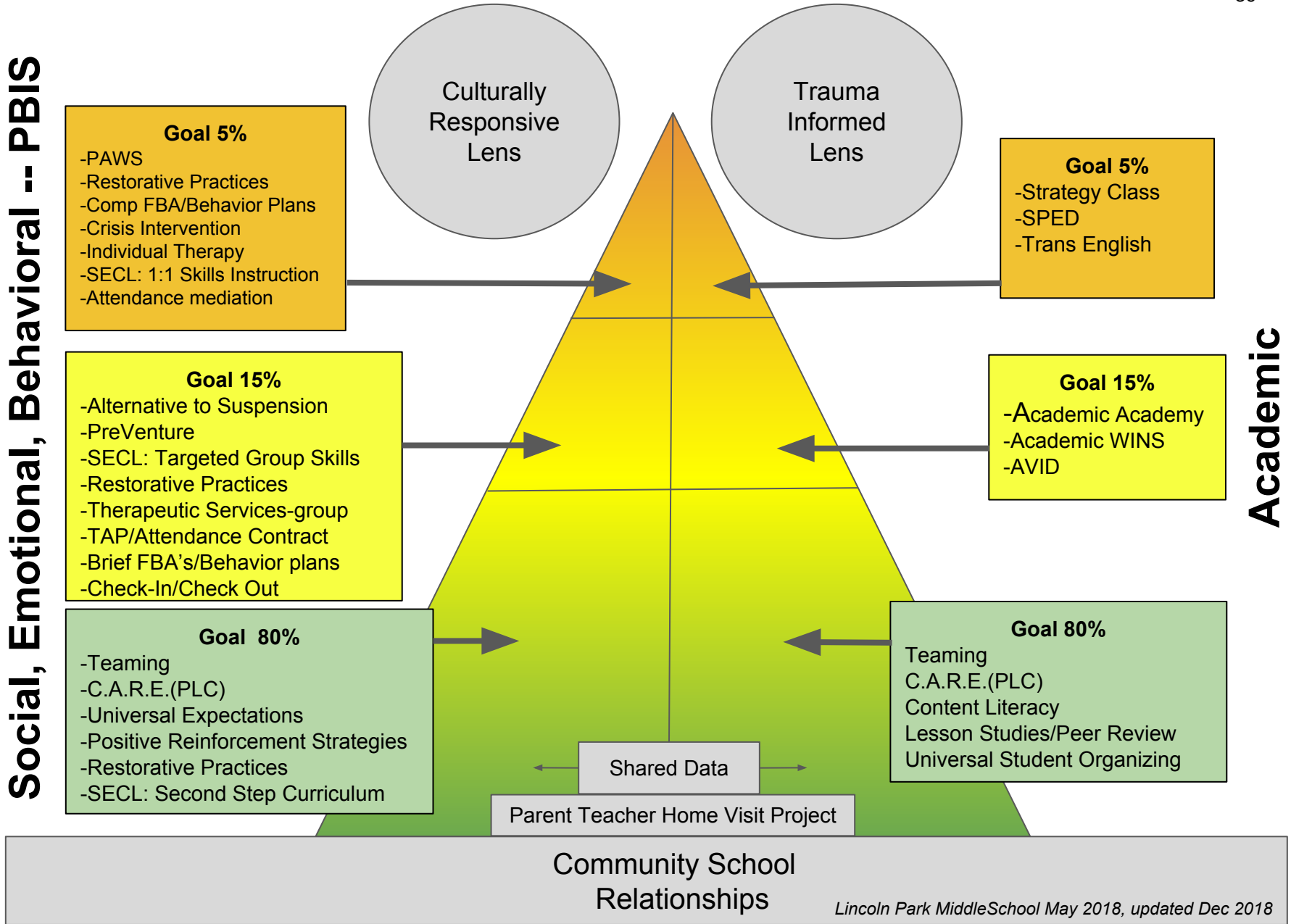
Goal of CIT:

To improve student achievement through a formal process with building leaders. Develop systems to support learning

LINCOLN PARK MS MTSS VISION

Social, Emotional, Behavioral -- PBIS

Academic



What is Currently Going Well?

40

TIER 1:

-PBIS

(LPMS, Denfeld, Lakewood, Lowell, Piedmont, Laura Mac)

-Trauma Informed Care

-CARE Academy

-Restorative Practices

-Social Emotional Learning

What is Currently Going Well?

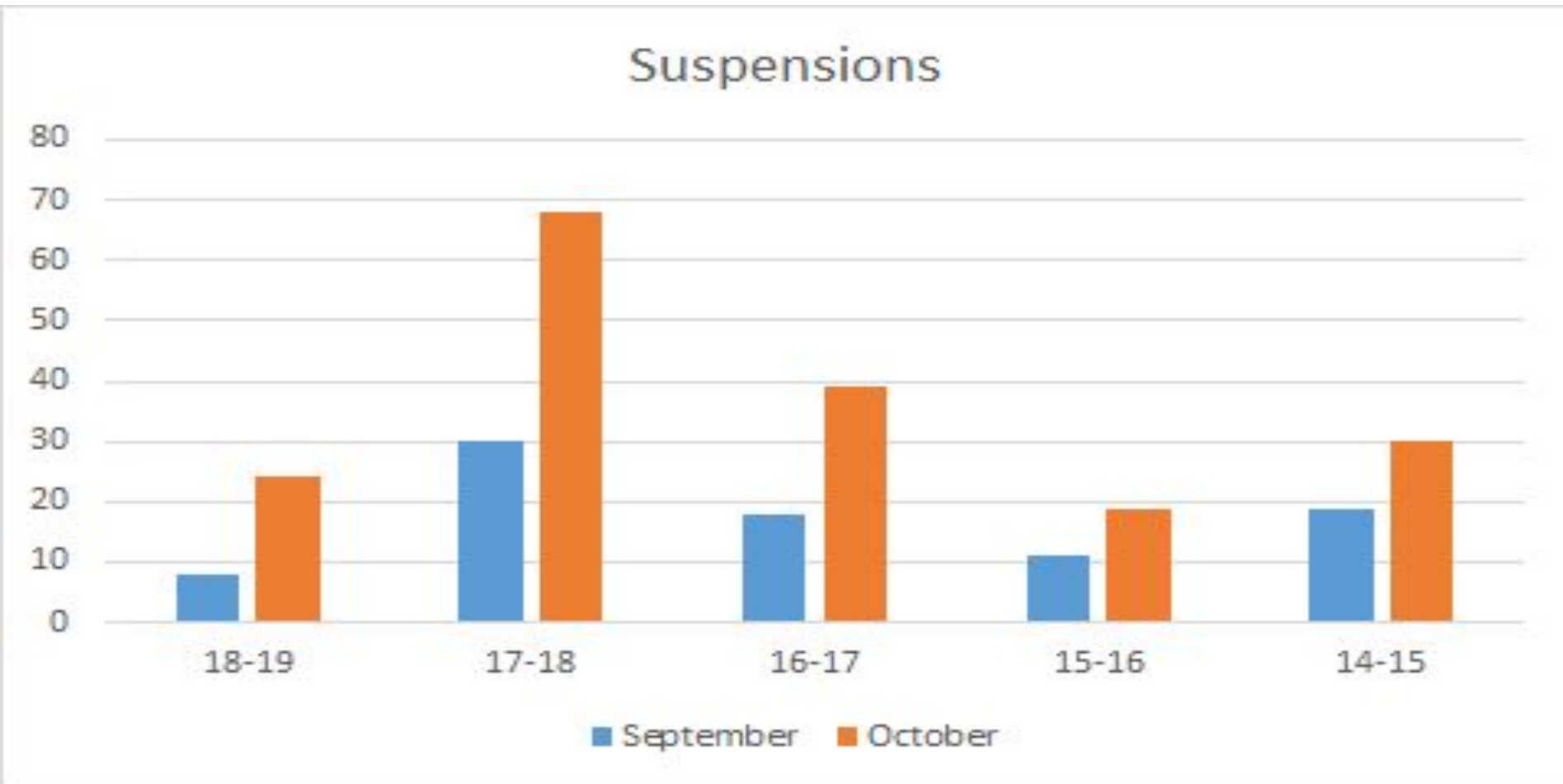
41

TIER 2:

- Tier 2 SEL Groups (in various schools)
- Tier 2 group focused on tardies this year (LPMS)
- Prevention, starting in near future (LPMS)

What is Currently Going Well?

Since PAWS was developed at LPMS, days students were suspended have decreased



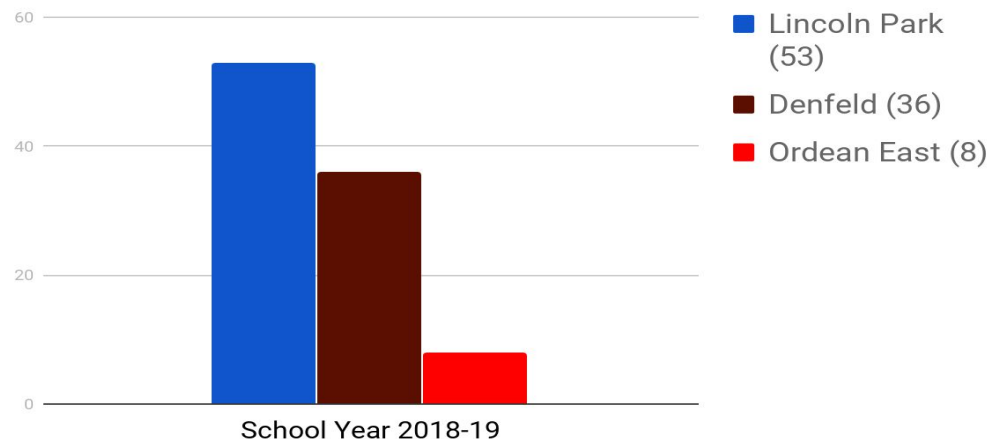
What is Currently Going Well?

TIER 2 or 3:

TAP (Truancy Action Project)

- Work collaboratively with student and family as well as with school staff/administration and SARB to identify and remove barriers to student attendance
- Advocates housed in LMPS, OEMS, and DHS

Students Served By TAP



What is Currently Going Well?

44

Special Education Supports (District Wide)

- School Social Workers SEL/Mental health support
- Special Ed classrooms SEL
- Collaboration with county social workers, probation, etc.

Mental Health Partnerships

- Outpatient therapists in all buildings
- Day treatment programs in several buildings (Piedmont, Laura Mac, LPMS, Myers-Wilkins)
- Specialty services: trauma therapy, group therapy, grief groups, and culturally specific therapy for Native Americans.

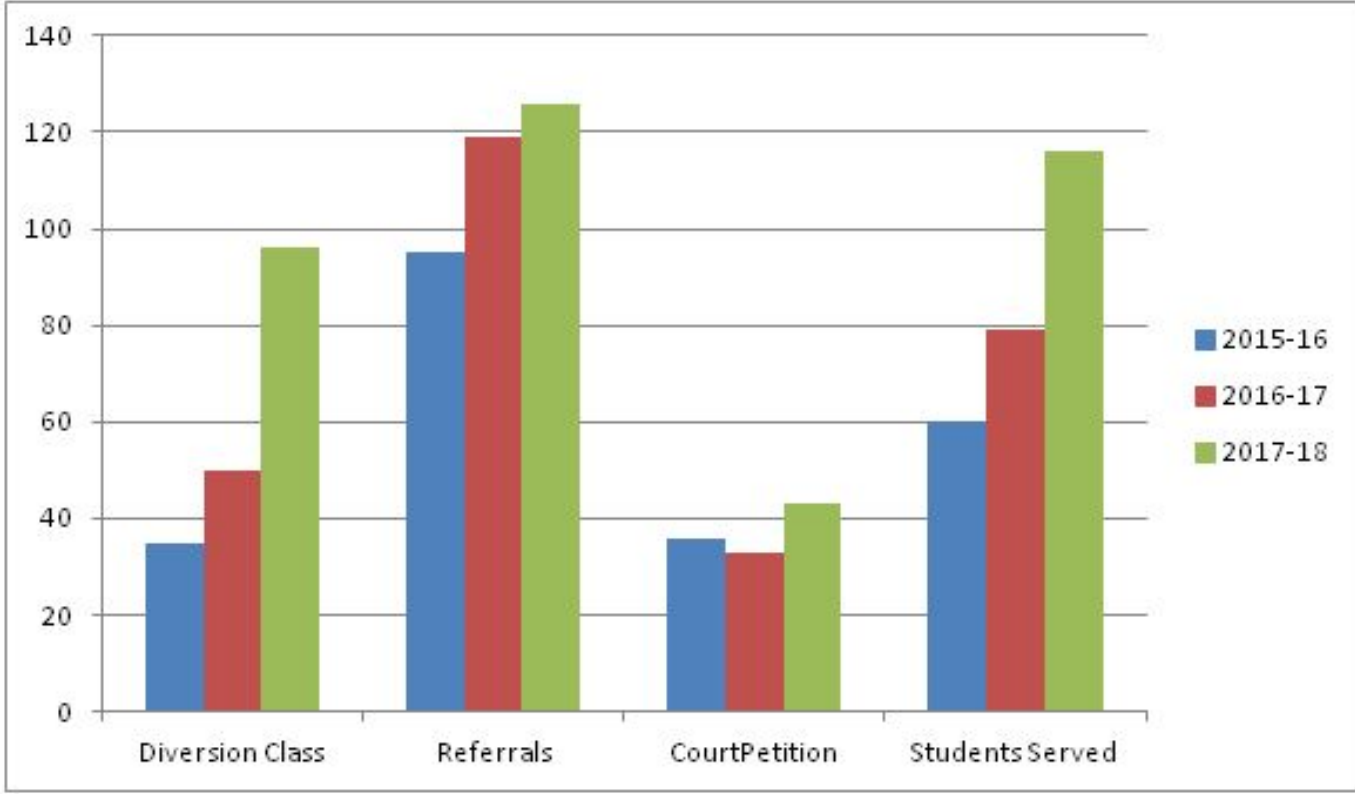
What is Currently Going Well?

At LPMS total unexcused attendance days have declined

UNX Attendance Days



What is Currently Going Well?



Opportunities for Growth

47

- Look to expand MTSS framework for SECL
- Trauma Informed Practices & Restorative Practices
- Mindsets need to be shifted away from thinking punitive discipline is the answer
- Time for staff to meet/training & funding to support
- Full Service Community School Pathway

How Does Equity Play a Role in Attendance?⁴⁸

Fidelity of intervention implementation

Individualization of curriculum

Culturally sustaining pedagogies

Microaggressions

Transportation

Food and other basic needs

Diverse staff and/or students

Student Transfers

Summary

Great Partnerships
Hard Working Staff
Seeing Improvements
Equity is Important
More Good Work Ahead

ISD 709 Calendar 2019-20 School Year

JULY							AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4 Indep. Day HOLIDAY	5	6					1	2	3	1	2 Labor Day HOLIDAY	3 Gr. 1-12 First Day	4	5 Grade K First Day	6	7			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17 MEA Weekend	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
28	29	30	31				25	26	27 Staff Develop.	28 Teacher Work Day Staff Dev.	29 Teacher Work Day	30	31	29	30						27	28 Staff Develop.	29	30	31			
NOVEMBER							DECEMBER							JANUARY							FEBRUARY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					HM	1	2	1	2	3	4	5	6	7				1 New Years HOLIDAY	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16 EHM	17 Semester Break	18	9	10	11	12	13	14	15	
17	18	19	20	21 Thanksgiving HOLIDAY/ Recess	22	23	22	23 Winter Recess	24 Winter Recess	25 Winter Recess	26 Winter Recess	27 Winter Recess	28	19	20 M.L.K. Win. Rec.	21	22	23	24	25	16	17 Pres. Day HOLIDAY	18 Confer. Makeup	19 Confer. Makeup	20 Winter Recess	21 Winter Recess	22	
24	25	26	27	28	29	30	29	30 Winter Recess	31 Winter Recess					26	27	28	29	30	31	23	24	25	26	27	28	29		
MARCH							APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2							Students Last Day EHM	
8	9	10	11	12	13	14	5	6 Confer. Makeup	7 Confer. Makeup	8 Spring Recess	9 Spring Recess	10 Spring Recess	11	3	4	5	6	7	8	9	7	8 Teacher Work Day	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	HM	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24 Mem. Day HOLIDAY	25	26	27	28	29	30	28	29	30					

KEY DATES

- First day for Grade 1-12 students - September 3, 2019
- First day for Kindergarten students - September 5, 2019
- Schools will schedule open houses and conferences
- No school for students:
- Last day for students - June 5, 2020

GRADING TERMS

- Elementary Schools:**
- Term 1: September 3 to January 16
 - Term 2: January 21 to June 5
- High Schools and Middle Schools:**
- Term 1: September 5 to November 1
 - Term 2: November 4 to January 16
 - Term 3: January 21 to March 27
 - Term 4: March 30 to June 5

RESOLUTION

Acceptance of Grant Awards to Duluth Public Schools

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

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

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

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to this organization.

Organization	Author/Contact	Project Title	Award Amount	Terms
St. Luke's Foundation	Ron Lake	Sources of Strength (S.O.S.)	\$15,000	Funds will be used to support Sources of Strength (S.O.S.) programing Duluth East and Denfeld High Schools.
Arrowhead Manufacturers and Fabricators Association (AMFA) Educational Trust	Brad Vieths	Engineering Design and Manufacturing Programs at Ordean East Middle School	\$2,000	Fund will be used to purchase new miter and band saws for Ordean East Middle School.



November 30, 2018

Bill Gronseth, Superintendent
Duluth Public Schools
215 N 1st Avenue E
Duluth, MN 55802

Dear Bill:

Please accept the enclosed check for \$15,000 to complete the funding for a counseling position for the suicide prevention initiative being undertaken by ISD 709. We are grateful for Ron Lake's response to our inquiry last spring and all he has done to bring together UW-Superior, Essentia Health and St. Luke's Foundation to support this great need in our community. Additionally, we are grateful to hear he is working on further initiatives with our youth via Dr. Judith Grimmond Christianson.

No family should suffer this heartbreak and our entire community needs to be engaged in identifying ways to help students who are struggling.

Sincerely,

A handwritten signature in cursive script that reads "Catherine Carter Huber".

Catherine Carter Huber
Executive Director

cc: Ron Lake, Climate Coordinator

St. Luke's Foundation provides financial support to St. Luke's and the region it serves to advance patient care, health education and clinical research.



P.O. Box 150 • Elbow Lake, MN 56531-0150

877.330.2632

midwest@runestone.net • www.amfa-mn-wi.org

November 19, 2018

Brad Vieths
Duluth Public Schools
215 N. 1st Avenue E.
Duluth, MN 55802

Dear Brad,

I'm pleased to report a recent decision by the AMFA Educational Trust Board of Directors to provide funding for the grant application submitted by Duluth Public Schools in support of your engineering design and manufacturing programs at Ordean East Middle School.

Please find enclosed a check in the amount of \$2000.00, to put towards new miter and band saws; in support of this application.

Per policies adopted by the AMFA Educational Trust, all grant recipients are required to submit a final status report within 90 days of completion of your project. We will be in touch to provide you with a report form for this purpose.

I'd like to take this opportunity to remind you that representatives of the school (teachers, team leaders, students, administration, etc.) are welcome to join us for a FREE lunch at any AMFA general meeting. We usually host a manufacturing tour as well. I hope you can join us at an upcoming meeting:

- December 12, 2018: Noon meeting TBD
- January 9, 2019: Meeting in Duluth at Blacklist Artisan Ales at 2:00PM.
- February 13, 2019: Meeting TBD Iron Range

On behalf of the AMFA Educational Trust, thank you for having a potential impact on the manufacturing workforce in northeastern Minnesota and northwestern Wisconsin!

Sincerely,

A handwritten signature in black ink that reads "Sandra Kashmark". The signature is written in a cursive, flowing style.

Sandy Kashmark, Executive Director
AMFA Educational Trust

Enclosed: Check

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: Tom Cavett
 Not Approved Date: 11/13/18

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Tom Cavett
 Not Recommended Date: 11/13/18

Assistant Superintendent: Recommended Name: Jess He
 Not Recommended Date: 11/17/18

School Board: Approved Name: _____
 Not Approved Date: _____

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

FIELD TRIP REQUEST 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
3-11-19 8:30AM	LEAVE HOMECROFT
3-11-19 10:30AM	ARRIVE ELC
3-13-19 11:45AM	LEAVE ELC
3-13-19 1:45 PM	ARRIVE HOMECROFT

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

Signature of Contact Person: Nicole Munthe

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: Nicole Munthe

FIELD TRIP REQUEST FORM

Date of Submission: 11-16-18

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Homecroft 5th grade
2. Contact Person (Responsible for Checklist Completion): NICOLE MUNTHE / CHAD HUMPHREYS
3. Field Trip Date(s): 3-11-19-3-12-19 Destination: WOLF RIDGE ELC, ELY MN
4. Field Trip Overview (Include events, establishments and locations): Attend and stay at Wolf Ridge, learning winter survival skills, including some MN science standards, and returning after 2 nights and 3 days.
5. Field Trip Departure from School (Date and Time): March 11th, 2019 8:30AM
Field Trip Return to School (Date and Time): March 13th, 2019 1:45 PM
6. Objectives of Field Trip: To cover MN science standards and to teach our students survival skills and cooperative team building skills.
7. Relationship to Curriculum or Student Learning: 5.3.4.1.3, 5.4.2.1.2, 5.4.4.1.1, 5.1.3.2.1, 5.4.1.1.1
8. Planned Follow-up Field Trip Activities: Students will complete working journals while there, and we will follow up with a presentation on google slides when we return.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees <u>students, chaperones, teachers</u>	\$ 13,500 ⁰⁰
Total Meals	\$ 200 ⁰⁰
Total Lodging	\$
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s) <u>Voyageur</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
	1200 ⁰⁰
Total Additional Stipends:	\$
Other:	\$
Total	\$ 14,900

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$ 2000.
Student Fees	\$ 13,500
Total Additional Stipends:	\$
Total	\$ 15,500

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

November 15, 2018

William Gronseth
Ind. School Dist. 709
215 N. 1st Ave. E.
Duluth, MN 55802

Dear Mr. Gronseth,

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.

Name of Graduate/School

Graduation Date

Trey Jordan Ard

Rockridge Academy

November 26, 2018



Thank you,
Denise Clairmont
Principal

November 26, 2018

Jeff Horton, Assistant Superintendent
Independent School District 709
215 N 1st Ave E
Duluth MN 55802

Dear Mr. Horton:

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

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Jacob Ambrose Ard-Beeten	Denfeld High School	1/18/2019

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center